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/)

Blood and Transplant People First				rst	Jump to content Contact HR Direct Text Only.				
Home	l want to ▼	Documents Library	Learning & Development	Pay, Benefits & Pensions	Recruiting	Safety	Wellbeing		
You are in: H	Home						translate page 🔻		

b.

You are in: Home / Pay, Benefits & Pensions

Pay Benefits and Pensions

What information are you looking for?

Anti-fraud, Bribery and Corruption

How to report Fraud, Bribery and corruption. Declare Interests, gifts and hospitality. Access Policy and supporting documents.

Benefits and Rewards

Cycle to work, Employee Assistance programme, Flu vaccinations, Occupational health, Annual Season ticket loans, Mylifestyle portal, Leeds Credit Union, Loyal Service and much more.

c.

- Fiu vaccinations
- Occupational Health
- Physiotherapy
- Wellbeing

Loans, pay and work benefits

- Annual Leave Entitlement details
- Annual Season Ticket Loan
- Buying Annual Leave details
- <u>Credit Union</u> Credit Union which pro
- Flexible Working details and policy
- Lease Cars
- Loyal Service Awards
- <u>Maternity/Adoption</u>, Maternity Suppor
- <u>Mylifestyle portal</u>
- <u>NHSBT Together Recognition Schem</u>
- Pensions homepage

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

is Information			
Your ber	nefits package		Show previous choices
			Open self lifestyle election
• Your sel	ected benefits - Election Dates 05/04/2022	2 - 25/04/2022	
Edenred	Childcare Vouchers Childcare Vouchers can be used to pay for the care of children up to the 1st September following their 15th birthday (or 16th More Information	Level of cover	Cost of benefit
Voluntar	ry Benefits		
0	Cycle To Work	a	
Cycle Solutions Secular Web Science	by selecting to sacrifice part of your salary through the agency Salary		

4. Select the cycle to work benefit

							7
Cycle To Work	Cycle Solutions	Details	FAQs	Links	Documents	Tax-NI-P11d	_
Access The Benefit Connect to Cycle Solutions Your Selection You have no current selections for this benefit.		Description: Cycling is a gr of your salary How does it I The cycle to w under a loan a Supplier: Cycle Solution How to Apply 1. Visit the Lin 2. On the Cycl	eat way to travel through the ager venefit you: rork scheme enal greement to use is : : ks tab and select ie Solutions webs	to and from work cy Salary <u>aa.mon</u> oles you to obtain for riding to work the "Connect to ite, you will have	and by selecting a bike and/or cy cycle Solutions" More	to sacrifice part	

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.