



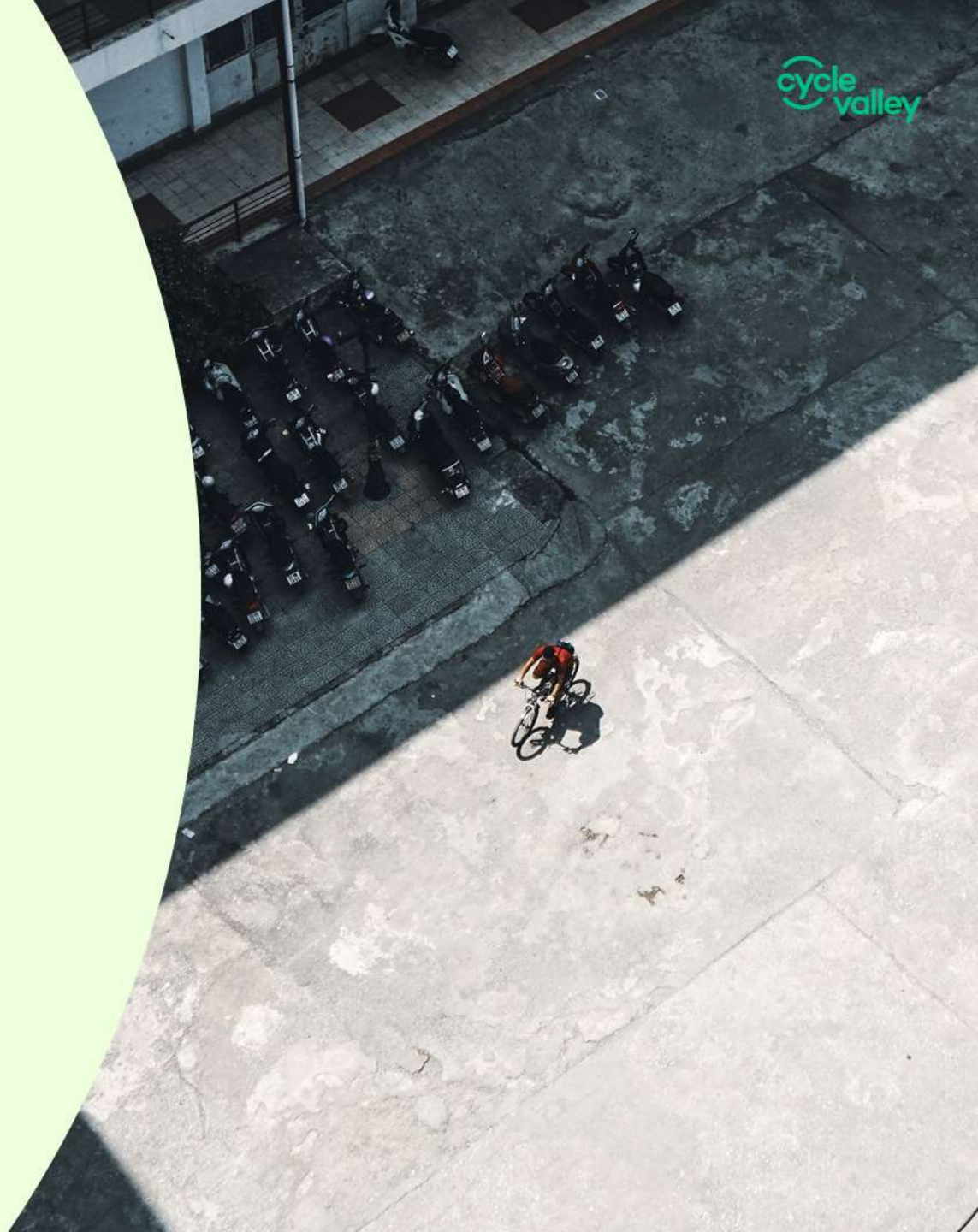
Happy
Mobility
Solutions

Welcome on the
digital platform!



