



MY.CYCLIS.BE
ENGLISH



Manual



HOW DO I USE THE MY.CYCLIS-TOOL?

We created the My.Cyclis tool to make life a little easier for you. From now on, all the information you need lies in the palm of your hand. Does your bicycle need maintenance? Are you experiencing bike trouble on the way? Is your bicycle damaged or did it get stolen? No worries! You can find everything you need in our tool.

MY.CYCLIS



ARE YOU READY?

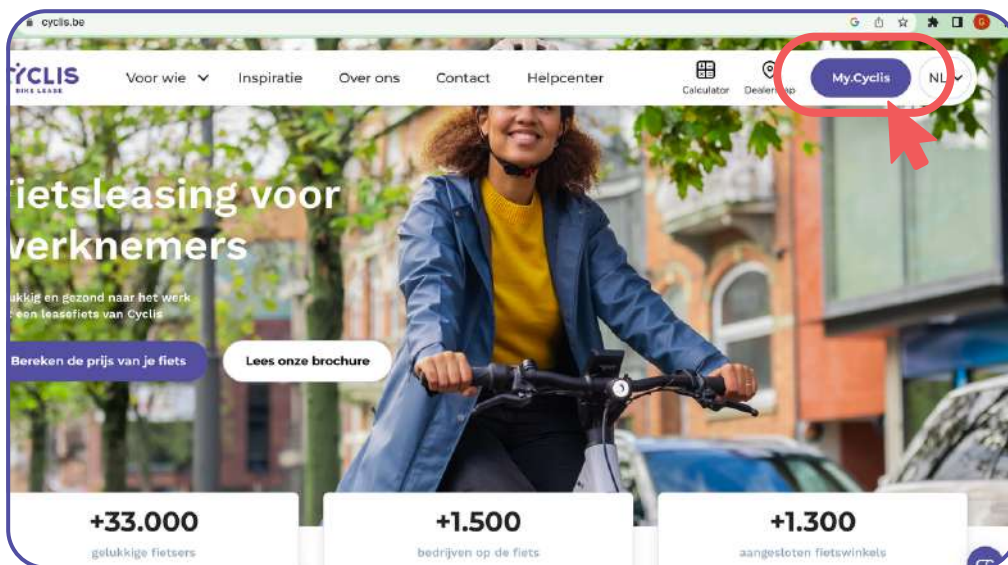
- 1 SIGN IN
- 2 SIMULATING ESTIMATED LEASE PRICES
- 3 CONVERTING SIMULATION INTO A LEASE QUOTATION
- 4 FAST QUOTATION
- 5 CONFIRMING LEASE QUOTATION
- 6 GOING FOR MAINTENANCE
- 7 FILE A DAMAGE CLAIM
- 8 REPORT THEFT
- 9 CONSULTING INFORMATION ABOUT YOUR BICYCLE
- 10 ACTIVATE YOUR BUDDY

1

SIGN IN

STEP 1

Go to the website www.cyclis.be and click on the button '**My.Cyclis**' in the upper right corner.



STEP 2

Next, you will arrive at a screen where you can sign in. Enter the email address and password associated with your account, and click '**Sign in**'.

**Welcome back at my.Cyclis,
sign in to continue**

Email address

Password [Forgot password?](#)

Sign in

New to My.Cyclis? [Sign up](#)

1 SIGN IN

STEP 3

Don't have an account yet? Click on '**Sign up**' to make one.

Welcome back at my.Cyclis,
sign in to continue

Email address
Enter e-mail address

Password
Enter password

Forgot password?

Sign in

New to My.Cyclis? [Sign up](#)

STEP 4

Enter the following details to register: your first name, last name, email address (private or work), and the sign-up code* from your company. Then choose your language, accept the terms and conditions, and click '**Sign up**'.

**Sign up code: Don't know the sign up code of your company? Contact us via 011 730 115 or login@cyclis.be.*

Sign in'. On the right side, there is a purple sidebar with a laptop image and text: 'Start simulating Lease Plan.', 'What's the best of new signups?', 'New signups', and 'Simulate your lease amount. With MyCyclis, you can calculate conversion'."/>

Get started with
your My.Cyclis account

First name
Eg. Richard

Last name
Eg. Flotmans

E-mail address
Enter e-mail address

sign up code
Enter the code that you've received.

