

How to get a bike with Cycle2work – Ten steps

Step	Employee	Halfords	NLC Employee Service Centre
1	You decide how much you want to spend and make sure you're happy with the estimated payment amounts to come out your salary over the next one year. Remember you can include any locks, helmet, lights etc in your total cost. Shop for a bike with a participating retailers and make sure its in stock in the right size!		
2	Check you have got the correct total value for the bike and accessories - changing the value slows the whole process up! Check bike def in stock!		
3	You got a bike sorted then register at Halfords Cycle 2 Work using the employer code NLCC2W		
4		Halfords email you back to confirm your details and your Hire Agreement	
5	You click on the Halfords email to digitally sign up for the Hire Agreement		
6		Halfords informs NLC of your request to participate in the Cycle2work scheme	
7			NLC email you to confirm you want to proceed with Cycle2work for the requested overall amount and the set payment instalments to be deducted from your salary over one year – this may take five to ten working days
8	You check the NLC confirmed overall amount and payment instalments and reply to the email to state you want to commence Cycle2work payments		
9			NLC confirms to Halfords your Cycle2work can start
10		Halfords emails you a letter of collection	

Use voucher
 You show your letter of collection to your chosen bike supplier to get your new awesome bike!
 Happy riding ☺ - please contact workwellNL@northlan.gov.uk for assistance



work well NL

cycle²work
 from **halfords**