

# How to select your employee benefits

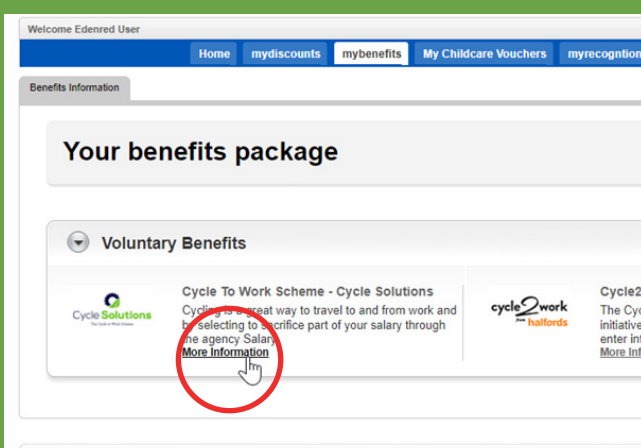
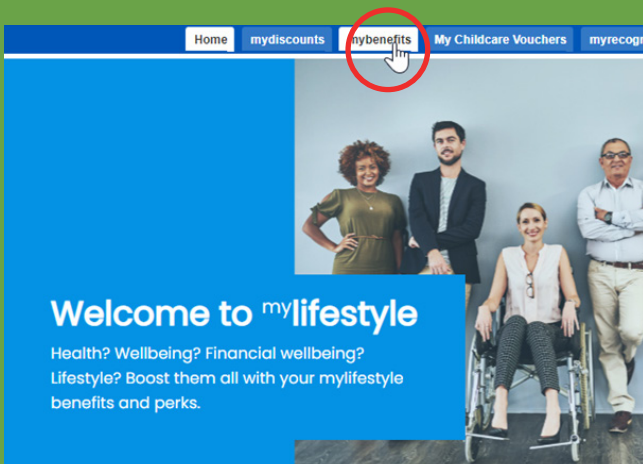
1 Head to [edenred.uk.com/ccsmylifestyle](https://edenred.uk.com/ccsmylifestyle) and log in

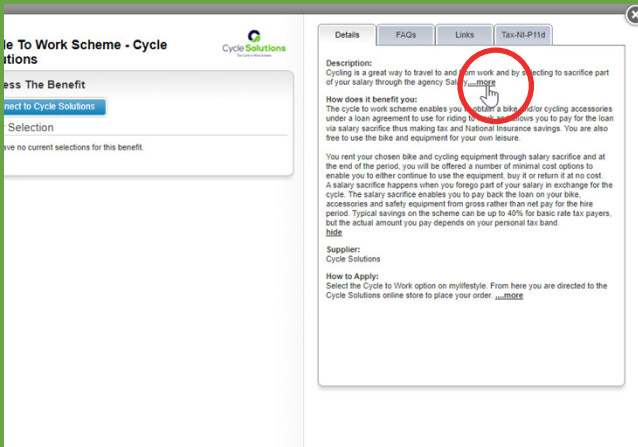
2 Select the mybenefits tab to see what benefits are available

If you haven't accessed mybenefits before, you may need to provide additional information such as your date of birth, address and full name.

You will then be able to access all the benefits available to you at that time.

3 Click more information to read about each benefit





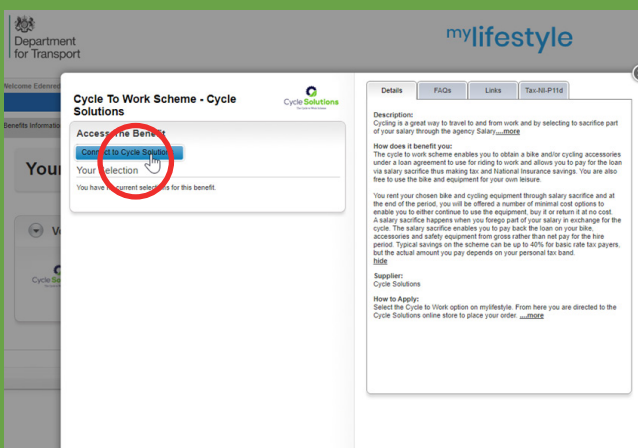
## 4 You can read the description, how it benefits you and more.

