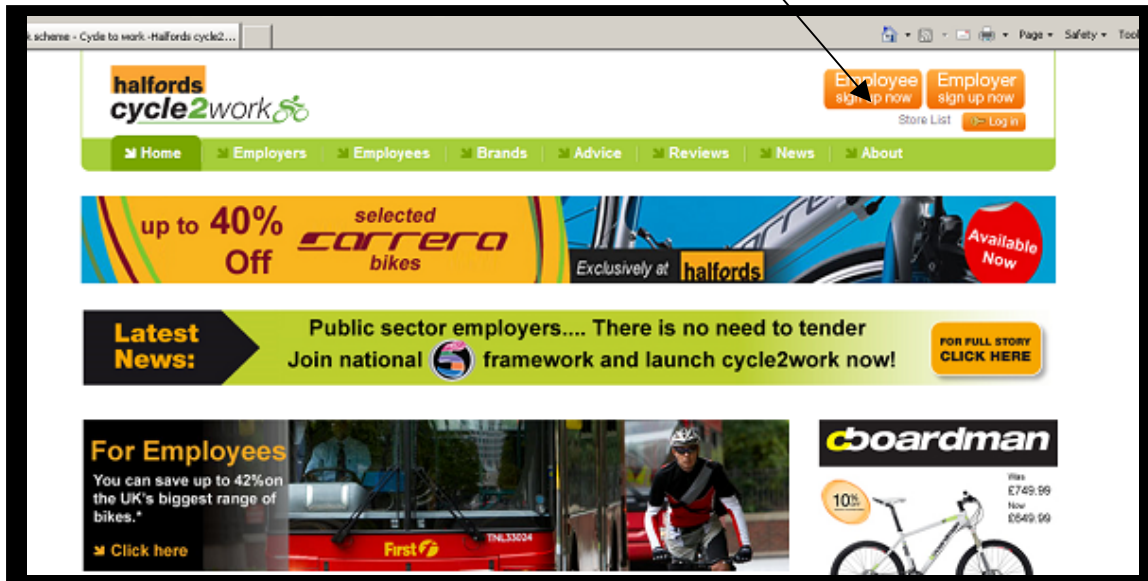


Website www.cycle2work.info
Employee signs up here

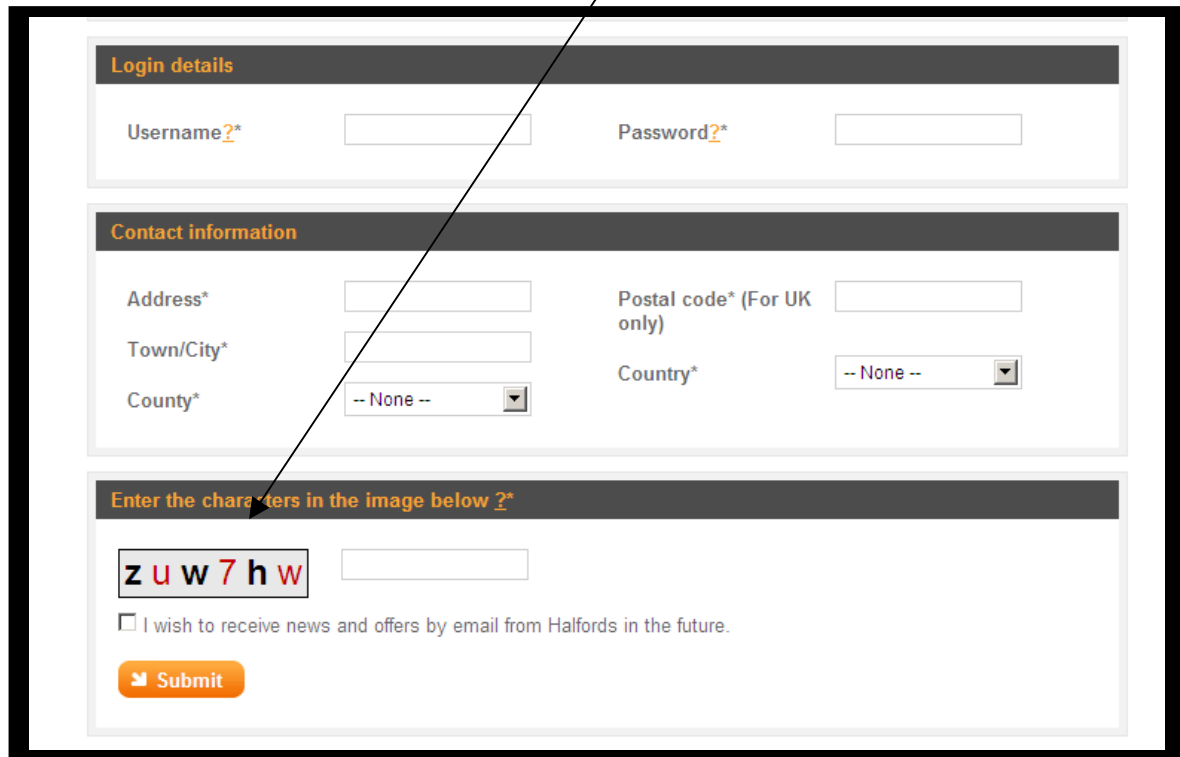


Application page
Employee fills in data

The screenshot shows the 'Sign up now' application page. At the top, there is a progress bar with five stages: Stage 1, Stage 2, Stage 3, Stage 4, and Finish. Stage 1 is currently active, indicated by a green bicycle icon. Below the progress bar, there is a registration form titled 'Personal information'. The form contains several input fields for employee details. An arrow points from the text above to the 'Title' dropdown menu. The form fields are as follows:

Personal information	
Title	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Date of birth* (dd/mm/yyyy)	<input type="text"/>
Halfords employer code*	<input type="text"/>
Email*	<input type="text"/>
Job title	<input type="text"/>
Date of joining (dd/mm/yyyy)	<input type="text"/>
Payroll number or SAP ID	<input type="text"/>
Pay frequency*	<input type="text"/>
Contact Telephone Number*	<input type="text"/>