Language
-- Select a language --

☐ I agree to the Terms & Conditions

Sign up

Already have an account? [Sign in](#)

Start simulating
Lease Plan.

What's the best of new
signups?

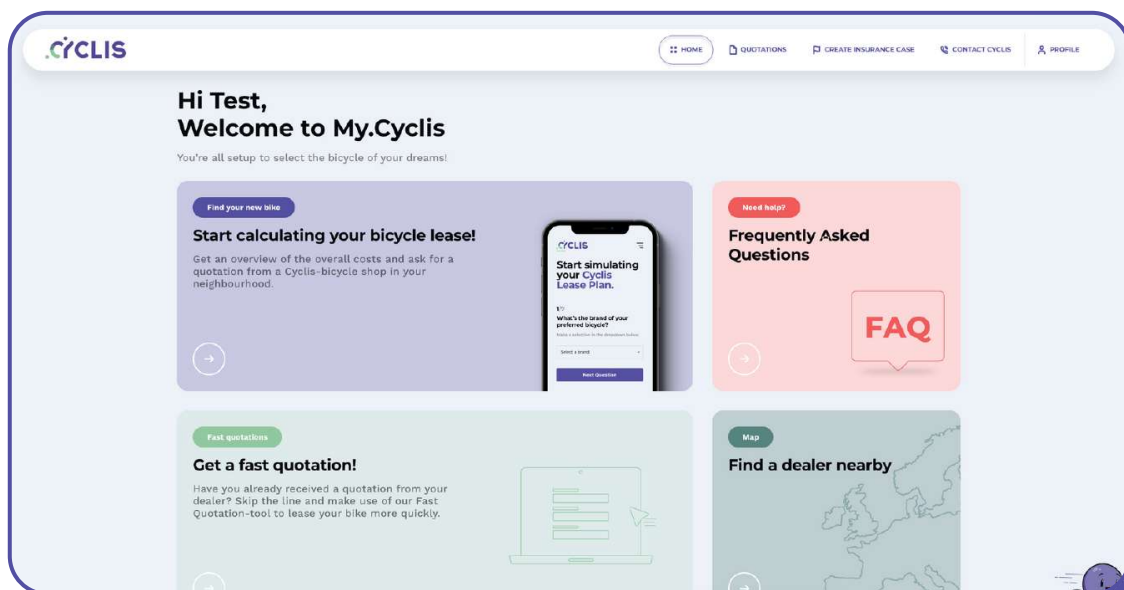
New signups

Simulate your lease amount.
With MyCyclis, you can calculate conversion

1 SIGN IN

STEP 5

Once you are signed in, you will arrive at the home screen:



