

# 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](http://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](http://www.tredz.co.uk) by entering your LoC Number at checkout.



**HAPPY CYCLING!**

Sign up at [www.cycle2work.info](http://www.cycle2work.info)  
using the employer code  
**READINGUNIC2W**