Submits application

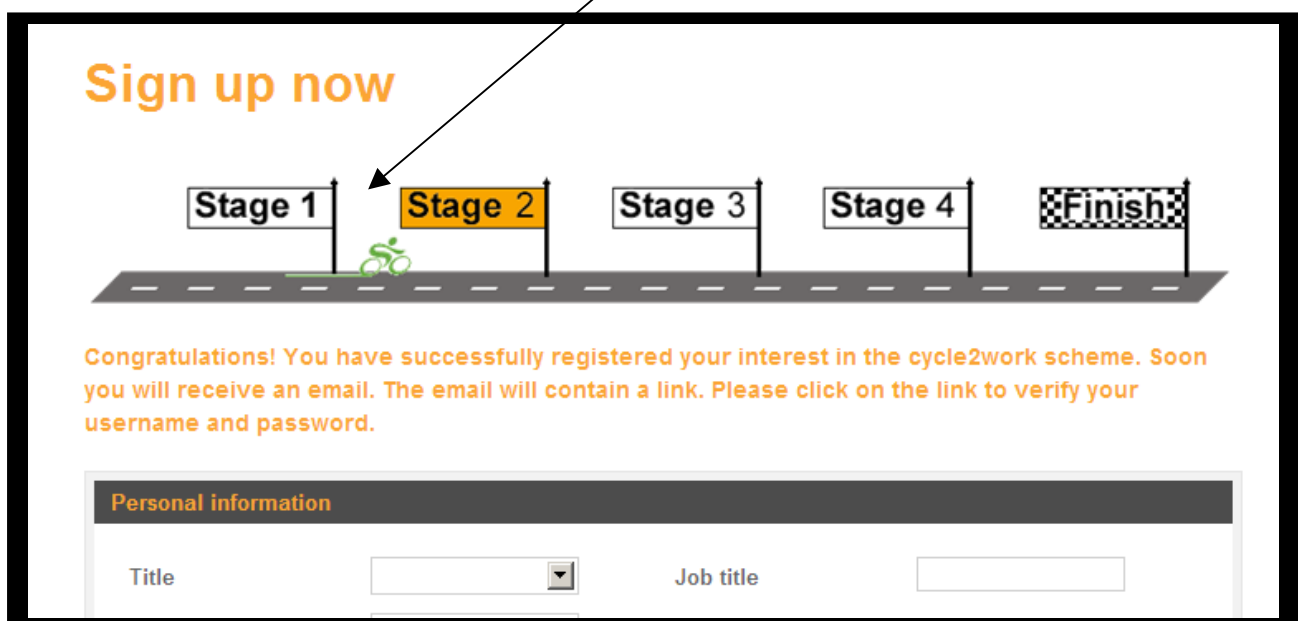


The registration form is divided into three main sections:

- Login details:** Contains fields for Username and Password, both marked with an asterisk and a question mark.
- Contact information:** Contains fields for Address, Town/City, County (a dropdown menu showing "-- None --"), Postal code (marked "For UK only"), and Country (a dropdown menu showing "-- None --").
- Enter the characters in the image below:** A CAPTCHA field showing the characters "z u w 7 h w" in a distorted font. Below this is a checkbox for "I wish to receive news and offers by email from Halfords in the future." and an orange "Submit" button.

A diagonal arrow points from the top right towards the CAPTCHA field.

Employee successful in registering their interest



The screen displays a progress bar with five stages: Stage 1, Stage 2, Stage 3, Stage 4, and Finish. Stage 2 is highlighted in yellow, and a green bicycle icon is positioned below it. A diagonal arrow points from the top right towards Stage 2.

Sign up now

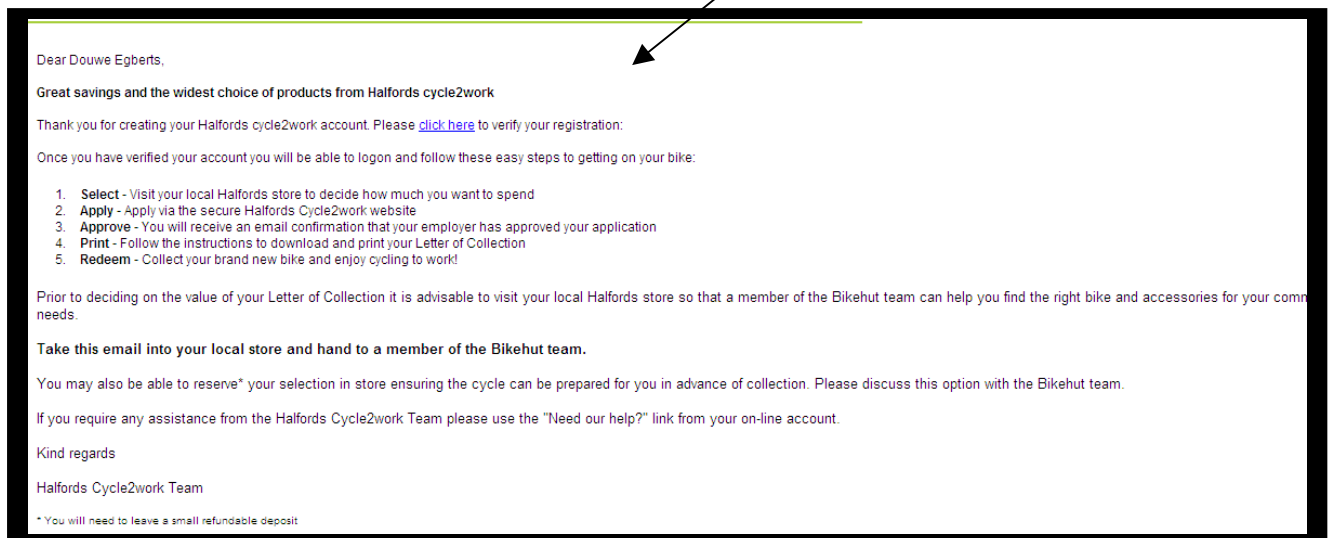
Stage 1 **Stage 2** **Stage 3** **Stage 4** **Finish**

Congratulations! You have successfully registered your interest in the cycle2work scheme. Soon you will receive an email. The email will contain a link. Please click on the link to verify your username and password.

