

How to apply...

1

Registration

You should identify the value of the bike you wish to purchase first (either online or in store)
Register your interest for the scheme

- Visit www.cycle2work.info and click the “employee sign up now” button
- Enter your personal details and employer code – **MMUC2W**
- Select a unique username and password as your log in details (username must be in an email format)



2

Verification

You will receive an email to check the supplied email address works

- You must click on the link within the email to verify the email address
- On completion you will be asked to log in to the portal
- If you do not have internet access please call the Halfords cycle2work team on **0345 504 6444** and we will assist you further

For more information on the brands Halfords can source call 0345 504 6444



3

Application

Visit www.cycle2work.info

- Enter your log in details to access your own cycle2work webpage
- Click on “apply now”
- Complete your personal information including your preferred store location
- Select a Letter of Collection value within the minimum/maximum at increments specified
- Click “submit”. You will then receive an email containing a link to your hire agreement
- To electronically sign, first you must agree to “Do business with Halfords electronically”.
- Read the hire agreement then follow the instructions to electronically sign.
- When you have completed signing this will automatically be sent to your scheme manager for approval and deductions will be made via payroll from this point.



4

Approval

Once you have been approved you will receive an email containing your completed copy of the hire agreement, Letter of Collection and cancellation information

- Print your letter of collection



5

Redemption

You can now visit your local Halfords to redeem your Letter of Collection. Alternatively you can contact the Halfords cycle2work team on **0345 504 6444** or cycle2.work@halfords.co.uk (When redeeming your voucher please also provide a valid proof of ID)