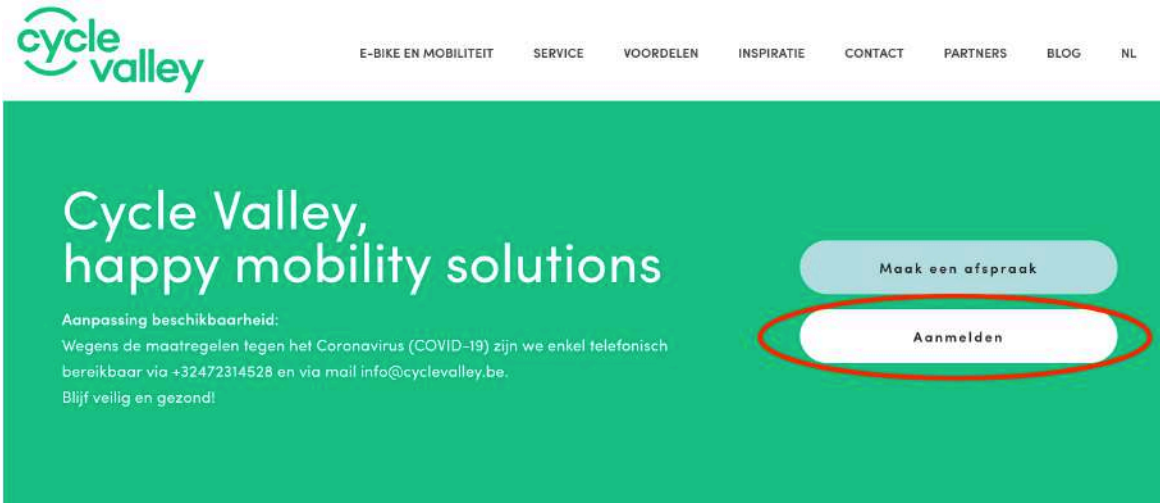
We will guide you to your dreambike. Ready, set go!

- Step 1: Sign up
- Step 2: Register
- Step 3: Welcome!
- Step 4: Find your bike shop
- Step 5: Calculate your budget
- Step 6: Sign the Bike Policy
- Step 7: Pick up the bike
- Shine!



Sign up

- Browse to <https://www.cyclevalley.be>
- Click on “Aanmelden”



Didn't register yet?

Click on “Ik heb me nog niet geregistreerd”.

Cycle Valley, happy mobility solutions

Welkom op het digitale platform.
We helpen je graag!
Maak hieronder je keuze om in te loggen



Ik ben een werknemer

Ik heb me reeds geregistreerd >
Ik heb me nog niet geregistreerd >



Ik ben een werkgever

Aanmelden >



Ik ben een fietshandelaar

Ik heb me reeds geregistreerd >
Ik heb me nog niet geregistreerd >

- Fill in your details. De organisation code of Loop Earplugs is: **ORG-01707**
- Click on “Volgende”.
- Within 24 hours you will receive an email of us.

Register

- We have sent an email to complete the registration proces. Click on the link in the email.
- Choose a password.
- Click on “Wachtwoord wijzigen”.

Your new Cycle Valley password



Cycle Valley <integration@thecustomerlink.be>

Aan: info@cyclevalley.be

Vandaag om 14:31

Hi Happy City Employee,

Your password has been reset for Cycle Valley. Go to:

[https://cyclevalley.force.com/login?
c=MAmgA_IkHkzqgvmZpdLhGD5HKraMzuT0nsundFsY_OMlib9FZmCYop_O9LCNSUDr1_rMvCZn3H7Ema_4JvhByt8mbkMQ_nbKi8itfKpy9S7](https://cyclevalley.force.com/login?c=MAmgA_IkHkzqgvmZpdLhGD5HKraMzuT0nsundFsY_OMlib9FZmCYop_O9LCNSUDr1_rMvCZn3H7Ema_4JvhByt8mbkMQ_nbKi8itfKpy9S7)

Thanks,
Cycle Valley



Uw wachtwoord wijzigen

Geef een nieuw wachtwoord op voor

████████████████████. Zorg ervoor dat minstens het volgende is opgenomen:

- 8 lettertekens
- 1 letter
- 1 cijfer

* Nieuw wachtwoord

* Nieuw wachtwoord bevestigen

Wachtwoord wijzigen

- Choose a password.
- Repeat the chosen password.
- Click on “Wachtwoord wijzigen”.

