

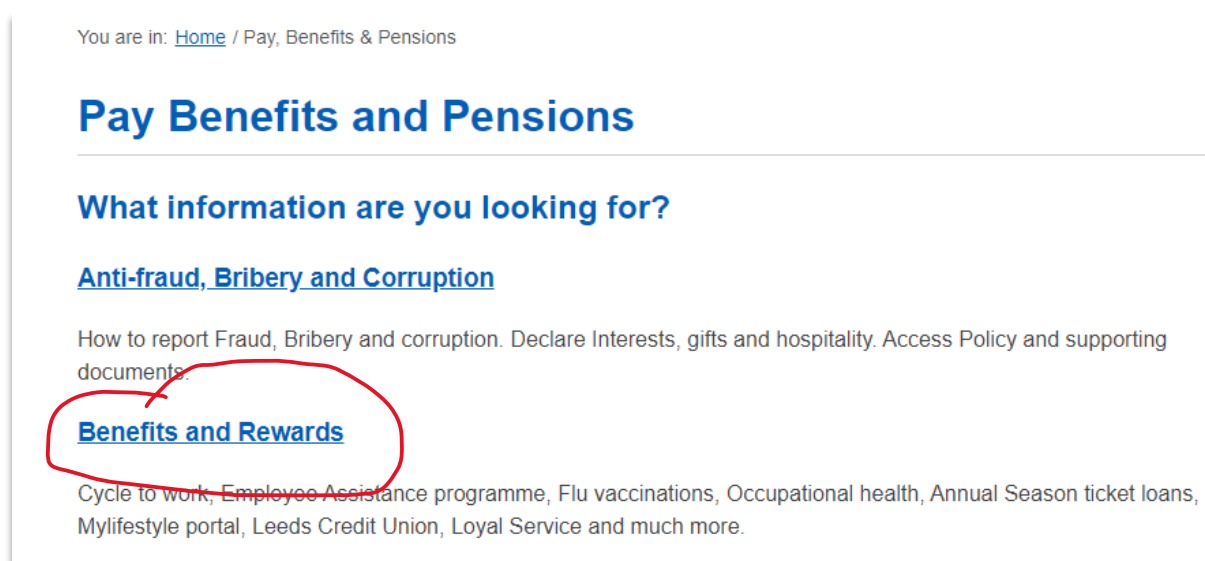
How to Apply for the Cycle to Work Scheme on the Mylifestyle Portal

1. Find the link to the Mylifestyle portal on People First (<https://peoplefirst.nhsbt.nhs.uk/>)

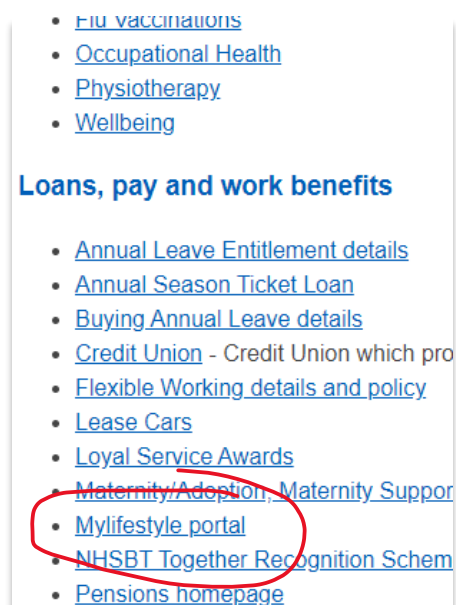
a.



