



CYCLE 2 WORK

SCHEME

IN PARTNERSHIP WITH

caboodle

reward. engage. innovate.

First Time Registration

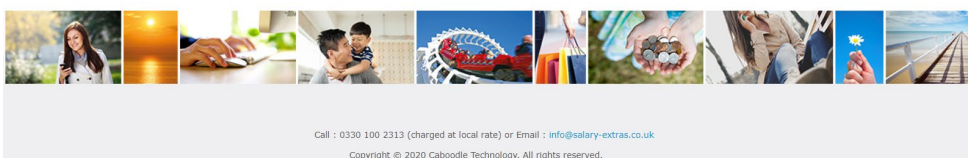
If you have never registered on the Salary Extras platform, you will first be required to link yourself to Fairways Care (UK) Limited. Go to www.salary-extras.co.uk and follow the steps below.

Welcome to SalaryExtras

Salary Extras is an employee benefits site set up by your employer to provide you with all the benefit information you'll need.

Already Registered? Sign in below.	New User? Register now.
Your Email <input type="text"/>	Company Username <input type="text"/>
Your Password <input type="password"/>	<input type="button" value="Register Now"/>
<input type="button" value="Sign In"/>	Can't sign in? If you are having difficulty signing in, too many invalid login attempts may have disabled your users! If you need assistance please phone our helpline on 0330 100 2313 (charged at local rate).
<small>Forgotten your password? Click here to reset your password.</small>	

Enter the Company Username **'fairways'** in the relevant box.



Welcome to SalaryExtras

All Hallows Rc Bus Enterprise is now working in partnership with Salary Extras to provide you with information and access to the benefits available to you as an employee.

All Hallows Rc Bus Enterprise will have published a Password for the Company Username to allow you to register, this must be entered here so that you can proceed in registering your personal account.

Please take time to browse the Salary Extras site and find out what benefits you can take advantage of..... you could make considerable savings!

New User? Register now!	
Company Password	<input type="password"/>
Your Name	<input type="text" value="Your first name"/> <input type="text" value="Your last name"/>
Your Email	<input type="text"/>
Your Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Register now"/>	

Please enter the generic company password - **'cvsbenefits'**

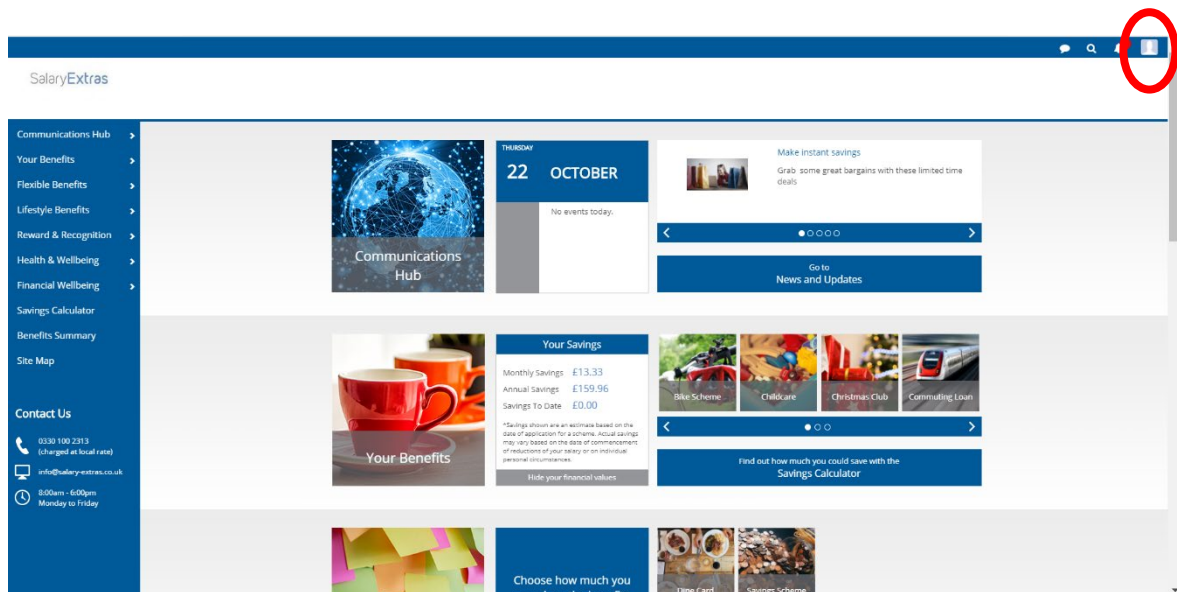
Complete your name and e-mail address, then select a password for your personal account.