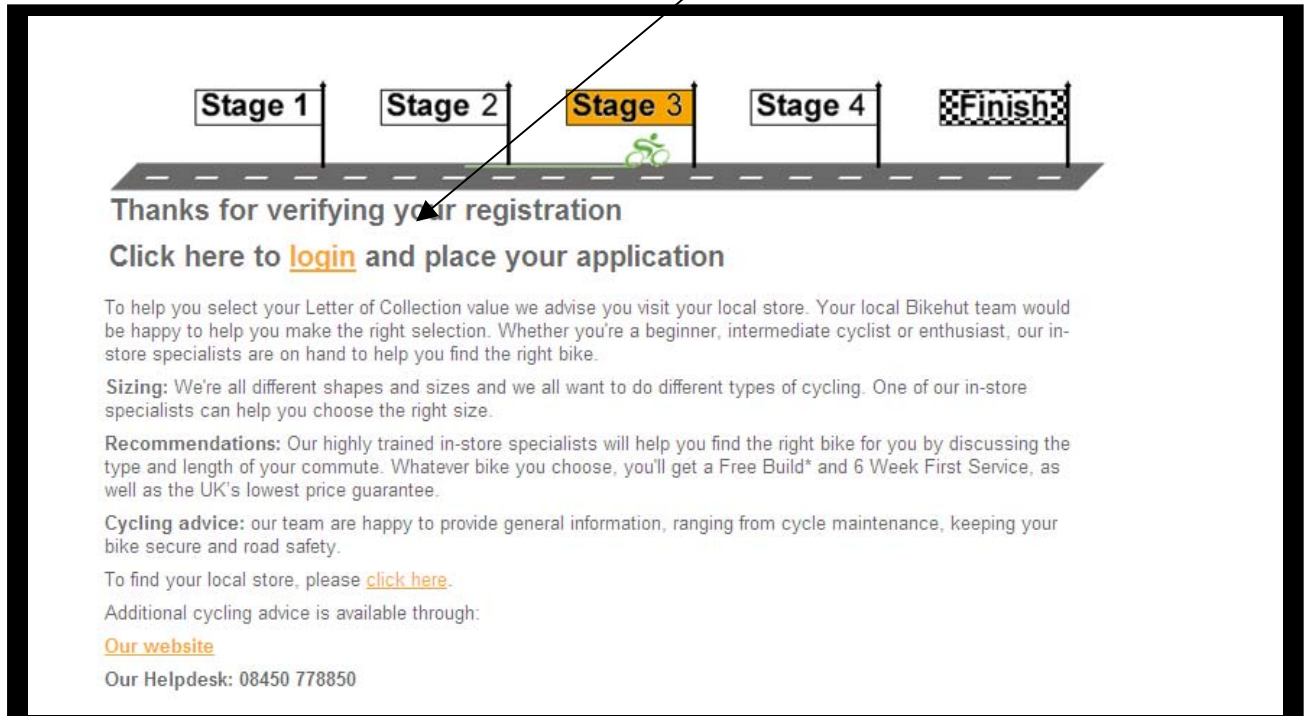
Personal information

Title Job title

Employee receives an email to verify their registration



Employee needs to log back in



Login

Username

Password

Login

First visit to the site? Click "[Sign up now](#)"

Forgot Password? [Click Here](#)

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[Terms & Conditions](#) | [Privacy Policy](#) | [www.halfords.com](#) | [www.halfordsb2b.co.uk](#) | [www.halfords.com](#)

Employee logs in dedicated page to their application selects apply now


halfords
cycle2work

Welcome back Mr. Douwe Egberts | [Log Out](#)

Store List

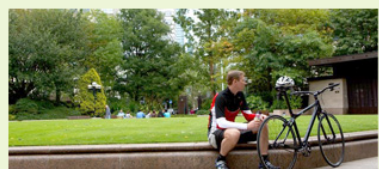
[Home](#) | [Employers](#) | [Employees](#) | [Brands](#) | [Advice](#) | [Reviews](#) | [News](#) | [About](#)

Employees

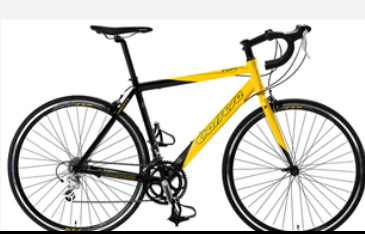


Tax free bikes

You are only a few steps away from obtaining your brand new, tax free bike and accessories. This site will provide you with all you need to know about [choosing a bike](#) and [applying](#) to the Halfords cycle2work scheme.



Your invitation to join



You are now logged in | [Log Out](#)

halfords
cycle2work

[Home](#)

[5 Steps to your new bike](#)

[Browse our bikes](#)

[Offers & benefits](#)

[My Account](#)

[Need our help?](#)

[My Inbox](#)

[FAQ's](#)

Apply now

Employee can view the reductions

https://cycle2work.secure.force.com/ShowTaxCalculation...
https://cycle2work.secure.force.com/ShowTaxCalculations?lcval=

To see how your chosen LoC could affect your salary please refer to the table below.

Total gross cost*	
12 Monthly gross salary reduction of:	GBP 41.67
Total salary sacrifice	GBP 499.99

Total lower rate tax payer costs*	
12 Monthly net salary reduction of:	GBP 28.33
Total salary sacrifice	GBP 339.99

Total higher rate (40%) tax payer cost*	
12 Monthly net salary reduction of:	GBP 24.16
Total salary sacrifice	GBP 290.00

* Please note: The quoted example includes any cost incurred by your employer running the scheme and savings may vary due to your personal taxation.

joining
Local Halfords?

Telephone
Number
Mobile telephone
Email*

Min. LOC value Max. LOC value
LOC value* LOC increments
[Reductions](#)

You will also receive the following benefits

FREE 6 Week Service

Successful submission

My application

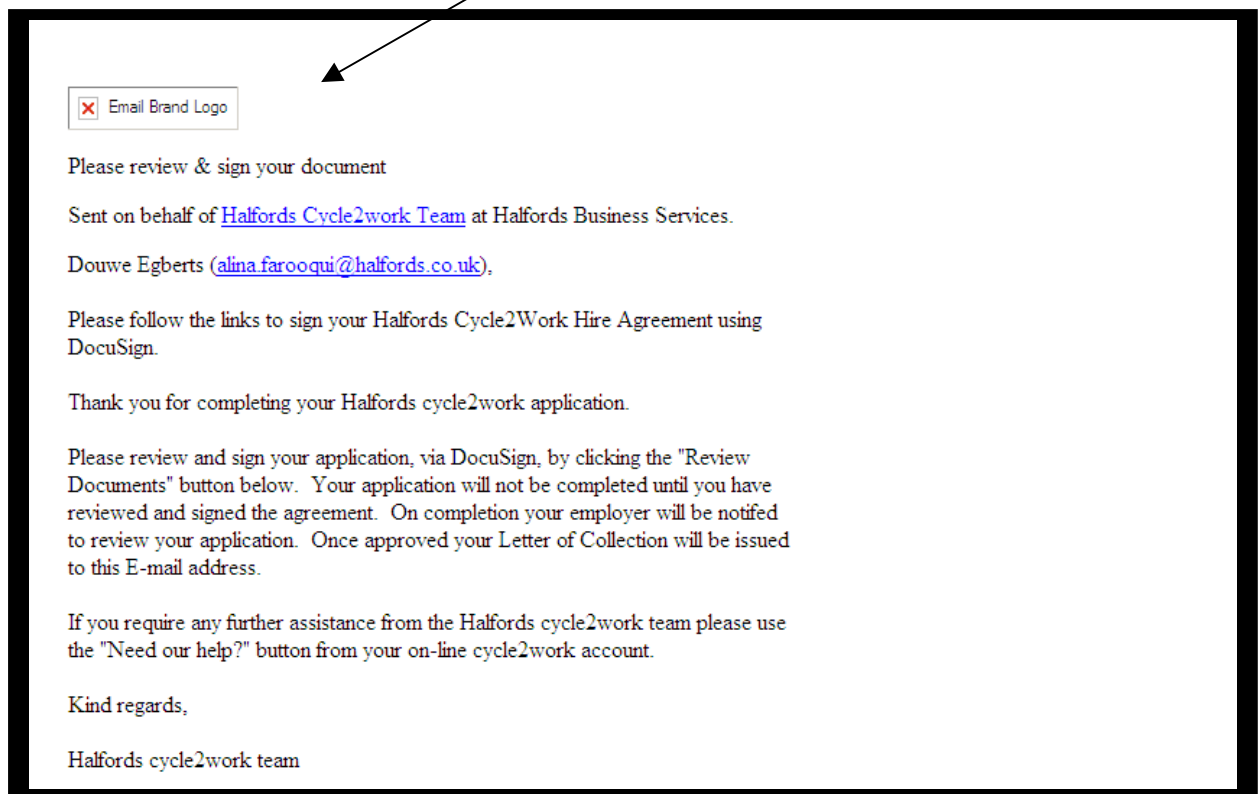
Stage 1 | Stage 2 | Stage 3 | Stage 4 | Finish