Welcome

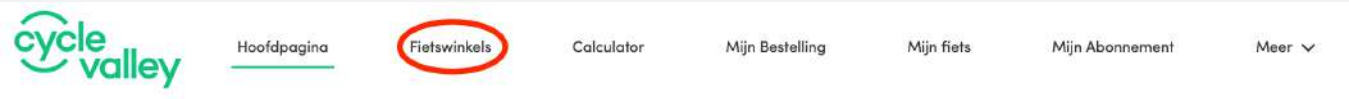
- Welcome on the digital platform of Cycle Valley!
Let's get started to find your bike shop, order your bike and turn it into a fantastic lease story.

The screenshot shows the homepage of the Cycle Valley digital platform. At the top, there is a navigation bar with the 'cycle valley' logo on the left and menu items: 'Hoofdpagina', 'Store Locator', 'Calculator', 'Mijn Bestelling', 'Mijn fiets', 'Mijn Abonnement', and 'Meer' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Welkom' with a house icon. A welcome message reads: 'Welkom op het digitale platform van Cycle Valley. Wat leuk je hier te zien! We gaan samen aan de slag voor jouw droomfiets.' The page is divided into four numbered steps: 1. Kies! (Choose), 2. Ontvang! (Receive), 3. Geniet! (Enjoy), and 4. Shine! (Shine). Each step includes a brief description and a list of actions. Step 1: 'Kies jouw droomfiets' with actions: 'Vind je favoriete fietshandelaar in de Store Locator', 'Ontdek je leasebudget in de Calculator', and 'Upload je offerte in de Calculator'. Step 2: 'Ontvang jouw droomfiets' with actions: 'Accepteer de bike policy' and 'Accepteer het inontvangstname document'. Step 3: 'Zorgeloos genieten van jouw droomfiets' with actions: 'Pechbijstand en verzekering 24/7' and 'Jaarlijkse onderhoudsbeurt'. Step 4: 'Schitter door de straten op jouw nieuwe fiets' with actions: 'Deel een foto op sociale media (en tag ons!)' and 'Rate ons via Google'. At the bottom left, there is an icon of hands holding a globe. Social media icons for Facebook, LinkedIn, Instagram, and Google are located at the bottom right of the page.

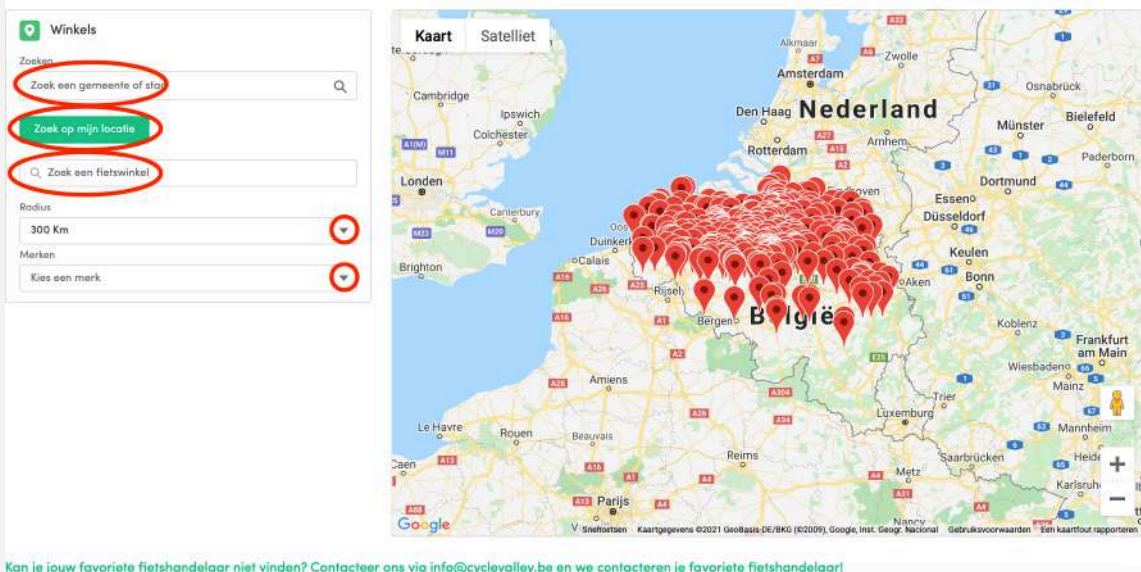


Find your bike shop

- Click on “Fietswinkels”.

