

Choosing Your Benefits

Rewards Extra
Finalising Your Benefit Choices

Choosing your benefits

Making your benefits choices for the year couldn't be easier. All you have to do is follow these simple instructions and you are on your way to choosing a benefits package that suits your individual requirements. You could even make significant tax and National Insurance savings.

How to Log in

You will need your University network user name and password before being able to access the Rewards Extra Benefit Selection website. Once you have this, you make your benefits choices through a link on the University of York Intranet site at www.york.ac.uk/rewardsextra.

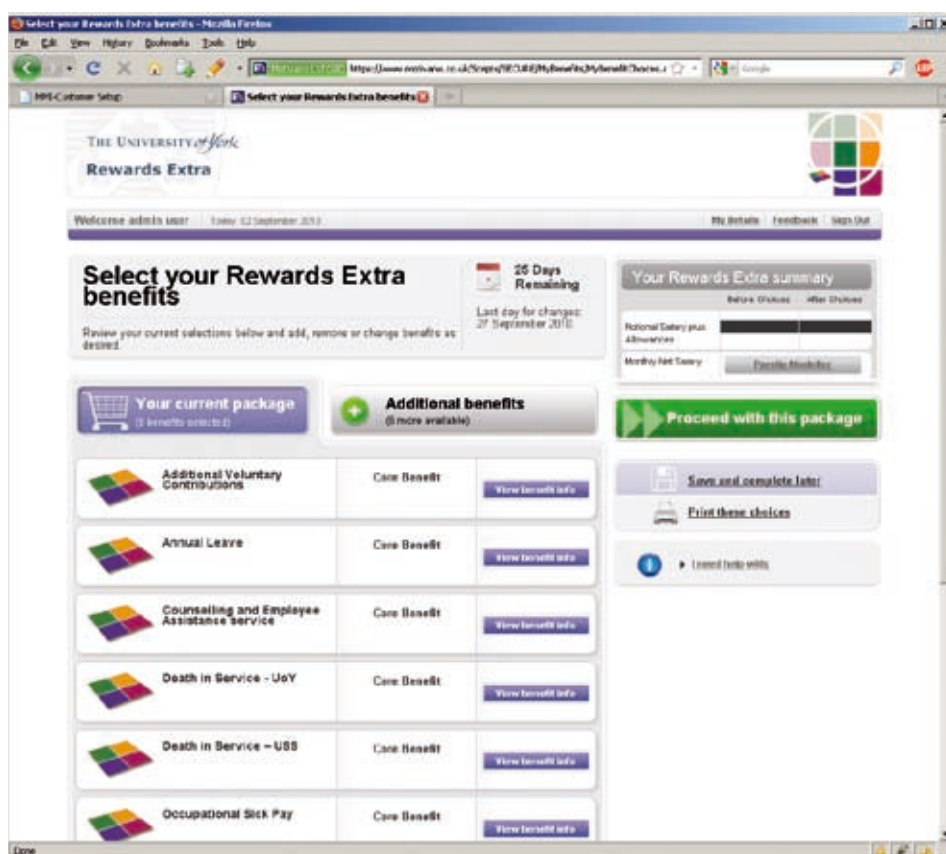
From Home

Logging in from home is just as straightforward. Go to www.york.ac.uk/rewardsextra and you will be prompted to enter your University network user name and password.

For any problems logging in, please email customerservices@edenred.uk.com.

How to make your choices

1. Click on the 'Benefits' tab'.
2. To view your options click on 'click here to continue to your selection choices'.
3. The 'Your current package' tab will display your current benefits which will include any previously chosen through the Rewards Extra scheme and also your core benefits. Click on the 'Change' or 'View Benefit info' button for more information and costs.
4. The 'Additional benefits' tab will display the additional benefits you can choose through the Rewards Extra scheme. Click on the 'Change' or 'View Benefit info' button for more information and costs.
5. Once you have clicked on the 'Additional benefits' tab and either selected the level of cover you wish to opt for, or for Childcare Extra or Cycledwork Extra entered the annual amount you wish to opt for, your chosen benefits will then display in the 'Your current package' tab.





What Happens Next?

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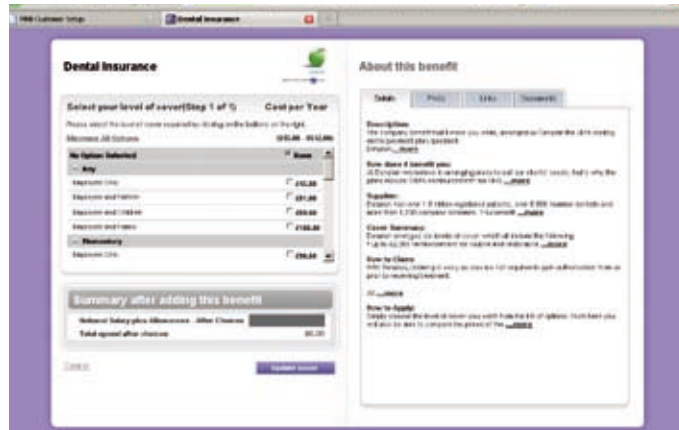
Finalising Benefits Choices

To confirm your Rewards Extra choices:

1. Once you are happy with your benefits choices, click on the 'Proceed with this package' button
2. Check you have read and agreed to the Rewards Extra terms by simply ticking the box to confirm. Please also check any policies or terms relevant to each of the benefits you select. Your benefit selection process is now complete and your choices submitted and you will then be asked if you would like to receive an email to confirm your choices.

It is important to close your browser once you have made your benefit selections.

If you do not have access to a computer to make your benefits choices, you can use the Offline Benefit Selection form supplied with this brochure.



What happens next?

To help you make the most of your benefits, here's a quick step-by-step guide to the Rewards Extra scheme:

Step 1 – read this brochure so you understand the benefits available, how to make your selections, and how to make the most of possible tax and National Insurance savings

Step 2 – make your choices during your new starter enrolment (election) period, details of which can be found at: www.york.ac.uk/rewardsextra/timescales.htm

Step 3 – make sure you have confirmed your selections by the closing date of your election period

Step 4 – if you have made any selections, you will be contacted either by the University and/or by the relevant benefits' providers who will send any joining packs to your home address during the three to four weeks following the end of your election period. You will receive all the details of the benefit provision and other relevant documents, like claim forms.

Step 5 – your benefits will become effective on 1st of the month closest to the end of your election period and will last until the next annual renewal period (except for bicycles taken on a 12 month agreement under the Cycletowork Extra scheme).