***How to sign up to a Cycle to Work scheme – step by step instructions.***

1. **Implement a** **salary sacrifice agreement** with your employees – more information on how to do this can be found at <https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-paye>
2. **Check the eligibility of your employees** – they must be over 18 (or over 16 with a guarantor) and their salary sacrifice must not take them below National Minimum Wage (NMW) or National Living Wage (NLW).
3. **Choose an appropriate Cycle to Work scheme provider** - the main ones are Cyclescheme, Cycle Solutions, Evans Cycles and Halfords. A website link for each is included in the key information document. You may also wish to explore local Cycle to Work scheme providers.
4. **Set up the Cycle to Work Scheme**: set up the scheme by registering your practice with the provider. You’ll need to give them details such as the name of your practice, its address, and contact information of payroll staff.
5. Now that you are registered, you should have an **employer code** – this is unique to your practice, and the employees will use it when applying.
6. **Inform your employees** – discuss the advantages of participating and send emails/e-flyers about the scheme. The Cycle to Work scheme provider may have resources to help you achieve this.
7. Employees who want to participate need to access website of the Cycle to Work provider and register using the employer code: this allows them to make a bike and equipment request.
8. As the employer, you will receive an email notification of the employee’s request: review the request and approve it if appropriate.
9. The Cycle to Work provider will review the request too – if approved, the employee will receive an **e-code/e-certificate/letter of collection** via email. This allows the employee to collect the bike at a specific store or get it delivered. The employee’s hire period starts now.
10. You (the employer) will receive an email about this; forward it to your payroll staff members, who will need to set up the salary sacrifice agreement.