SUCCEEDED? THIS IS THE CONTINUATION OF THE MANUAL

2 SIMULATING ESTIMATED LEASE PRICES

3 CONVERTING SIMULATION INTO A LEASE QUOTE

4 FAST QUOTATION

5 CONFIRMING LEASEQUOTE

6 GOING FOR MAINTENANCE

7 FILE A DAMAGE CLAIM

8 REPORT THEFT

9 CONSULTING INFORMATION ABOUT YOUR BICYCLE

10 ACTIVATE YOUR BUDDY

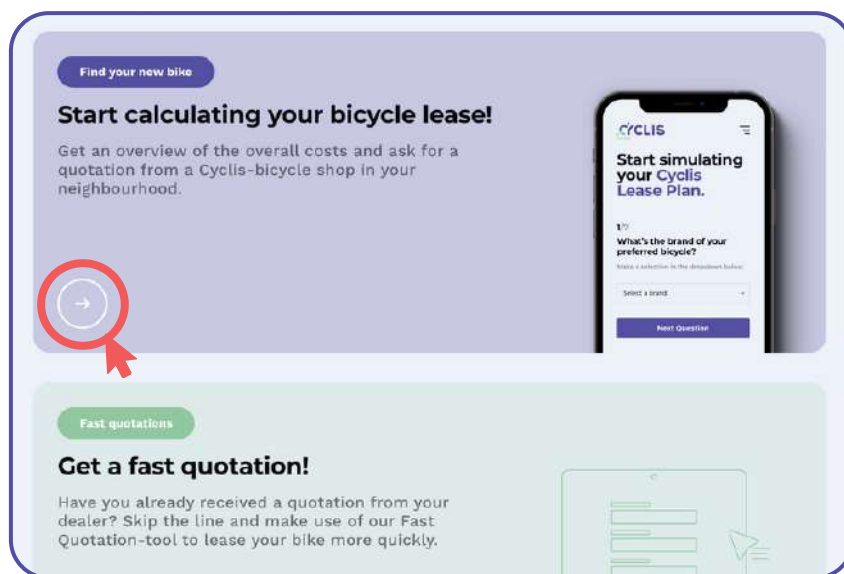
2

SIMULATING ESTIMATED LEASE PRICES

Do you already have some bicycles in mind? And would you like to get an idea of the monthly lease price? Simulate estimated lease prices in our convenient calculator, wherever and whenever you want.

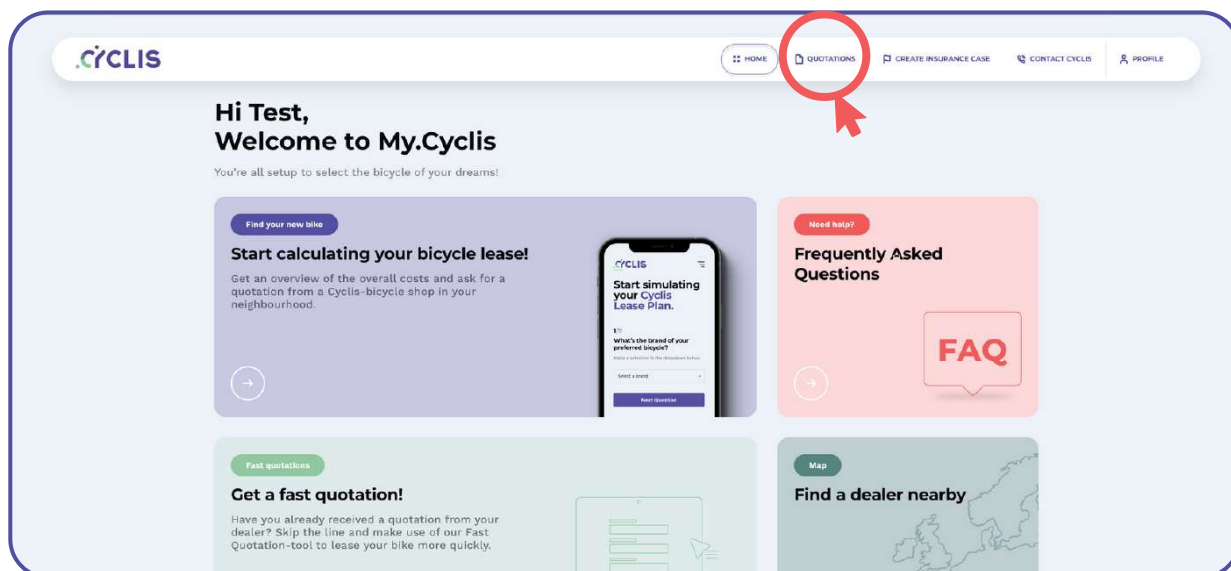
STEP 1

In the home screen, click on the arrow under 'Start calculating your bicycle lease'.



STEP 2

If you have previously made any simulations, you will find them under the title **'quotations'**. Here, you can also start a new simulation.