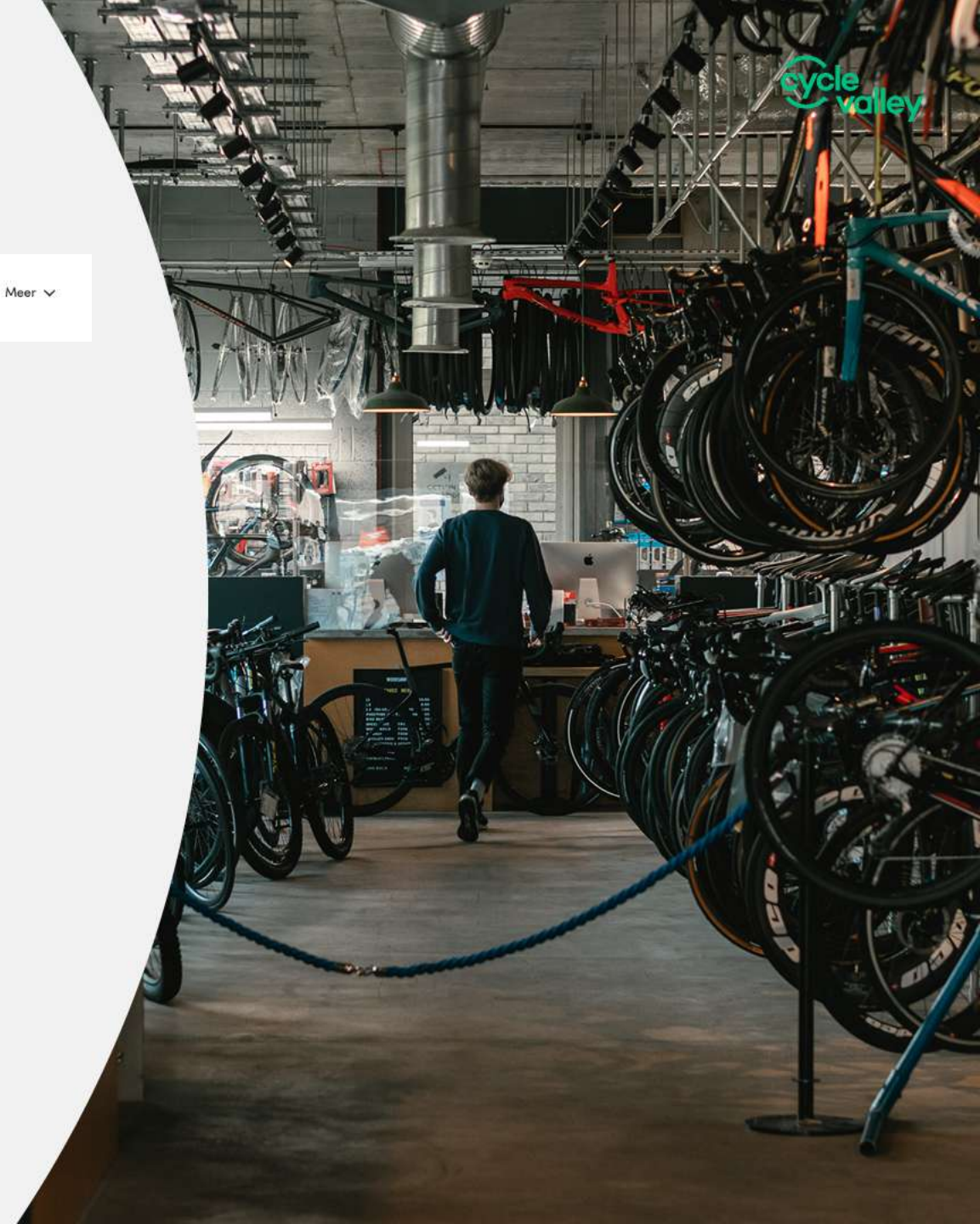


- Find your bike shop via:
 - The search bar (Zoeken)
 - The “search on my location” tool (Zoek op mijn locatie)
 - A bike mark (Een fietsmerk)



Kan je jouw favoriete fietshandelaar niet vinden? Contacteer ons via info@cyclevalley.be en we contacteren je favoriete fietshandelaar!

