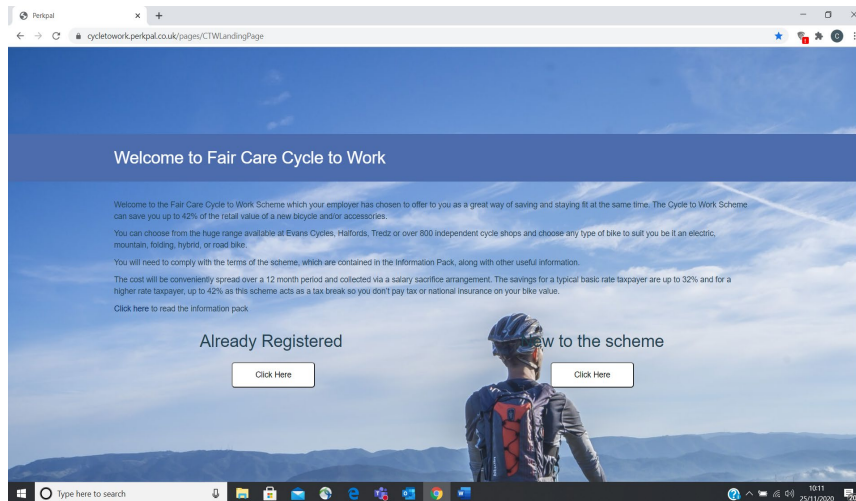
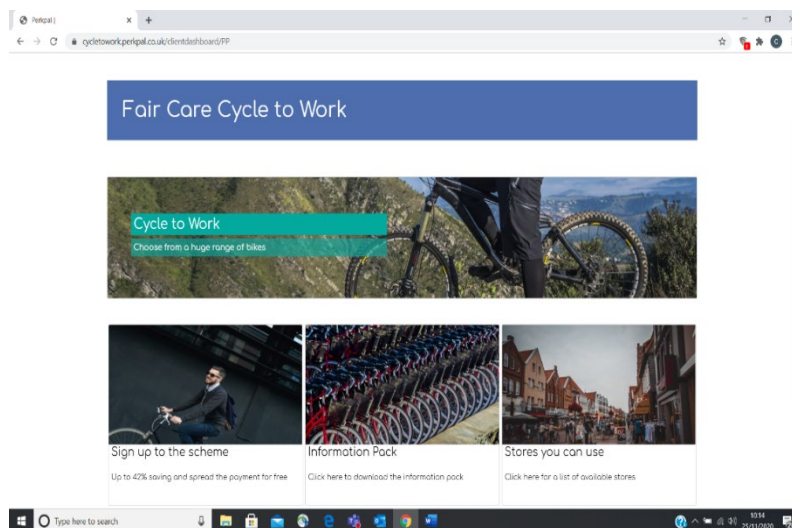


CYCLE TO WORK PORTAL PROCESS

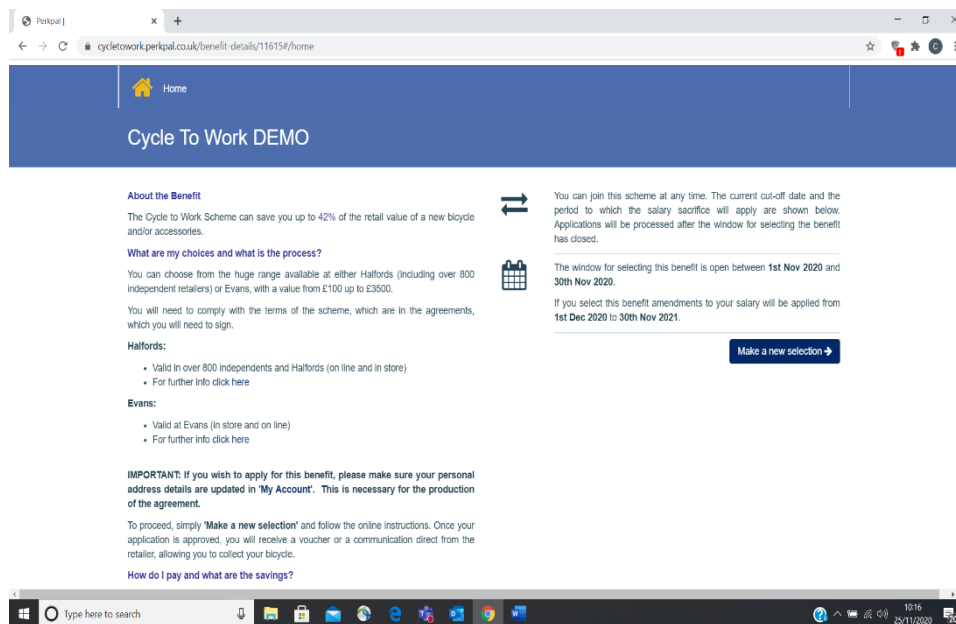
1. Employee will need to register on the platform before being able to apply, they will be asked for unique employer code which we will send to you when your portal is launched.



2. 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.