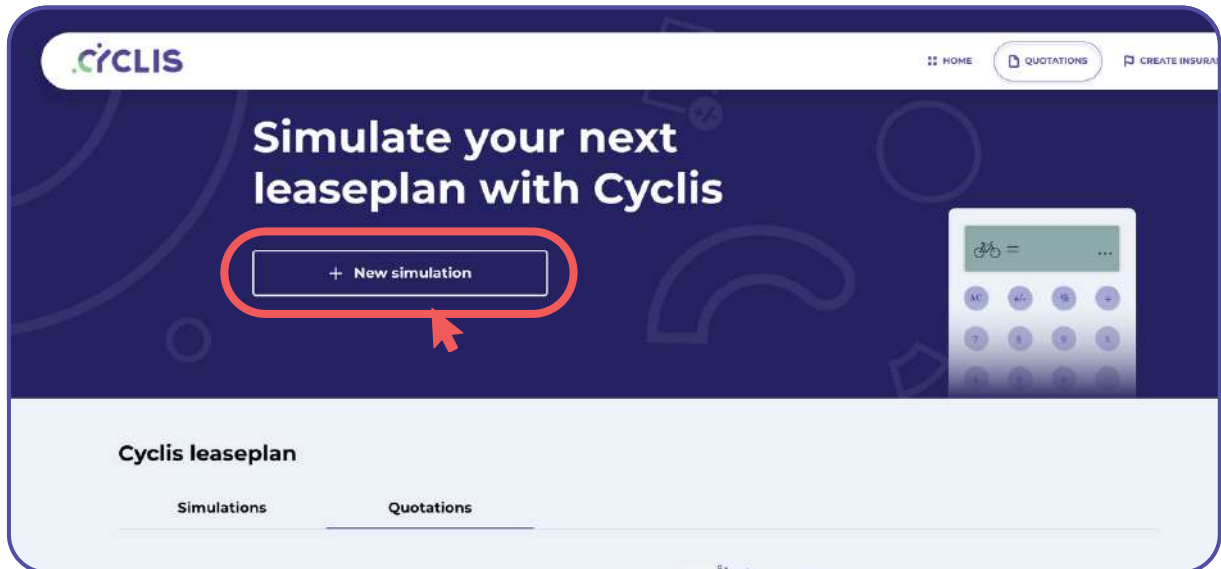


2

SIMULATING ESTIMATED LEASE PRICES

STEP 3

You're now ready to start a simulation! There are **7 steps** in total. Here we go!



STEP 1

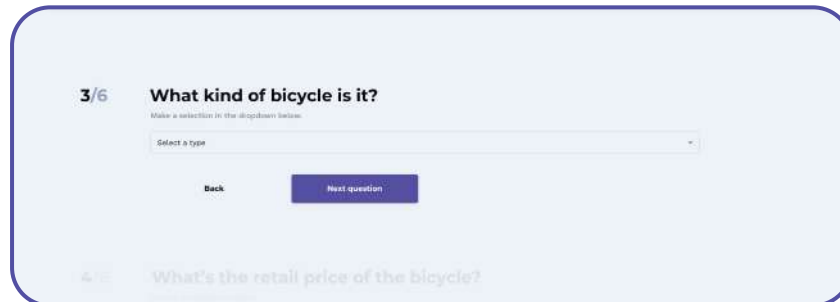
Choose the brand of your preferred bicycle from the menu.

STEP 2

Fill in the model of your bicycle.

STEP 3

Choose the type of bicycle from the menu (f.e. E-bikes if it is an electrical bike).



3/6 **What kind of bicycle is it?**
Make a selection in the dropdown below.

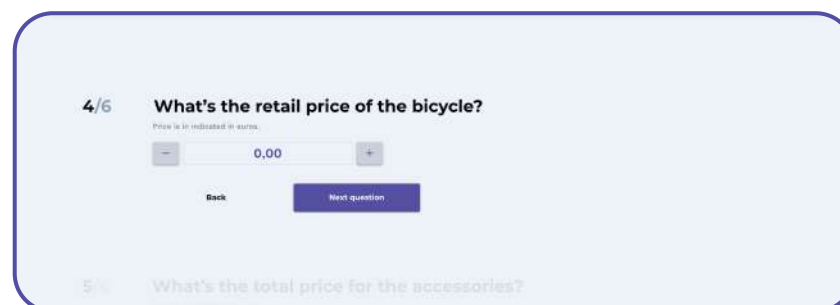
Select a type

Back Next question

4/6 What's the retail price of the bicycle?

STEP 4

Enter the list price of the bicycle. The list price is the official price without discounts.



4/6 **What's the retail price of the bicycle?**
Price is indicated in euros.