- Contact your bike shop and plan an appointment.
- Ask for an offer of your bike.



The offer

- **What is allowed on the offer**
 - The bike
 - An ART2 certified lock
 - All accessories in the context of commuting
- **What is not allowed?**
 - 2 bicycle helmets
 - a bicycle rack for the car
- **Add your name on the offer**
 - De details of Cycle Valley may be added

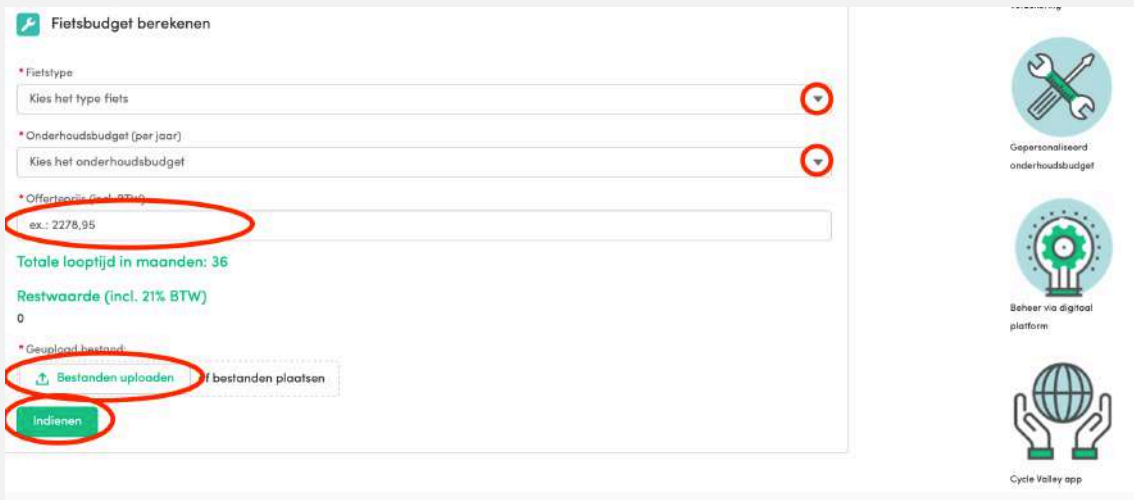


Calculate your budget

- Click on “Calculator”.



- Fill in the following details under “Fietsbudget berekenen”:
 - Choose your bike type
 - Choose your maintenance budget (per year)
 - Fill in the price on the offer (incl. BTW)
 - Upload the offer of your bike (Bestanden uploaden)
- Click on “Indienen” to start the order process.