These are the details that you will use to login. You will need to wait for the company administrator to accept your registration before you can access the platform. You will receive a notification via email when you have been accepted.

Once you have access to the Salary Extras platform, you will come through to the home page. From here you can access the Bike Scheme.

Before completing an application, you will need to fill in your personal details. To do this press the icon (circled in red) and select 'Personal Details' from the drop-down menu.



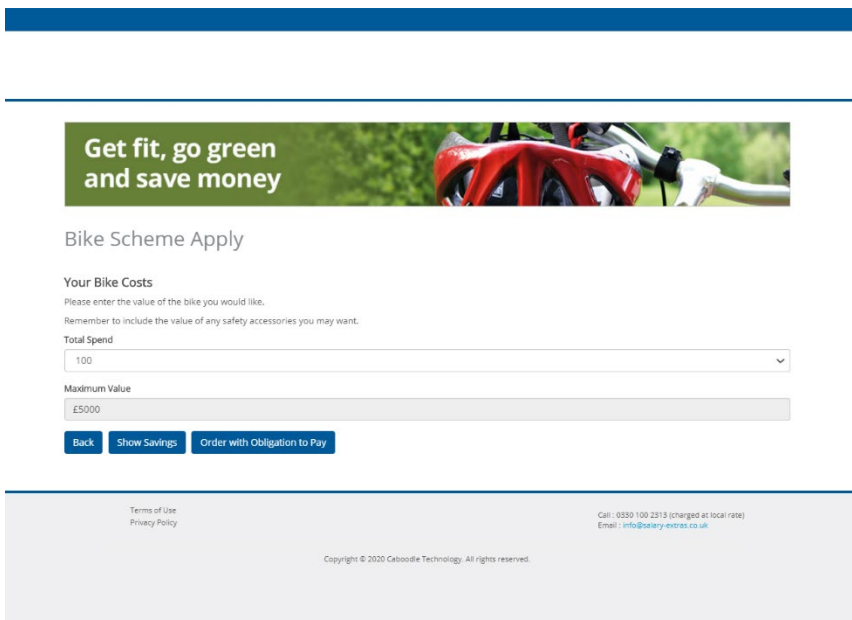
Once you have completed your personal details you can now complete an application.

Bike Scheme

Select 'Your Benefits' from the menu on the left-hand side and 'Bike Scheme' from the expandable menu.

Before starting your application, you can access information on the mechanics of the scheme by reading the 'How It Works' and 'Pre-Contract Information' sections. If you have any further questions, please contact our client services team on 0330 1000 911 between 8am and 6pm.

Once you are happy to proceed, select 'Apply Now'.



You will now be able to choose the amount that you would like to spend on a bike (and accessories if you wish).

You will see what the maximum spend is where it says: 'Maximum Value' (Please note that this is taken from the demo site and it does not mean that your maximum value will be £5,000).

Before you proceed, you are able to view what your savings and what the cost deducted from your salary each month will be by selecting 'Show Savings'.

When you are happy with this, click apply now and it will take you through to the salary sacrifice agreement and the hire agreement. Once these have been agreed and completed, it will be sent through to the administrator. You will receive notification once this has been approved. You can always refer back to your signed agreements by going to the communications hub and viewing 'My Documents'.

If you do have any problems or queries, please do not hesitate to contact Caboodle directly via e-mail client.services@caboodle-technology.co.uk or call on 0330 1000 911 from 8am till 6pm.