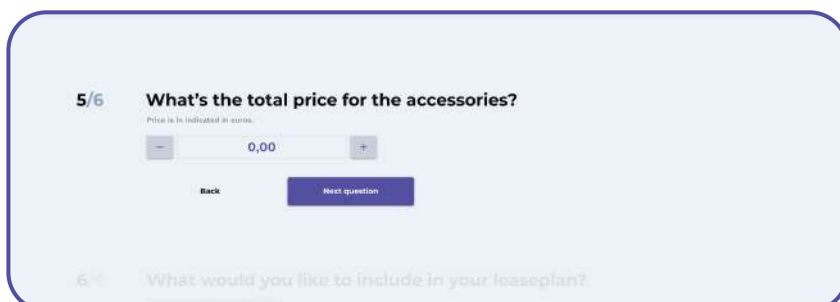
- 0,00 +

Back Next question

5/6 What's the total price for the accessories?

STEP 5

Enter the total price of the accessories you want to lease, e.g., a bike bag and helmet totaling €200.



5/6 **What's the total price for the accessories?**
Price is indicated in euros.

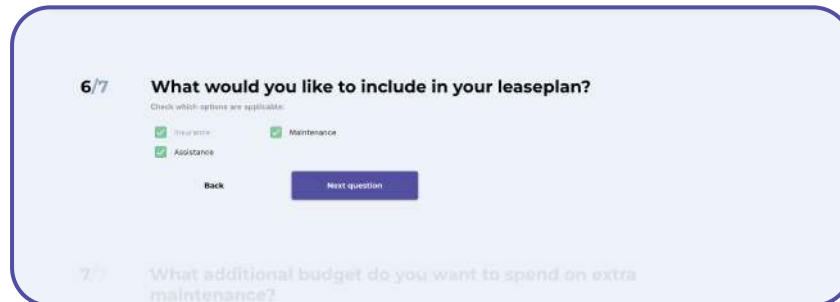
- 0,00 +

Back Next question

6/6 What would you like to include in your leaseplan?

STEP 6

Select the support services you want to include in the lease. In this example, the cyclist wants to include a maintenance budget, VAB roadside assistance, and comprehensive insurance for the entire lease period.



6/7 What would you like to include in your leaseplan?

Check which options are applicable:

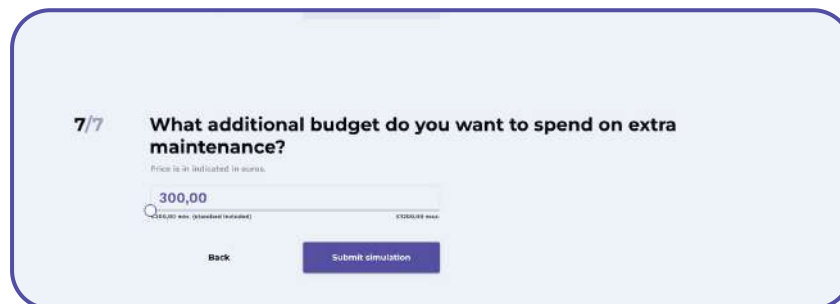
- ☒ Insurance
- ☒ Assistance
- ☒ Maintenance

Back Next question

7/7 What additional budget do you want to spend on extra maintenance?

STEP 7

Do you want more than the standard maintenance budget of €300? Slide the bar to the desired budget you want to allocate for maintenance. Then click on 'Submit Simulation'.



7/7 What additional budget do you want to spend on extra maintenance?

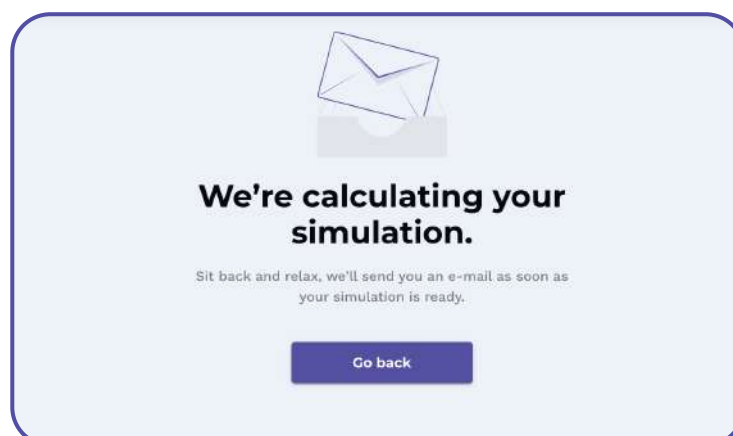
Price is in indicated in euros.