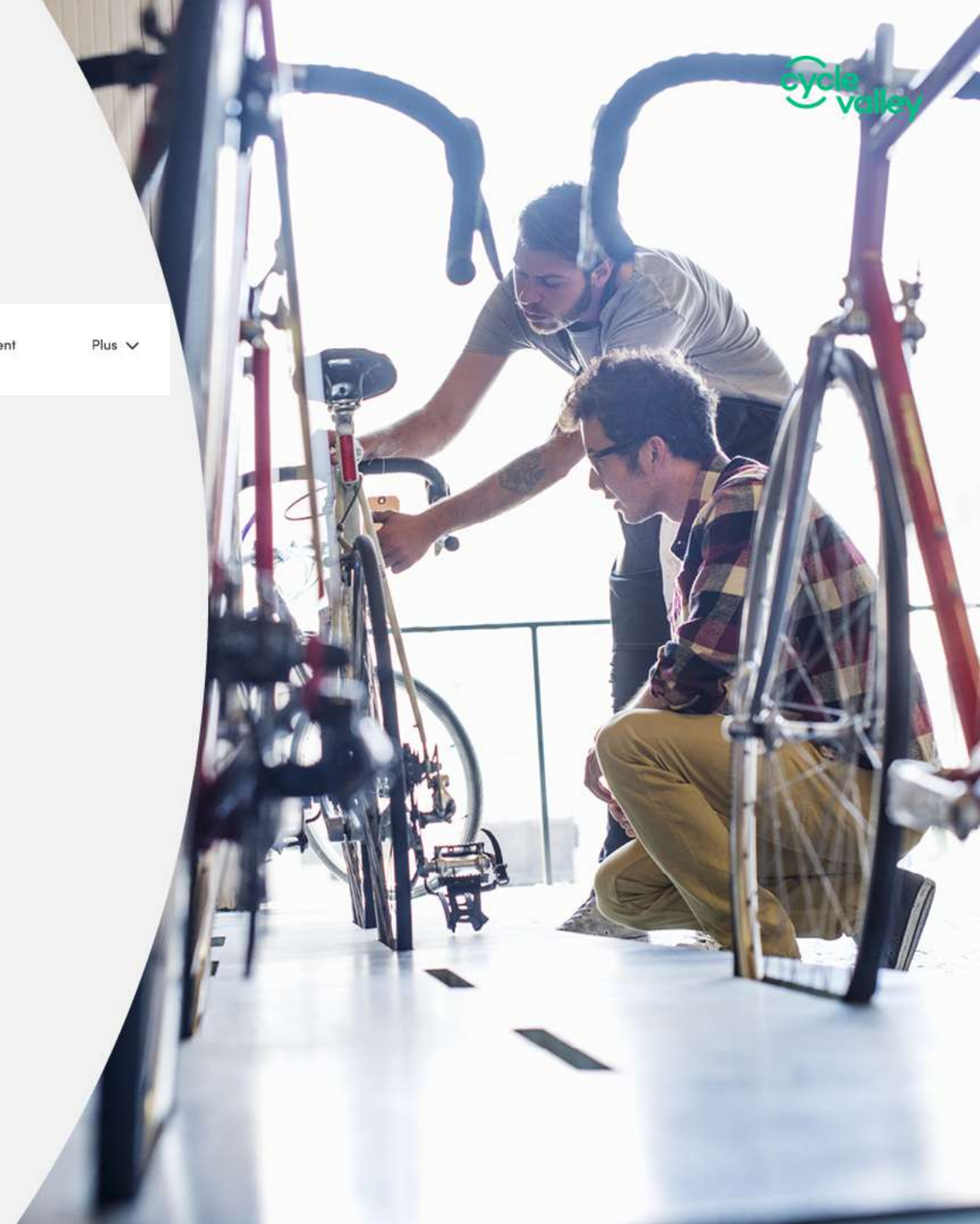


The screenshot shows the 'Fietsbudget berekenen' form. It includes the following fields and buttons:

- Fietsstype:** Kies het type fiets (dropdown menu)
- Onderhoudsbudget (per jaar):** Kies het onderhoudsbudget (dropdown menu)
- Offerprijs (incl. BTW):** ex.: 2278,95 (text input field, circled in red)
- Totale looptijd in maanden:** 36
- Restwaarde (incl. 21% BTW):** 0
- Geupload bestand:** Bestanden uploaden (button, circled in red) of bestanden plaatsen (text)
- Indienen** (button, circled in red)

On the right side of the form, there are three icons with descriptions:

- Gepersonaliseerd onderhoudsbudget (wrench and screwdriver icon)
- Beheer via digitaal platform (gear and lightbulb icon)
- Cycle Valley app (globe icon)



Bike Policy

- We have sent the Bike Policy via email.
- Read the Bike Policy carefully.
- Fill in the details below under “De werknemer”:
- Gelezen en goedgekeurd (read and approved)
- Datum (date)
- Handtekening (signature)
- Naam (name)

Opgesteld te op en gelezen en goedgekeurd door de betrokken werknemer.

Handtekening en datum:

.....

De werknemer (naam)

.....

