Making Changes to CCV

1. From your home page click on the my benefits tab.

ifestyle		sport Scotland the national agency for sport
Admin My, Details Contact Us Sian Out esources	come mydiscounts mybenef	elcome Test User webc
	Ne ge of p you ble tion	Welcome to mylifesty Trough this hub you can enjoy a wide ran exclusive descurits and benefits, all to hep make your money go further. ① Please note you can only select flexib benefits when the monthly benefits select wholev is open.
Userguide: See how you can save money	Over 260 top brands	Discourts on big brands and supermarkets, online shops and on the high street. Save arround £1,000 a yearl Opt in to the regular mylifestyle newsletter to hear about subscriber only discourts and competitions.

2. Select Childcare vouchers (see details and add)

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Administrator View - Step 1 of 2 - Test User							
Step 1 of 2 One you have chosen you bandt selections, please click the green button of the right hand side to proceed to Step 2 and checkout. Your selected meths will on that effect unless you complete this process. The benefits you choose will be effective from : 01 June 2019	10 Days Remaining The Fiex selection window closes on: 23 May 2019	Select your Then proceed Proceed to	benefits to Step 2				
Your Flex Basket () Denefits selectics)	l benefits e)	Click here to confirm Your Choices Sum	n and checkout				
Flexible Benefit Choices		Total spend for benefits:	60.00				
Childcare Vouchers Edenred From £1.00 per year	See details and add						
Voluntary Benefits							
Cycle to Work	View Details						
Your Flex	Basket						
		Copy	yright 92002-2019 Edenred (UK Gr	oup) Limited. All rights reserved.			

- 3. Type in the monthly ammount of vouchers you require(Min $\pm 1 \text{ Max } \pm 243$)
- 4. Update Basket

Commission of	Ca Series internation	Children vou		
Childcare Vouchers	Edenred	About this benefit		
Please type in a value for the option below. Th	e total will update automatically	Details FAQs Documents Tax-NI-P11d Description: Childram Vouchers can be used to pay for the care of children up to September following their 15th bithday (or 16thmore)	the fat	
(Minimum of £1.00 to I	Assimum of £243.00	How does it benefit you: Childcare Vouchers are tax and NI exempt up to certain limits, and a salary section. This means you reduce your wuttoott Supplier:	ire provided via	
Summary after adding th Total spend after choices	is benefit £0.00	Ederred How to Apply: Enter the monthly value of vouchers you require in the box on the lef and click Lipdate Cover. If you unmore	t of the screen,	
Go Back	Update basket	What Next?: If you are joining the Childcare Vouchers scheme for the first time: Shortly before the payday when you are due to receivemore		
	Circuite Strates	recently relevant that rais that rais much how and your an uncertainty and		

5. Click on proceed to step 2.

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Administrator View - Step 1 of 2 - Test User						
Step 1 of 2	10 Days Remaining The Fier selection	our benefits icceed to Step 2				
on the right hand side to proceed to Step 2 and checkout. Your selected benefits will not take effect unless you complete this process. The benefits you choose will be effective from : 01 June 2019	window closes on: 23 May 2019					
Your Flex Basket (1 benefits selected) • • • • • • • • • • • • • • • • • • •	benefits	d to Step 2 onfirm and checkout Summary				
Childcare Vouchers £2,916.00 per year	Change Selection	ofits: £2,916.00				
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- 6. Click on Confirm and check out.
- 7. Tick to agree to the terms and conditions.

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Administrator View - Step 2 of 2 - Confirm & Ch	eckout: Test User						
Step 2 of 2 - Confirm &	Checkout	Please check & confirm your ch You won't be able to make any o The benefits you choose will be	oices and read the Terms an changes after you submit you effective from : 01 June 201	d Conditions below. ar benefits selection.			
Confirm and Checkout	Char	see your choices	Save your choices	and complete later			
Please read and confirm that you agr have read and understoot the terms and conditions of terms and conditions of employment, I confirm my agre Terms and Conditions	ree with the Terr the scheme and confirm t ement to the appropriate a	ns & Conditions below hat the above represent my choices. mendment being made to my terms a	V: Where my choice represents and conditions of employment	a change to my t. Click to read the			
Your selected benefits	Le	evel of cover	Cost o	fbenefit			
Childcare Vouchers	£24	3.00 Selected	£2,916.0) per year			
Summary of choices				ipend			
Before Benefits	After Benefits		£2,	916.00			
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8. Confirm and close election.

→ https uk.com	DAA forein 19 , P + 🔒 Identified by DigCert C	MMI-Customer Setup	Member Mgmt. Admin	Step 2 of 2 - Confirm & Che ×	nt ★ ¤
Administrator View - Step 2 of 2 - Confirm & Ch	eckout: Text User				
Step 2 of 2 - Confirm &	Please check & confirm your You won't be able to make an The benefits you choose with	choices and read the Terms and Conditions below, y changes after you submit your benefits selection, be effective from : 01 June 2019			
Confirm and Checkout	Change your choices				
Please read and confirm that you age in the set and understood the terms and conditions of terms and conditions of employment, I confirm my ages Terms and Conditions	ee with the Terms & Conditions belo the scheme and confirm that the above regenered my choice ement to the appropriate amendment being made to my terms	WC: In Where my choice represents a change to my is and conditions of employment. Click to read the			
Your selected benefits	Level of cover	Cost Confirm Action	duruuill not be able to		
Childcare Vouchers	£243.00 Selected	E2,916	a you will not be adde to our selections. nue with this operation?		
Summary of choices		Spend			
Before Benefits	After Benefits	£2,916.00			
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