Continue to step 5 if you'd like to proceed with any of the following:

- Cycle to Work
- Dental Insurance
- Health Screening
- GymFlex
- Payroll Giving
- Salary Finance
- Home Technology Scheme
- Car Benefit Scheme

If not, skip to step 13.

Note: Some of these benefits may not be visible because there is an annual selection window. Your HR department will be able to confirm when this is.



## 5 Click Connect and you will be directed to a third-party provider site. It will open in a new tab.

**How to Order?**

Our ordering process couldn't be simpler, head over to our dedicated Cycle to Work shop [www.cyclesolutions.co.uk/shop](http://www.cyclesolutions.co.uk/shop) and browse the UK's largest selection of brands and bikes to find the model that suits you. Once you have chosen your bike and any accessories, use the check out to confirm your selection. A member of the Cycle Solutions order fulfillment team will call you to check everything is correct and we will pick and ship your tailor made package direct to your door.

Cycle Solutions has also developed a network of partner stores across the UK. If you would prefer to obtain your cycle to work package through a partner store simply visit your preferred shop and obtain a quotation. You will need to return to this website in order to confirm your selection. Note - The savings you make will not be as great if you do not obtain your cycle to work package directly from Cycle Solutions as salary sacrifice amounts will not reflect the discount available to you when goods are ordered online.

Find a bike shop near you

Please be aware that your additional scheme discount is not valid on local bike shop orders nor on items that are already on sale greater than or equal to 12%.

### Savings Calculator

Bike(s) Cost: £	Helmet Cost: £	Accessories Cost: £
<input type="text"/>	<input type="text"/>	<input type="text"/>
Salary: Up to £50,000	Pay Frequency: Monthly	Length of Scheme: 18 Months
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ready to see the huge savings on bikes & accessories available to you?

[HOW DOES THE SCHEME WORK?](#)

[FAQ \(PDF\)](#)

[HOW DO I ORDER?](#)

[ORDER VIA PARTNER STORE](#)

LOOKING FOR AN ITEM THAT'S NOT AVAILABLE ON THE CYCLE TO WORK SCHEME?  
YOU CAN SHOP DIRECT WITH CYCLE SOLUTIONS HERE.

**6** The new tab is a dedicated landing page for your company. You can read more details about the scheme, like how to order.

**7** Explore what's on offer, add your selection to the basket and checkout.

**8** You may be sent documents to sign (this will be confirmed by the third-party provider at checkout).

**9** Your selection will be sent to your HR department for approval.

**10** Once approved, your selection will display on the mybenefits tab on mylifestyle.

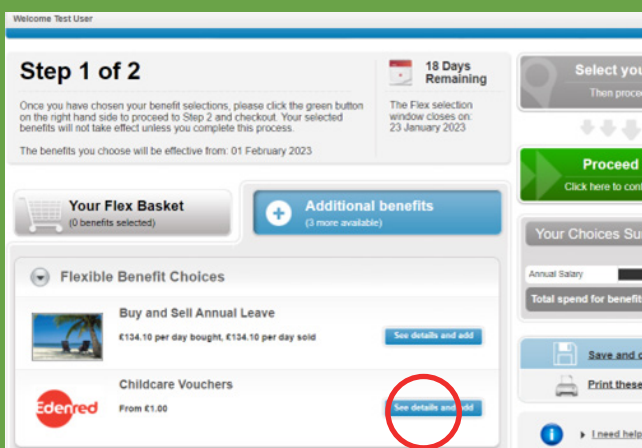
**11** If you have chosen to join the cycle to work scheme with Cycle Solutions: you will need to go to the mybenefits page on the mylifestyle platform and click finalise package to complete the benefit selection process.