- Send the read and approved Bike Policy to info@cyclevalley.be
- We will ask your employer to approve the order. After approval, we will make an order at the bike shop.



Order placed

- We have sent an email to confirm the order of the bike.
- The bike shop will contact you when the bike is ready to pick up.



Pick up the bike

- Go to the bike shop to pick up the bike.
- You will receive a delivery document of the bike shop.
- You need to read and sign the document before you can pick up the bike.
- Fill in your details under “Bestuurder”:
 - Gelezen en goedgekeurd (read and approved)
 - Naam (name)
 - Handtekening (signature)

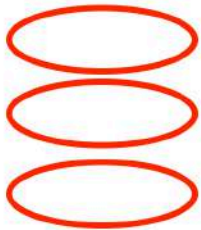
Plaats

Datum

Bestuurder

Voor akkoord:

(handtekening)



Fietshandelaar

Voor akkoord:

(stempel + handtekening)

- Congratulations, you have followed every step of the order process. We wish you enjoyable rides.



Cycle Valley app

- Install the Cycle Valley app on your smartphone, so you have all the information in your back pocket.



- You can only install the app after receiving a mail of us.



Maintenance budget

- Click on “Mijn fiets” in de menubalk.



Hoofdpagina

Store Locator

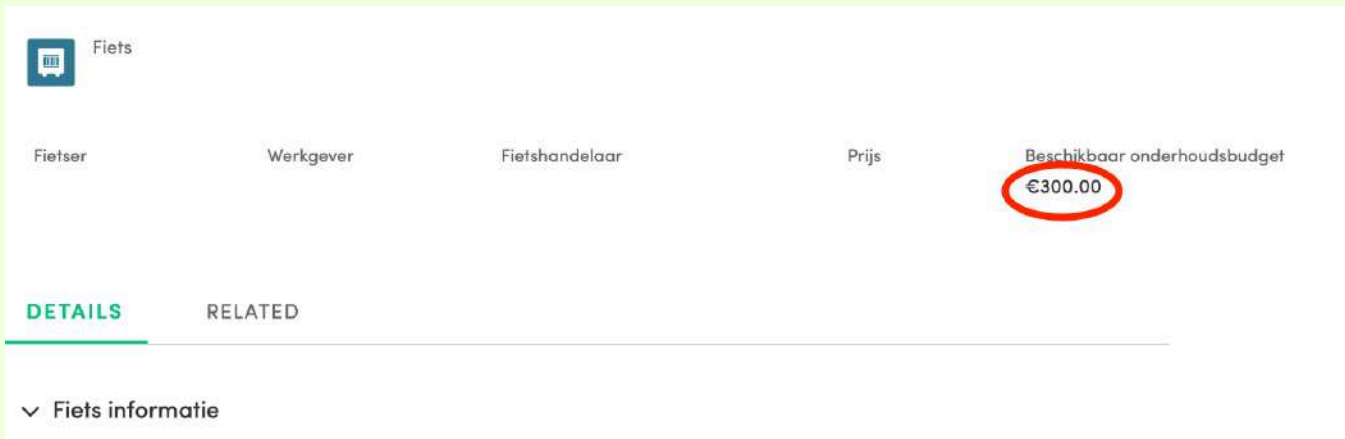
Calculator

Mijn Bestelling

Mijn fiets

Mijn Abonnement

- Consult the available maintenance budget
 - You can find your total, remaining and used maintenance budget below.