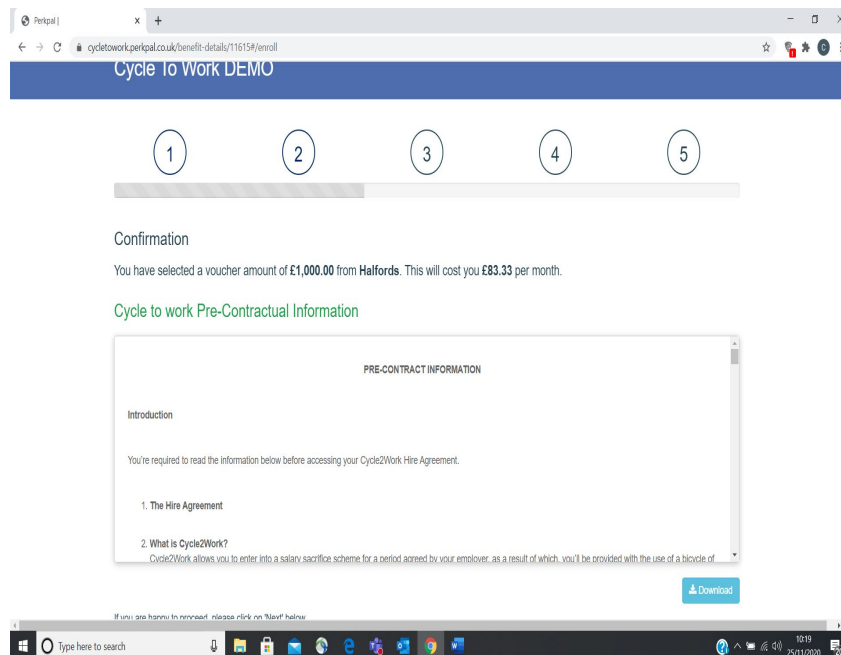


3. To make their application they will click on 'make new selection'

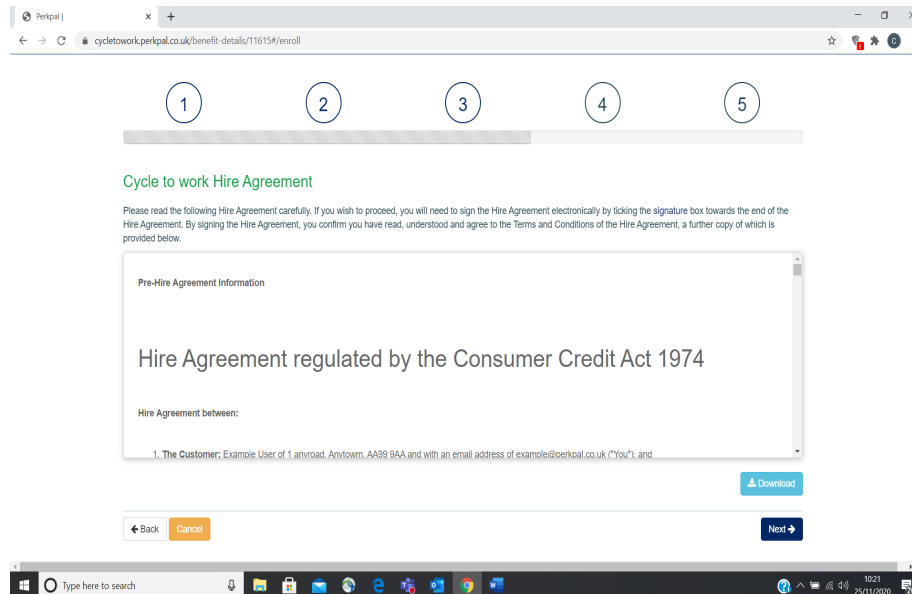


4. They will then select the retailer and voucher amount & click next

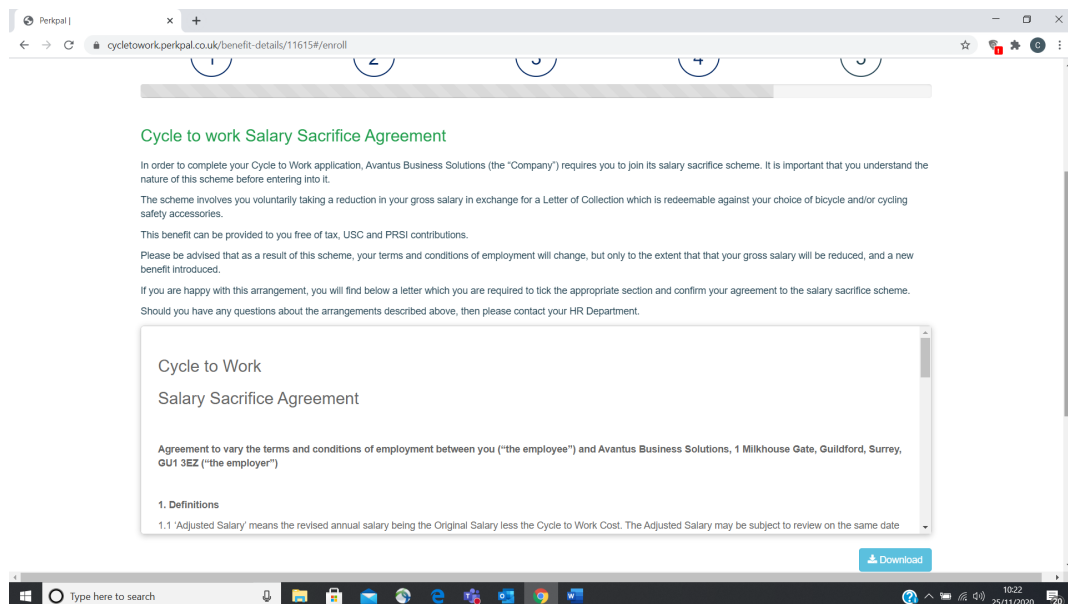
5. They will then see their Pre-contractual information – and they will need to click next