**12** You will receive documents confirming your benefit selection from the third-party provider(s).

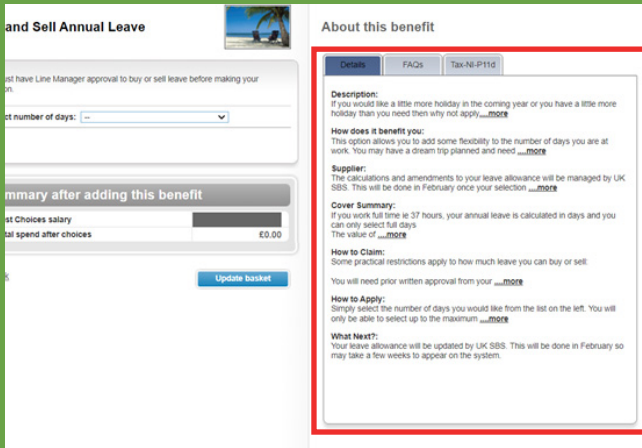
Continue to step 13 if you'd like to proceed with any of the following:

- Buy or Sell Annual Leave
- Childcare vouchers

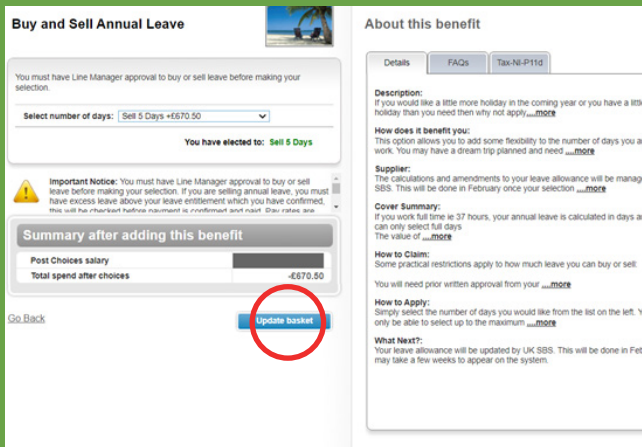
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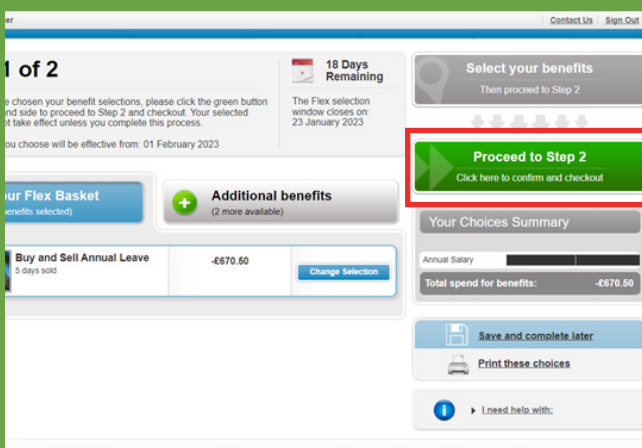
**13** Click on see details and add.



14 Read the details, like how to claim, and make your choice.



15 Confirm the amount (like the number of days to buy or sell) and click update basket.




16 Once you have selected all the benefits you want, click on 'Proceed to Step 2' (the green box on the right hand side).

**Step 2 of 2 - Confirm & Checkout** Please check & confirm your choices and read the Terms and Conditions below. You won't be able to make any changes after you submit your benefits selection. The benefits you choose will be effective from: 01 February 2023

**Confirm and Checkout**

**Please read and confirm that you agree with the Terms & Conditions below:**

I have read and understood the terms and conditions of the scheme and confirm that the above represent my choices. Where my choice represents a change to my terms and conditions of employment, I confirm my agreement to the appropriate amendment being made to my terms and conditions of employment. Click to read the Terms and Conditions

Your selected benefits	Level of cover	Cost of benefit
 Buy and Sell Annual Leave	5 days sold	-£670.50

Summary of choices		Spend
<b>Before Benefits</b>	<b>After Benefits</b>	-£670.50
Your annual salary	Your updated annual actual salary	

**17** Read and confirm the terms and conditions by ticking the box.

**18** Select Confirm and Checkout again.

**19** Confirm your email address.

**20** You will receive an email with a PDF attached confirming your selections made.

**Congratulations,  
you have  
selected your  
benefits!**