

STEP BY STEP GUIDE TO

CYCLE2WORK

1 CHOOSE VALUE



You need to know how much you'd like to apply for *before* you start making your Cycle2Work application. Browse online or in-store to get an idea for your budget - Don't forget to use our **Savings Calculator** to see exactly how much you'll pay!

2 SIGN UP



Now you've got your budget, sign up at www.cycle2work.info using your name, email address and employer code which is **READINGUNIC2W**

3 VERIFICATION



You should almost instantly get an email asking you to verify your email address and complete your Cycle2Work application. All you need to do is **click the link** in the email!

4 COMPLETE APPLICATION



This will take you to our website to **finish off your application**, agree to your hire agreement and agree to a salary sacrifice.

5

APPROVAL



Your application will now be sent off to **your employer**, and someone within your organisation will either **Approve, Reject** or **Refer** your application.

What does my application status mean?

✓ **APPROVED**

Your employer has accepted your application and your Letter of Collection should be with you shortly!

✗ **REJECTED**

Your application was unsuccessful. Your employer should have given you a sufficient reason why.

? **REFERRED**

You are not eligible for the typical Cycle2Work scheme - but we have some great alternative options for you! Just follow the instructions on the email you received confirming you were referred.

7

RECEIVE LoC



Your application has been approved!

You will now receive your Letter of Collection by email - along with all of the exclusive benefits you get for being a Cycle2Work customer!

8

REDEMPTION

Independent
Bike Shops

halfords

tredz

Redeem your bike and accessories in-store or online at **Halfords, Tredz** or one of the **independent bike shops** we work with. All you need to do is present your LoC and ID at the till - either print it off or show your LoC on your phone!

Prefer to shop online? Redeem at www.tredz.co.uk by entering your LoC Number at checkout.



HAPPY CYCLING!

Sign up at www.cycle2work.info

using the employer code

RUNIC2W