cyclescheme.co.uk

cyclescheme process

Employer Signs Contract with Cyclescheme Ltd

Cyclescheme issues Employer login details for Online ordering system at: https://myaccount.cyclescheme.co.uk

Promotional campaign to advertise the scheme

Employee visits a Cyclescheme Partner Shop to get quotation for Bicycle & Safety Equipment

Employees submit their voucher request online

Automated e-mail to inform employer of Voucher request

Employer authorises or declines request after checking eligibility

For rolling schemes, once employee has been authorised Cyclesheme will send an invoice along with the Hire agreement documentation to employer

For Schemes that use finance or have an election date Invoices, Hire Agreements and reports will be sent after election deadline

Employer pays Cyclescheme

Voucher sent to employer for distribution

Supplementary Service

Cyclescheme send Hire agreement to employee's home address

Employee returns signed hire agreement to Cyclescheme

Cyclescheme send voucher to employees home address

Voucher redeemed in Partner Shop

Flowchart V3.0.0