Congratulations! Your application has been successfully submitted.
Please check your email for a link to your Hire Agreement from DocuSign, then follow the link to sign your Hire Agreement online.

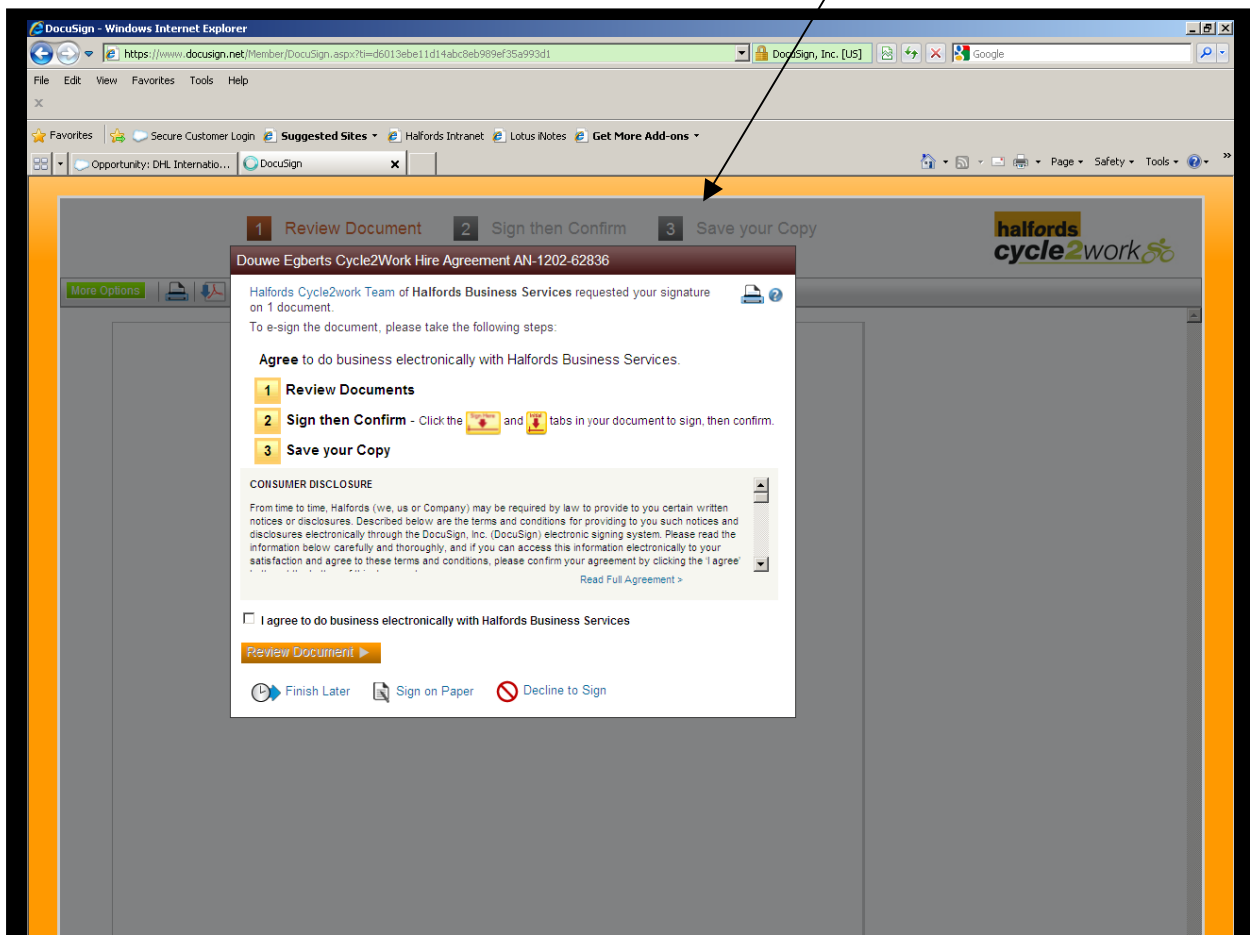
Personal Information

Order Status	Pending	Agreement Number	AN-1202-62836
Name	Mr. Douwe Egberts	Input pay group and 7 digit number	
Date of Birth	01/05/1987	Pay Frequency	Monthly

Employees receives an email electronic hire agreement



Employee receives advised of the docu sign process



Employee adopts an e-signature

1 Review Document **2 Sign then Confirm** **3 Save your Copy** **halfords cycle2work**

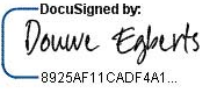
Adopt Your Signature


By clicking the button below, I agree that the signature and initials I have selected above will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[Frequently Asked Questions about E-Signatures](#)

Confirm your name, initials and signature.

Your Full Name: Your Initials:

DocuSigned by:

8925AF11CADF4A1...

DS


Adopt and Sign

Signature of Authorised Person:
Name of Authorised Person:
Date of signature:
Contact Tel:

Sign

Date(s) of signature(s): 13-02-2012 15:49 GMT

Under the Agreement the Goods do not become your property and you must not sell them.

IMPORTANT NOTICE
The Hire Agreement Comprises:
1. This Hire Agreement
2. The Order Details
3. The Salary Sacrifice Agreement
4. The Terms & Conditions

You should read all of the above documents carefully before deciding whether to enter into the Hire Agreement. If you are unsure of any aspect of this Hire Agreement then it is strongly recommended that you seek independent advice.

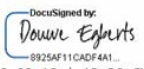
If you wish to enter into the Hire Agreement then please sign and return to: {MyApp.HireAgreementReturnTo}

DATA PROTECTION

1 Review Document **2 Sign then Confirm** **3 Save your Copy** **halfords cycle2work**

YOUR RIGHT TO CANCEL
Once you have signed this agreement, you will have a limited period of time in which you are able to cancel. Details of how to cancel will be sent to you by the owner.