300,00

€150,00 min. (standard included) €750,00 max.

Back Submit simulation

And there you go! We calculate the estimated lease price and will provide you with a simulation via email within 2 business days.





We're calculating your simulation.

Sit back and relax, we'll send you an e-mail as soon as your simulation is ready.

Go back

3

CONVERTING SIMULATION INTO LEASE QUOTATION

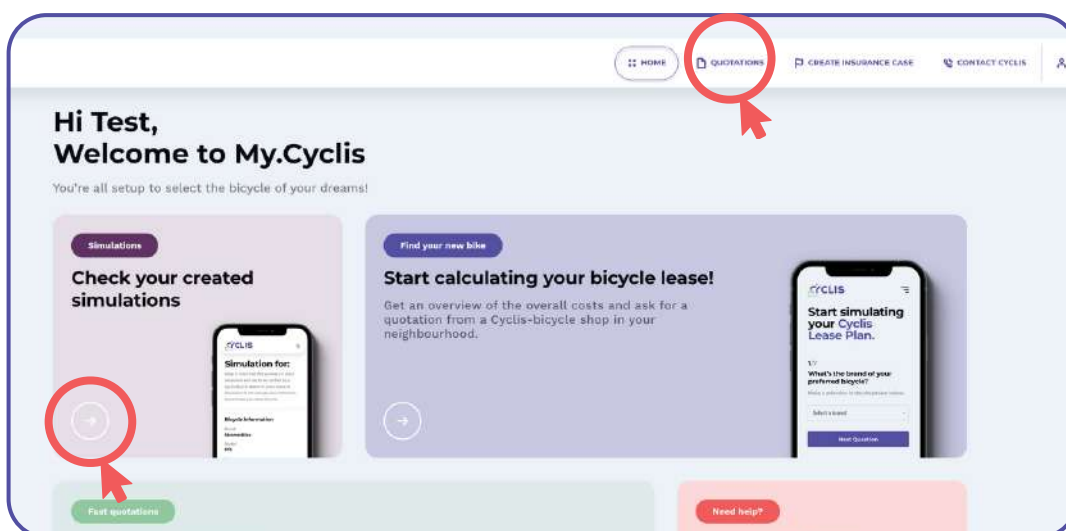
Are you interested? If so, you can easily convert the simulation into an official lease quote using our tool. First, request a quote for your dream bicycle, including accessories, from a **local bicycle shop**.

Then follow these steps in the tool:



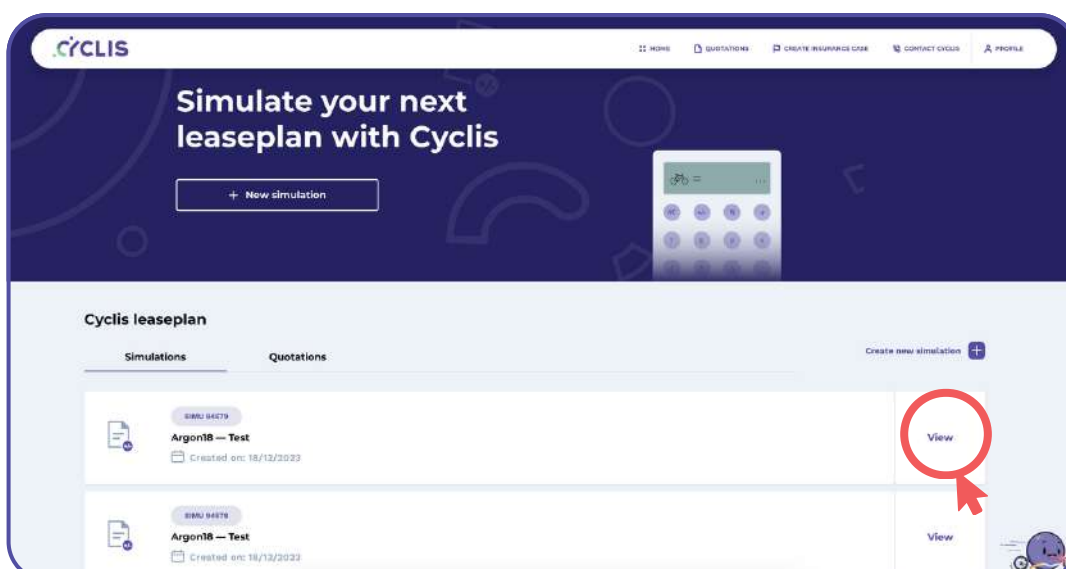
STEP 1

In the home screen, click on the '**Simulations**' button, or at the top of the bar, click on '**Quotes**'.