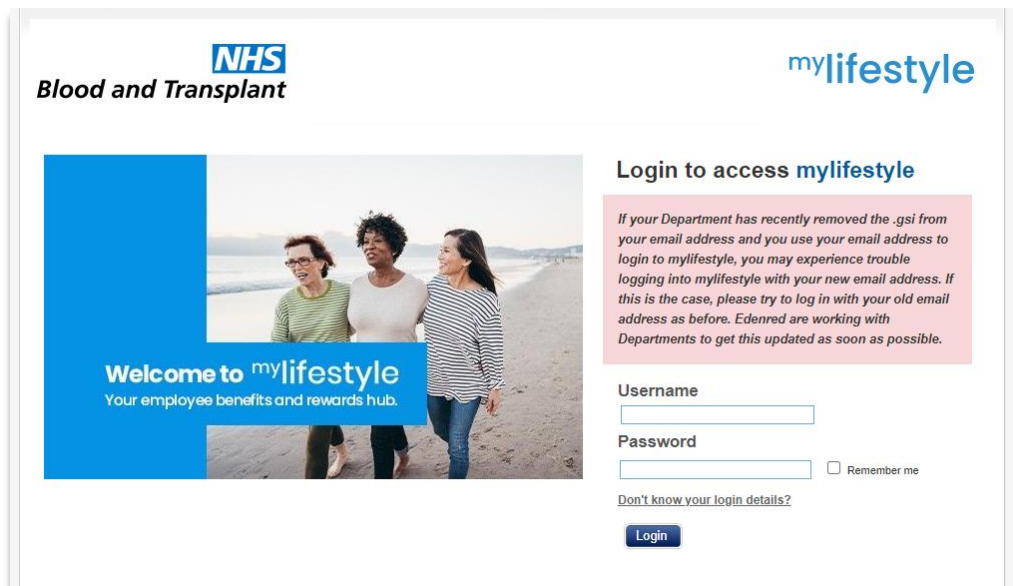
b.



c.



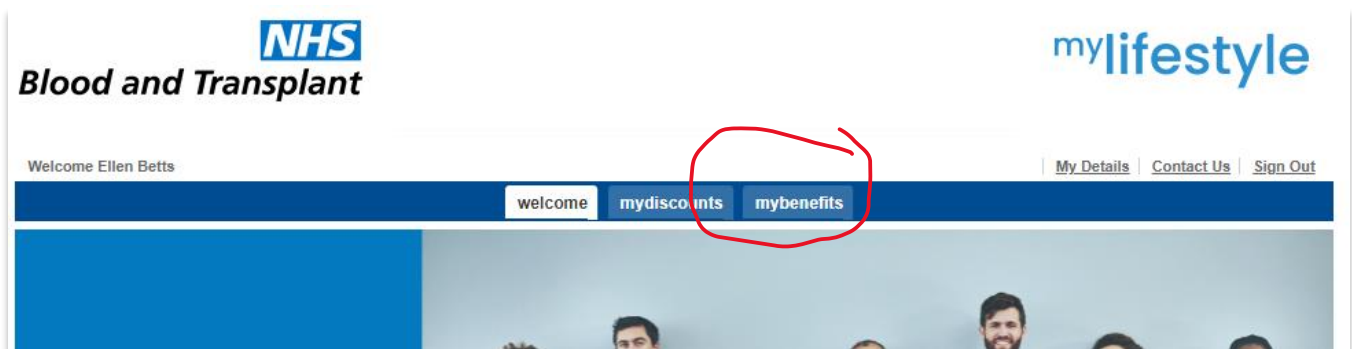
2. Login to the Mylifestyle Portal



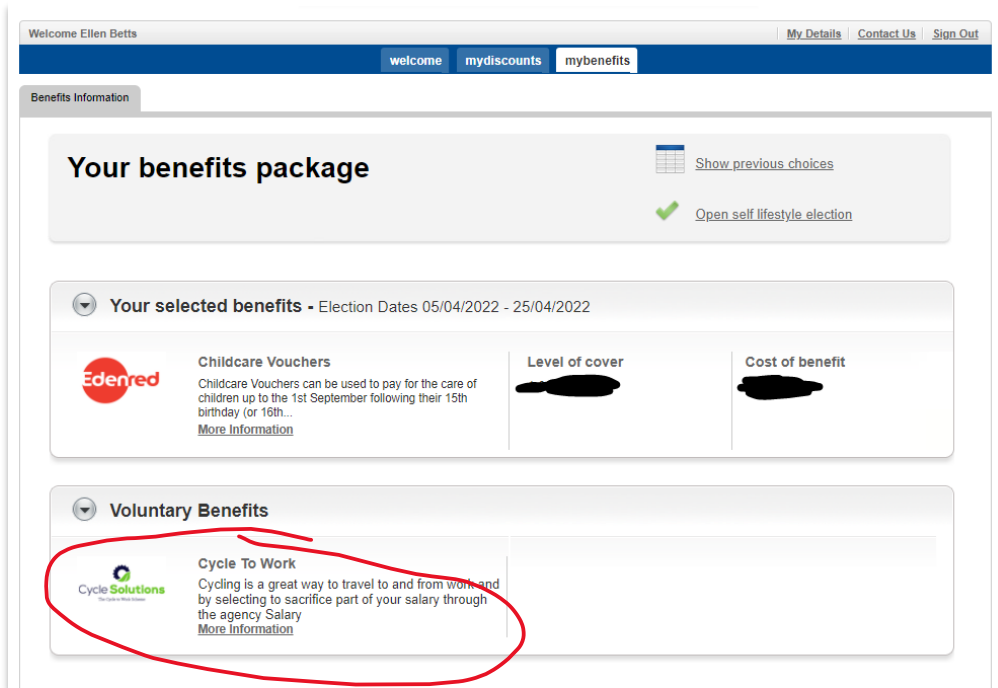
You should have been sent a login for the portal when the scheme first started in 2018, or you first started at NHSBT (if this was after that).