This is a Hire Agreement regulated by the Consumer Credit Act 1974. Sign it only if you want to be legally bound by its terms.

Signature(s) of Hire(s):
DocuSigned by:

8925AF11CADF4A1...

Date(s) of signature(s): 13-02-12 15:50 GMT

FOR OFFICE USE ONLY
I hereby confirm that I am authorised to complete and sign this declaration on behalf of England Football Team.

Signature of Authorised Person:
Name of Authorised Person:
Date of signature:
Contact Tel:

All required fields complete. You will have an opportunity to save your copy on the next screen.

Confirm Signing Click "Confirm Signing" when you are ready.

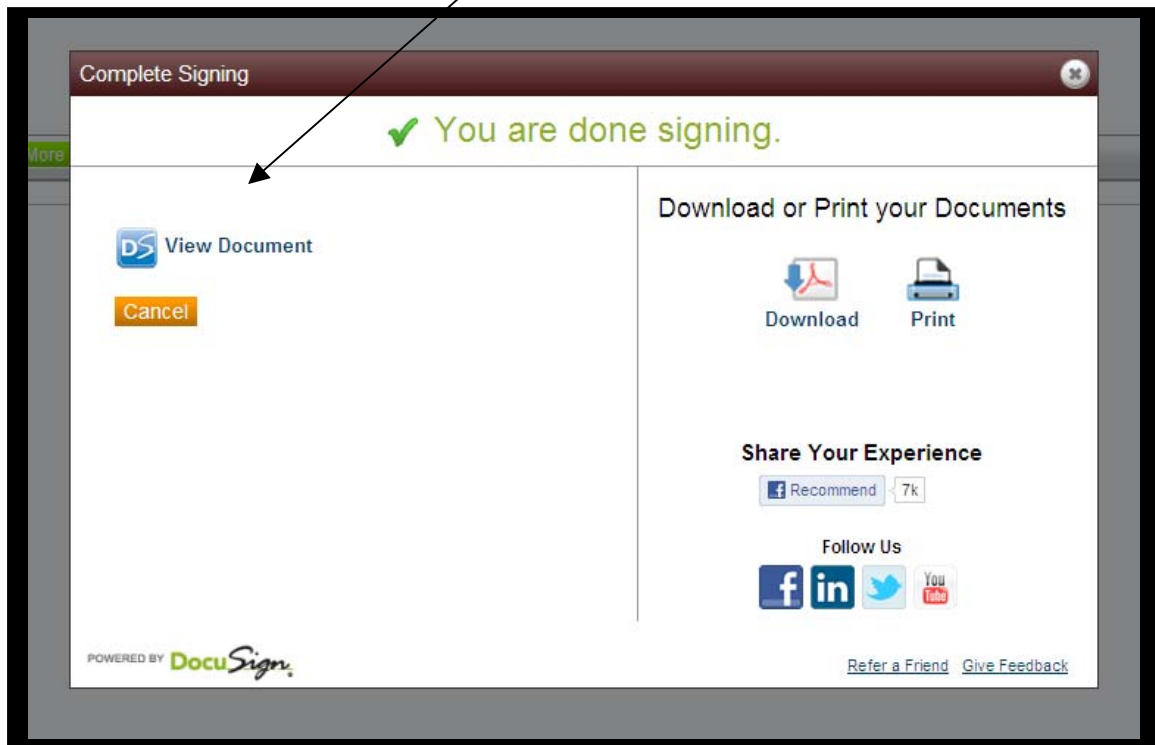
You should read all of the above documents carefully before deciding whether to enter into the Hire Agreement. If you are unsure of any aspect of this Hire Agreement then it is strongly recommended that you seek independent advice.

If you wish to enter into the Hire Agreement then please sign and return to: {MyApp.HireAgreementReturnTo}

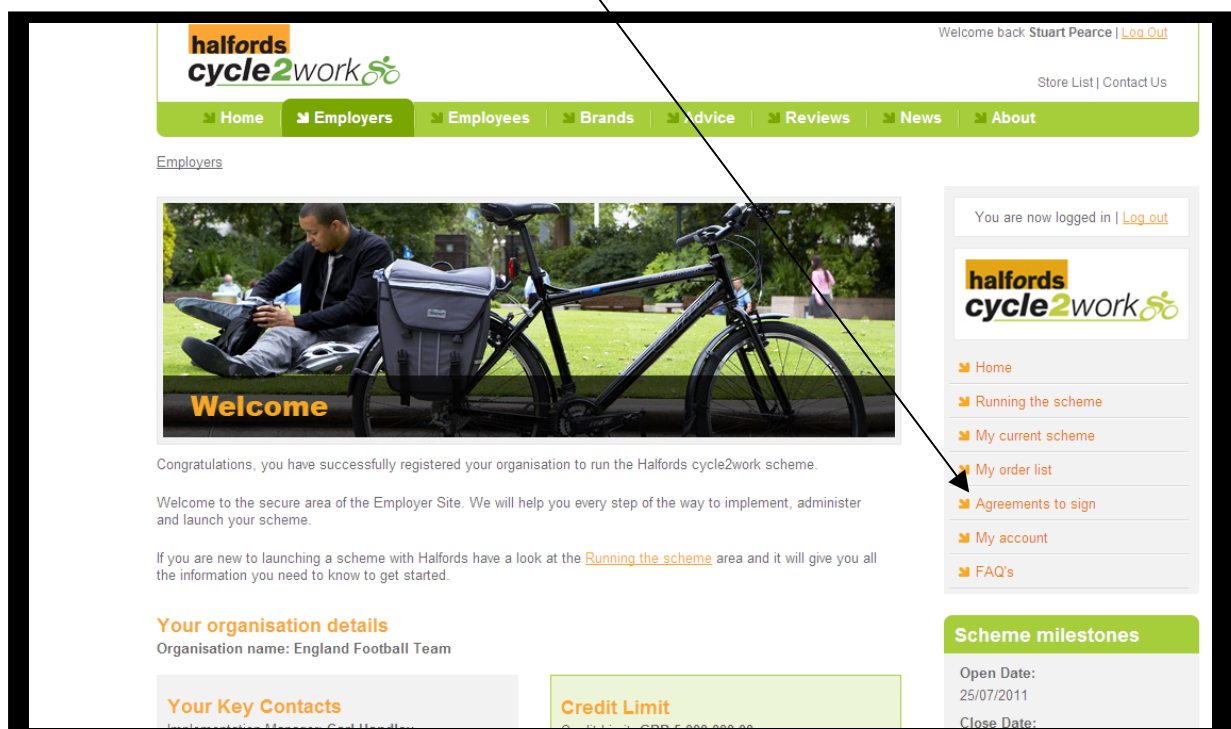
DATA PROTECTION

The information that you provide about yourself is solely used for the purposes of administering this scheme. For further details please see the "Data Protection" section in the Terms & Conditions.

