

Edenred Joining Instructions

<https://www.edenred.uk.com/CCSMylifestyle>

To find out what shops you can use and how to place an order, please follow the steps below.

1. Your employers use a benefit portal called Edenred, or you might know them as My Lifestyle, you will need to log into your benefit portal and there will be a link to take you to our website.
2. When you are on our site, you should come to a page that says, 'Welcome to Clackmannanshire Council Cycle to Work Scheme', if you see you are on the right page.
3. Scroll down on this page and under the scheme calculator you will see 4 grey boxes, the last grey box says 'Local bike shop orders', you need to click this grey box.
4. When you land on our store network page, there is a flow chart that will show you the steps, you can disregard this and continue following these steps, continue to scroll until you come to the map of the UK. Put your postcode into the map and it will bring up all the bike shops in your area that you can use.
5. Once you have chosen your bike shop, before you submit the quote on our site you need to make sure that you discuss with your chosen shop about the order, as we do not place the order for you, this is your own responsibility.
6. When you have done this, find your shop on the map, following steps 1-4, click the blue teardrop button and select submit quote and fill in the details it asks for.
7. Once you have finished these steps, your Hire Agreement will be sent to you, you need to log into your account on our website, (as your employers use a benefit provider our system does automatically create an account for you, if you don't get the email let us know and we can get your user details), you will need to log in to sign your Hire Agreement online, once you have signed the agreement it will go to your employers for approval. Once they have approved the order your Letter of Collection is automatically emailed to you.

Many thanks,
Cycle Solutions