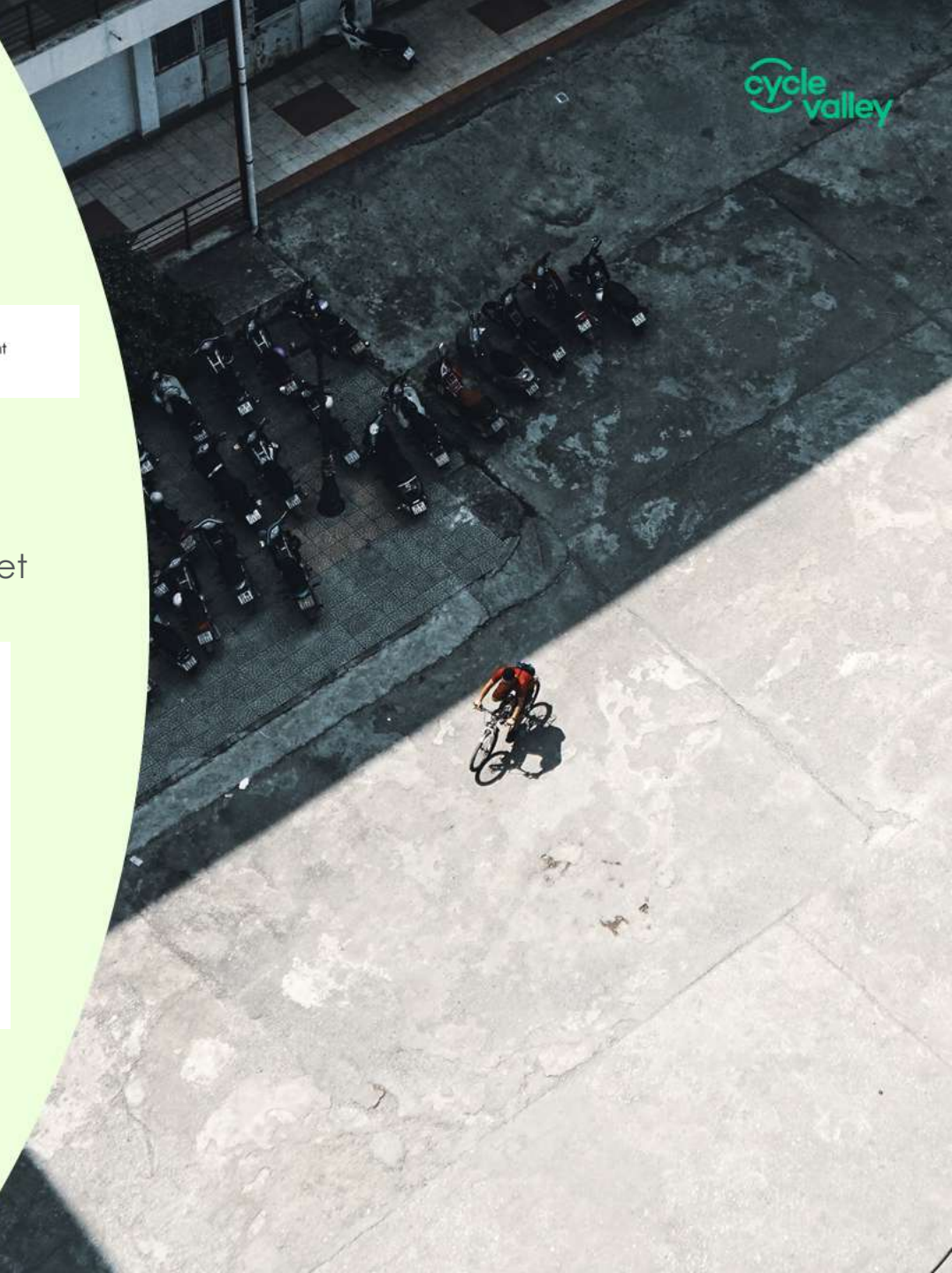
The screenshot shows a user interface for a bicycle. At the top left is a blue icon of a bicycle with the text 'Fiets'. Below this is a table with the following columns: 'Fietser', 'Werkgever', 'Fietshandelaar', 'Prijs', and 'Beschikbaar onderhoudsbudget'. The value '€300.00' under the 'Beschikbaar onderhoudsbudget' column is circled in red. Below the table are two tabs: 'DETAILS' (selected) and 'RELATED'. At the bottom left, there is a dropdown menu labeled 'Fiets informatie'.

Fietser	Werkgever	Fietshandelaar	Prijs	Beschikbaar onderhoudsbudget
				€300.00

DETAILS RELATED

▼ Fiets informatie

- We will send a friendly reminder to plan an appointment at the bike shop for a yearly maintenance.



Shine!

Do you want to stay in contact with Cycle Valley?

- Follow us on LinkedIn, Facebook and Instagram.
- Rate us on Google or Trustpilot.

- **Cycle Valley**

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