If you do not have a login, or you cannot find the details, please log a query with HR Direct and we will support you with this.

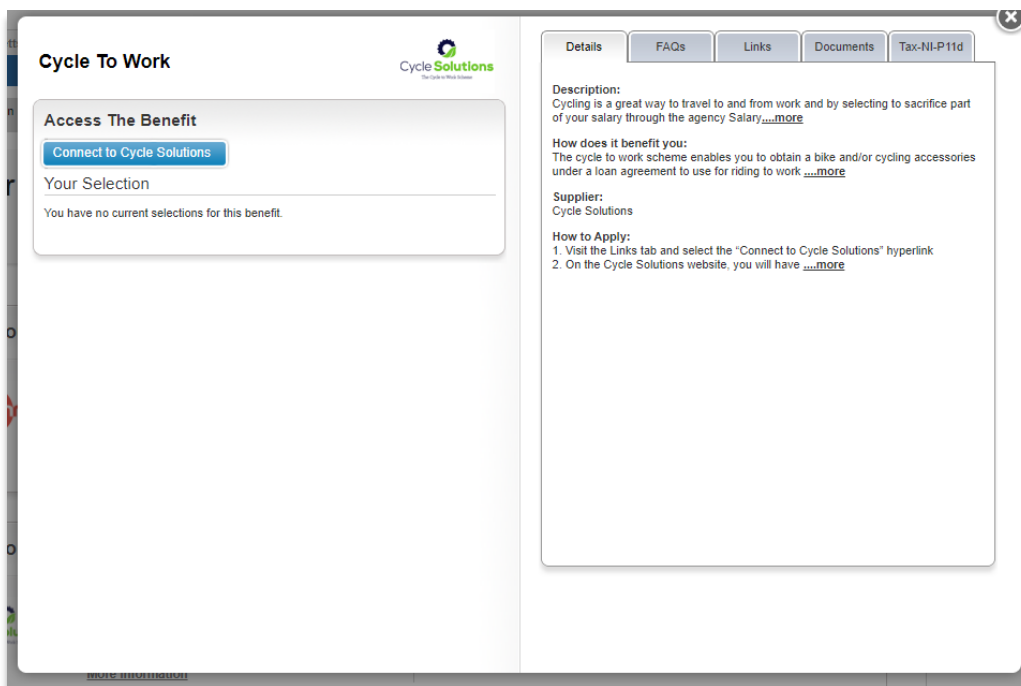
3. Once in the Mylifestyle Portal, select the 'mybenefits' tab



The following screen should display where you can select the cycle to work scheme. You may also see any 'childcare vouchers' that you have already selected at this point



4. Select the cycle to work benefit



At this point you will be able to connect to the Cycle Solutions site, look at FAQs, information about the scheme, and tax.

There is also information on People First about salary sacrifice and how that works:

<http://nhs-bt.nhs.sitekit.net/Pay-Benefits-and-Pensions/cycle-to-work.htm>

<http://nhs-bt.nhs.sitekit.net/Pay-Benefits-and-Pensions/salary-sacrifice.htm>

If you have any other queries about the scheme, please contact us through HR Direct and we can look into this for you.