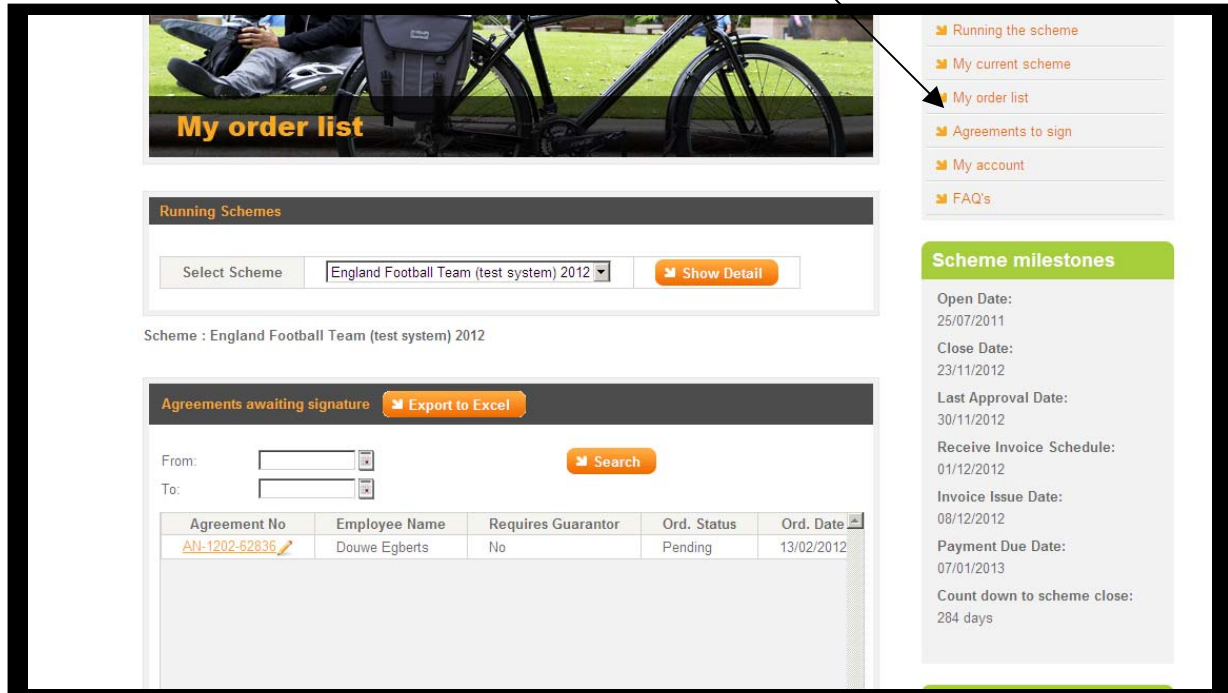
End of docu sign process



Employer signs in to view Agreements to sign



Ability to view signed pending applications



My order list

Running Schemes

Select Scheme: England Football Team (test system) 2012 [Show Detail](#)

Scheme : England Football Team (test system) 2012

Agreements awaiting signature [Export to Excel](#)

From: To: [Search](#)

Agreement No	Employee Name	Requires Guarantor	Ord. Status	Ord. Date
AN-1202-62836	Douwe Egberts	No	Pending	13/02/2012

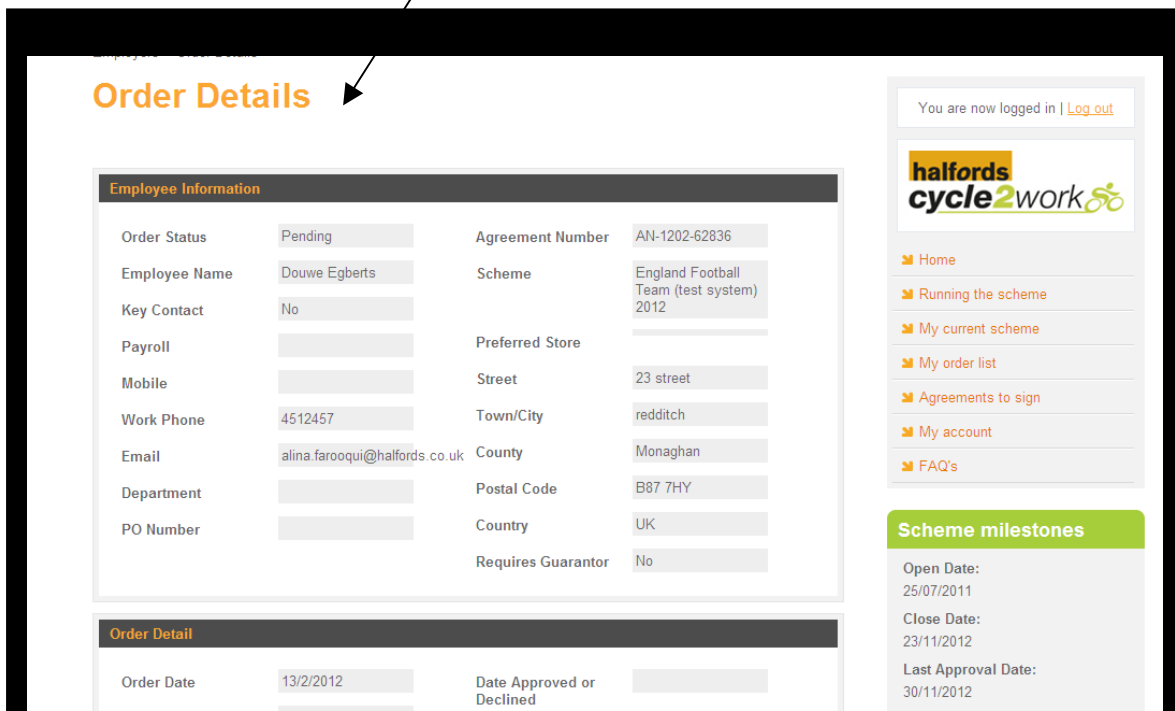
My order list

- Running the scheme
- My current scheme
- My order list**
- Agreements to sign
- My account
- FAQ's

Scheme milestones

Open Date: 25/07/2011
Close Date: 23/11/2012
Last Approval Date: 30/11/2012
Receive Invoice Schedule: 01/12/2012
Invoice Issue Date: 08/12/2012
Payment Due Date: 07/01/2013
Count down to scheme close: 284 days

Click on agreement number – able to view order details



Order Details

You are now logged in | [Log out](#)

halfords cycle2work

- Home
- Running the scheme
- My current scheme
- My order list
- Agreements to sign
- My account
- FAQ's

Employee Information

Order Status	Pending	Agreement Number	AN-1202-62836
Employee Name	Douwe Egberts	Scheme	England Football Team (test system) 2012
Key Contact	No	Preferred Store	
Payroll		Street	23 street
Mobile		Town/City	redditch
Work Phone	4512457	County	Monaghan
Email	alina.farooqui@halfords.co.uk	Postal Code	B87 7HY
Department		Country	UK
PO Number		Requires Guarantor	No