- Then they will see the Hire Agreement- now between the Retailer and the employee- they need to read and tick (electronic signature)

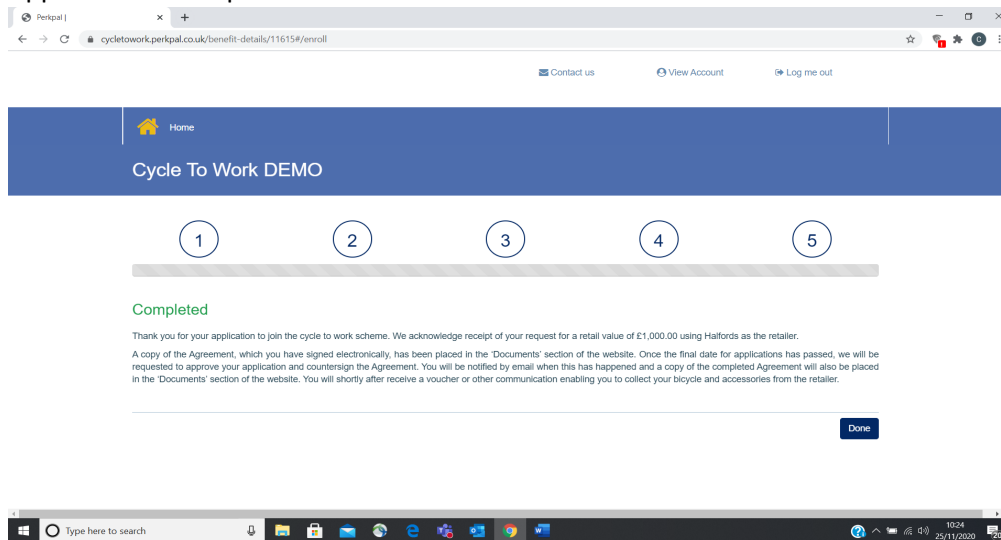


- They will then see the salary sacrifice agreement – they must tick to say they have read and agree

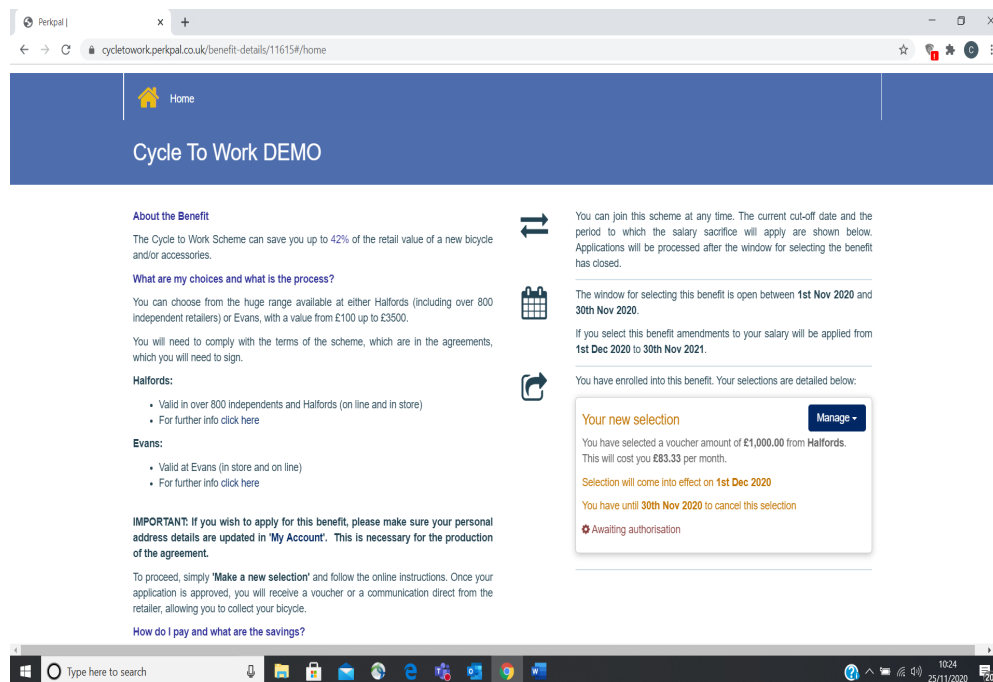


All documents are saved automatically to the employees account, so employees are able to view and download them at anytime after they have applied.

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 Avantis 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