

CYCLE TO WORK PORTAL PROCESS

1. Employee will need to register on the platform before being able to apply, they will be asked for unique employer code which we will send to you when your portal is launched.



Once logged in they will click on 'sign up to scheme'
 They can also click on the information pack tab for FAQs from both retailers (Evans & Halfords) and check the stores local to them that accept the vouchers.





3. To make their application they will click on 'make new selection'

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	🐴 Home					
	Cycle To Work DEMO					
	About the Benefit The Cycle to Work Scheme can save you up to 42% of the retail value of a new bicycle and/or accessories.	#	You can join this scheme at any time. The current cut-off date and the period to which the salary sacrifice will apply are shown below. Applications will be processed after the window for selecting the benefit has closed.			
	What are my choices and what is the process? You can choose from the huge range available at either Halfords (including over 800 independent retailers) or Evans, with a value from £100 up to £3500.		The window for selecting this benefit is open between 1st Nov 2020 and 30th Nov 2020.			
	You will need to comply with the terms of the scheme, which are in the agreements, which you will need to sign.		If you select this benefit amendments to your salary will be applied from 1st Dec 2020 to 30th Nov 2021.			
	Halfords:		Make a new selection >			- 1
	Valid in over 800 independents and Halfords (on line and in store) For further info click here					- 1
	Evans:					
	Valid at Evans (in store and on line) For further info click here					
	IMPORTANT: If you wish to apply for this benefit, please make sure your personal address details are updated in 'My Account'. This is necessary for the production of the agreement.					
	To proceed, simply Make a new selection' and follow the online instructions. Once your application is approved, you will receive a voucher or a communication direct from the retailer, allowing you to collect your bicycle.					
	How do I pay and what are the savings?					
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- 4. They will then select the retailer and voucher amount & click next
- 5. They will then see their Pre-contractual information and they will need to click next

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	Confirmation You have selected a vouche Cycle to work Pre-Co	amount of £1,000.00 from H ntractual Information	lalfords. This will cost you £i	83.33 per month.			
	PRE-CONTRACT INFORMATION Introduction You're required to read the Information below before accessing your Cycle2Work Hire Agreement.						
	1. The Hire Agreement						
	2. What is Cycle2Work? Cycle2Work allows you to	enter.into a salary sacrifice scheme f	or a period agreed by your employer	as a result of which, you'll be provider	d with the use of a bicycle of		
	If you are hanny to proceed, please	lick on "Nevt' helow			2 Download		
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6. Then they will see the Hire Agreement- now between the Retailer and the employee- they need to read and tick (electronic signature)

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Cycle to work Hire Ac	roomont				
Please read the following Hire Agree Hire Agreement. By signing the Hire provided below.	ment carefully. If you wish to procee Agreement, you confirm you have re	rd, you will need to sign the Hire Agre ead, understood and agree to the Terr	ement electronically by ticking the sign ns and Conditions of the Hire Agreeme	ature box towards the end of the nt, a further copy of which is	
Pre-Hire Agreement Informatio	n			A	
Hire Agreem	ent regulated	by the Consum	ner Credit Act 1	974	
Hire Agreement between:					
1. The Customer: Example	User of 1 anvroad. Anvtowm. AA99	9AA and with an email address of exa	ample@perkpal.co.uk ("You"); and		
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← Back Cancel				Next >	

7. They will then see the salary sacrifice agreement – they must tick to say they have read and agree

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	Cycle to work Salar	y Sacrifice Agreement						
	In order to complete your Cycle to Work application, Avantus Business Solutions (the 'Company') requires you to join its salary sacrifice scheme. It is important that you understand the nature of this scheme before entering into it. The scheme hervives you voluntarily taking a reduction in your gross salary in exchange for a Letter of Collection which is redeemable against your choice of bicycle and/or cycling safety accessories. This benefit can be provided to you free of tax, USC and PRSI contributions.							ł.
	Please be advised that as a result of this scheme, your terms and conditions of employment will change, but only to the extent that that your gross salary will be reduced, and a new benefit introduced.							
	If you are happy with this arrangement, you will find below a letter which you are required to tick the appropriate section and confirm your agreement to the salary sacrifice scheme. Should you have any questions about the arrangements described above, then please contact your HR Department.							
	Cycle to Work							l
	Salary Sacrifice Agreement							
	Agreement to vary the terms and conditions of employment between you ("the employee") and Avantus Business Solutions, 1 Milkhouse Gate, Guildford, Surrey, GU1 3EZ ("the employer")							
	1. Definitions							
	1.1 'Adjusted Salary' means the	ne revised annual salary being the Origin	al Salary less the Cycle to Work Co	st. The Adjusted Salary may be subject t	to review on the same date 👻			
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All documents are saved automatically to the employees account, so employees are able to view and download them at anytime after they have applied.

AVANTUS employee benefits

8. Application is complete



9. The employee has until the window cut off to amend or cancel their selection



- 10. Once the application window closes your Admin team will receive an email advising to log on and consider the Cycle to work applications- you will be able to approve or reject
- 11. Once approved Avantus Employee Benefits will request the vouchers are sent to the employees from the retailer by email.
- 12. We will then upload a Payroll Summary by secure file transfer to your admin account