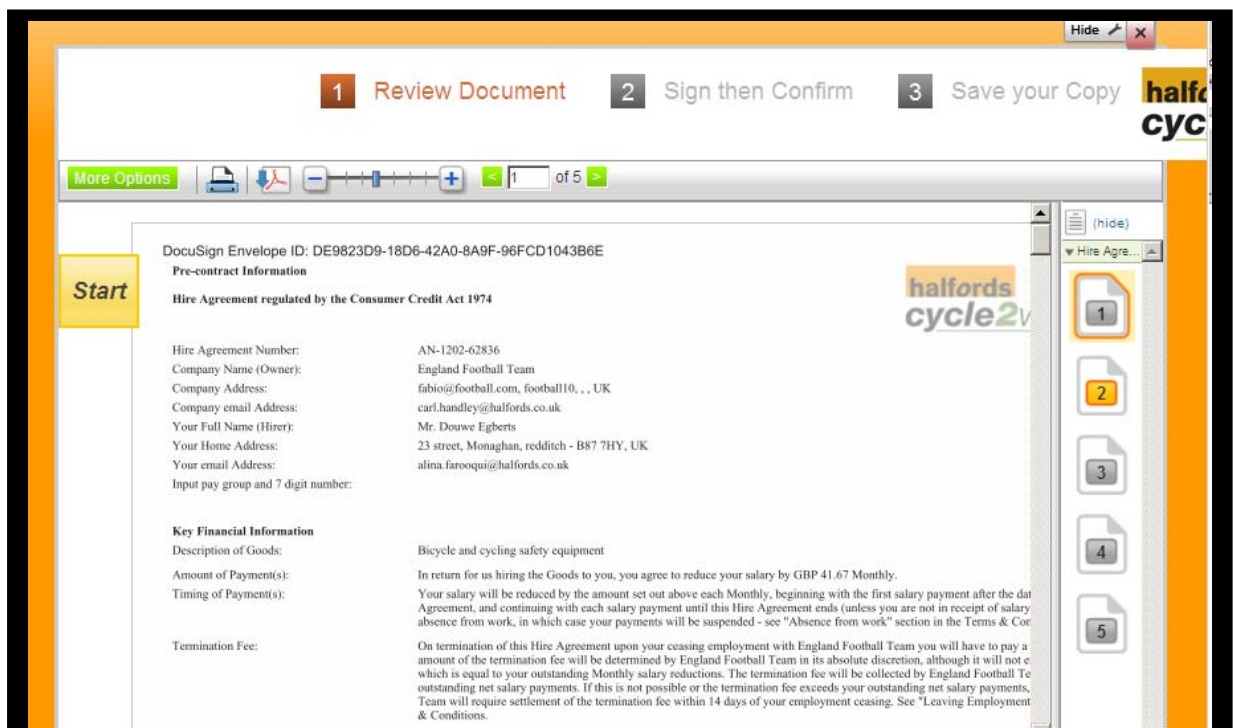
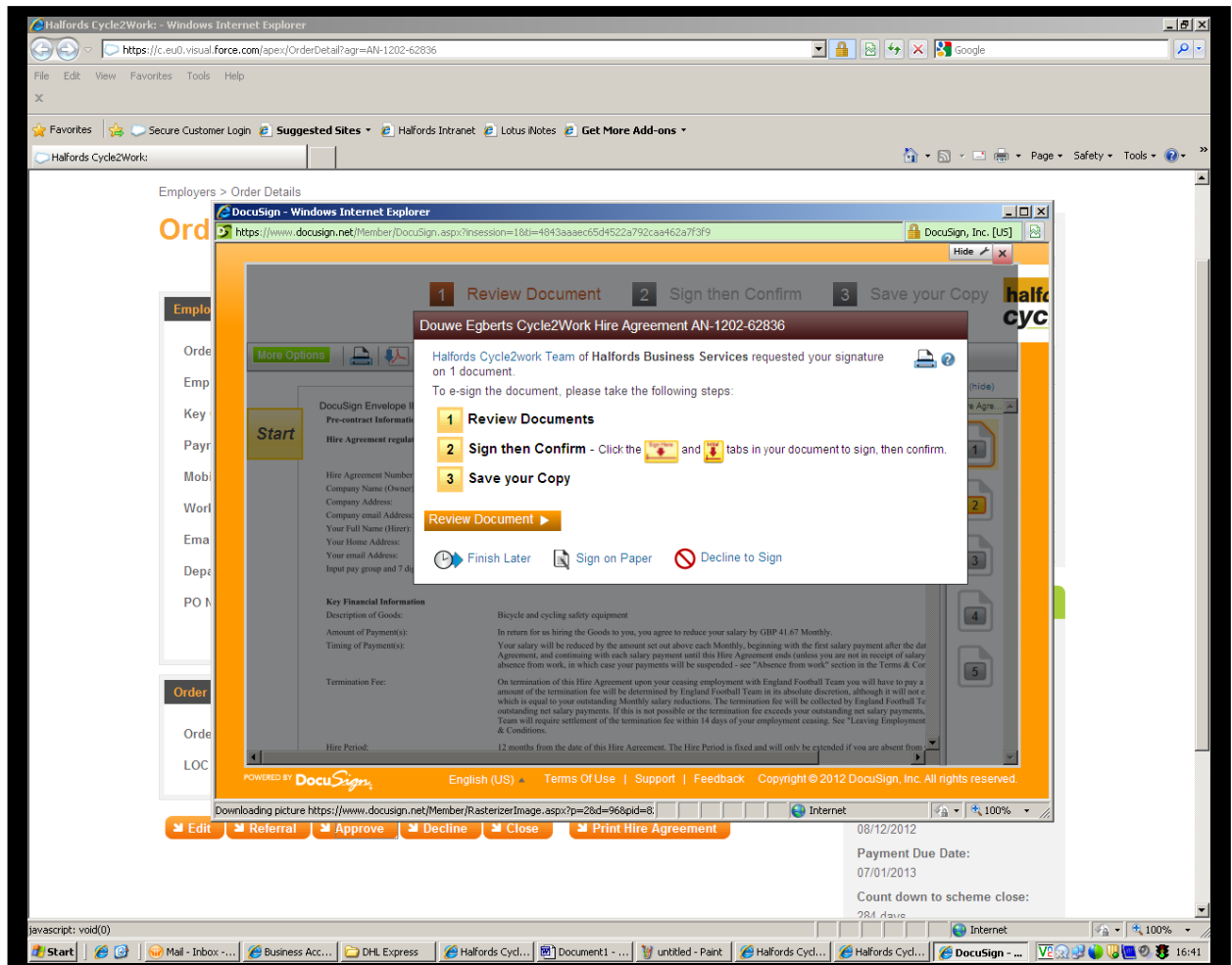
Order Detail

Order Date	13/2/2012	Date Approved or Declined	
------------	-----------	---------------------------	--

Scheme milestones

Open Date: 25/07/2011
Close Date: 23/11/2012
Last Approval Date: 30/11/2012

Employers approve and docu sign process begins



Employer counter signs hire agreement

DocuSign - Windows Internet Explorer

https://www.docusign.net/Member/DocuSign.aspx?inSession=1&ti=4843aaaec65d4522a792caa462a7f3f9 DocuSign, Inc. [US]

1 Review Document 2 Sign then Confirm 3 Save your Copy halfords cycle2work

More Options

2 of 5

All required fields complete.
You will have an opportunity to save your copy on the next screen.

Confirm Signing
Click "Confirm Signing" when you are ready.

YOUR RIGHT TO CANCEL
You will have a limited period of time in which you are able to cancel. Details of how to cancel will be sent to you by the owner.

FOR OFFICE USE ONLY
I hereby confirm that I am authorized to complete and sign this declaration on behalf of England Football Team.

DocuSigned by:
Stuart Pearce
Signature of Authorised Person: [Signature]
Name of Authorised Person: Stuart Pearce
Date of signature: 13-02-12 | 08:48 PT
Contact Tel: 07966804688

IMPORTANT NOTICE
The Hire Agreement Comprises:
1. This Hire Agreement
2. The Order Details
3. The Salary Sacrifice Agreement
4. The Terms & Conditions

You should read all of the above documents carefully before deciding whether to enter into the Hire Agreement. If you are unsure of any aspect of this Hire Agreement then recommended that you seek independent advice.


If you wish to enter into the Hire Agreement then please sign and return to: {MyApp.HireAgreementReturnTo}

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Employees receives an email with hire agreement counter signed

1 attachment

Hire Agreement AN-1202-62836.pdf



Your document has been completed

Sent on behalf of [Halfords Cycle2work Team](#) at Halfords Business Services.

Douwe Egberts,

All parties have completed the envelope 'Douwe Egberts Cycle2Work Hire Agreement AN-1202-62836'.

Your application to participate in the cycle2work scheme has now been approved.
Your Letter of Collection will be E-mailed to this E-mail address shortly.

It is important to decide now if the cycle2work scheme is still for you.

If the answer is yes, you have done everything you need to do.

If the answer is no, please act immediately.

Copy of the Hire Agreement

DocuSign Envelope ID: DE9823D9-18D6-42A0-8A9F-96FCD1043B6E

Pre-contract Information

Hire Agreement regulated by the Consumer Credit Act 1974

**halfords
cycle2work**

Hire Agreement Number: AN-1202-62836
Company Name (Owner): England Football Team
Company Address: fabio@football.com, football10, , UK
Company email Address: carl.handley@halfords.co.uk
Your Full Name (Hirer): Mr. Douwe Egberts
Your Home Address: 23 street, Monaghan, redditch - B87 7HY, UK
Your email Address: alina.farooqui@halfords.co.uk
Input pay group and 7 digit number:

Key Financial Information

Description of Goods: Bicycle and cycling safety equipment
Amount of Payment(s): In return for us hiring the Goods to you, you agree to reduce your salary by GBP 41.67 Monthly.
Timing of Payment(s): Your salary will be reduced by the amount set out above each Monthly, beginning with the first salary payment after the date of this Hire Agreement, and continuing with each salary payment until this Hire Agreement ends (unless you are not in receipt of salary payments due to absence from work, in which case your payments will be suspended - see "Absence from work" section in the Terms & Conditions).

Termination Fee: On termination of this Hire Agreement upon your ceasing employment with England Football Team you will have to pay a termination fee. The amount of the termination fee will be determined by England Football Team in its absolute discretion, although it will not exceed an amount which is equal to your outstanding Monthly salary reductions. The termination fee will be collected by England Football Team from your outstanding net salary payments. If this is not possible or the termination fee exceeds your outstanding net salary payments, England Football Team will require settlement of the termination fee within 14 days of your employment ceasing. See "Leaving Employment" section in the Terms & Conditions.

Hire Period: 12 months from the date of this Hire Agreement. The Hire Period is fixed and will only be extended if you are absent from work without pay, in which case the Hire Agreement will be extended by the amount of time for which you are absent without pay - see the "Absence from Work" section in the Terms & Conditions.


Key Information

If you decide to have the Goods delivered to you, a charge of £14 (including VAT) will be made which you must pay directly to Halfords - see "Collection or delivery of the Selection" section in the Terms & Conditions.



You must pay for the value of the Goods if they are lost stolen or destroyed or pay for any damage to the Goods other than reasonable wear and tear. See the "Your Responsibilities" section in the Terms and Conditions.

If you default on your obligations under this Hire Agreement (eg by failing to make any payments on the due dates) we may recover from you our reasonable legal, administrative and other costs

Employee then receives the electronic Loc and value adds

 **Your cycle2work Letter of Collection**
Carl Handley to: alina.farooqui@halfords.co.uk
Sent by: no-reply@salesforce.com

▼ 2 attachments

 
Just to say thank you.pdf LetterOfCollection.pdf

Dear Douwe Egberts,

Your cycle2work application with agreement number AN-1202-62836 has been approved.

Please find attached your Letter of Collection.

Why not check out the [latest reviews](#) on our fantastic top brand bikes to help you choose the perfect bike for you!

If you need any further assistance please contact the Helpdesk on 08450 778850 or cycle2.work@halfords.co.uk

Kind regards

Halfords cycle2work Team

Value Adds



halfords
cycle2work 

Enjoy more *benefits* with cycle2work


The cycle2work team would like to encourage you to get more out of your cycling.
Why not take advantage of these fantastic offer available to all of our cycle2work customers?

www.cycle2work.info

Visit your local Halfords store and browse the range of bikes on offer today!

Electronic Loc's



Douwe Egberts
23 street
redditch
Monaghan
B87 7HY

Dear Douwe Egberts

I am delighted to provide a Halfords Letter of Collection (LoC) accessed through England Football Team. This LoC enables you to collect qualifying Cycle2work products up to the value you recently elected through Cycle2work.

Your elected value is GBP 500.00.

In order to comply with the terms and conditions of Cycle2work, the elected equipment must be an adult bike and can also include safety equipment for the total value shown.

To collect the equipment, please present this LoC at your local Halfords store. You will also need to provide the following information:

- Date of Birth
- Postcode used at point of application
- Photographic proof of signature

A member of the Halfords Bikehut team will be happy to assist you with selecting the correct type and size of bicycle as well as recommended accessories to suit your needs.

If you have any questions, please telephone Halfords Business Services on 08450 778850.

Enjoy cycling to work!

Yours sincerely