STEP 2

In the list, choose the simulation you want to convert by clicking on '**View**'.

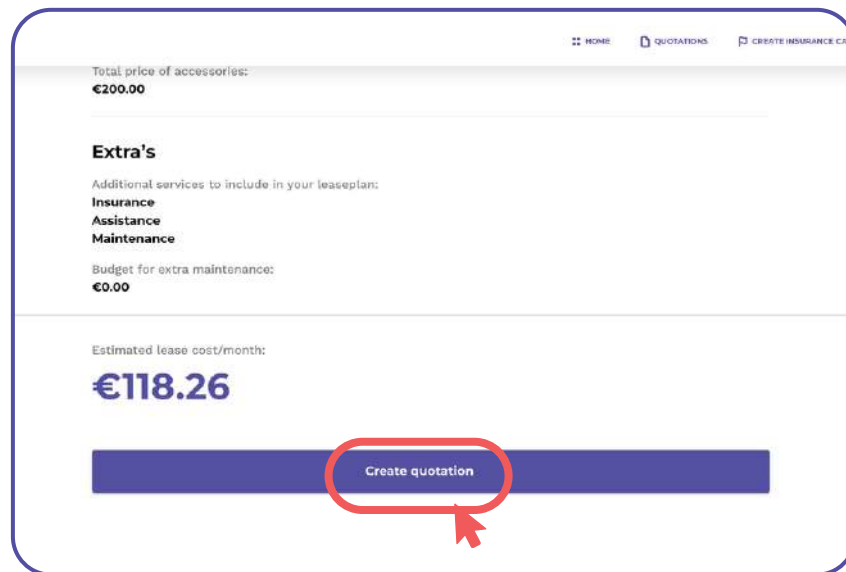


3

CONVERTING SIMULATION INTO LEASE QUOTATION

STEP 3

Under the simulation, click on the '**Create quotation**' button to convert it into a quotation.



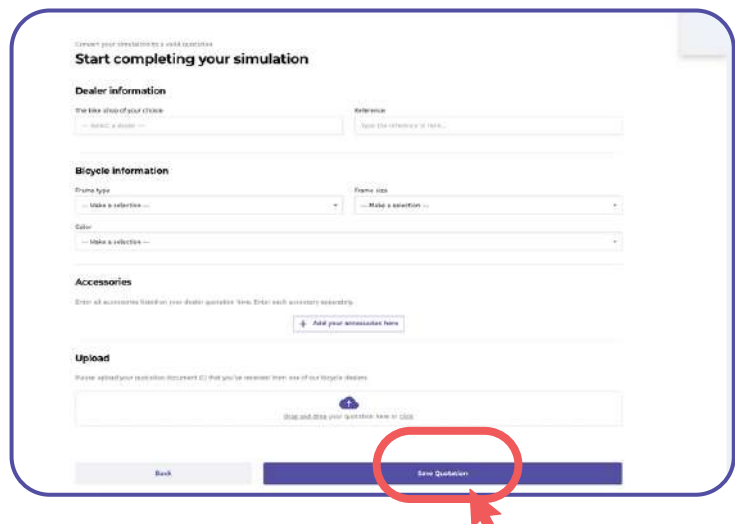
The screenshot shows a web interface with the following details:

- Total price of accessories: €200.00
- Extra's
 - Additional services to include in your leaseplan:
 - Insurance
 - Assistance
 - Maintenance
 - Budget for extra maintenance: €0.00
- Estimated lease cost/month: €118.26
- A large blue button labeled 'Create quotation' is highlighted with a red circle and a red arrow pointing to it.

STEP 4

We still need some information to complete the quotation. Please fill in the following details in the form below and click '**Save quotation**'.

1. Name of your chosen bike store
2. Reference (quotation number)
3. Frame type f.e. Gentlemen
4. Frame size
5. Colour of the bike
6. Add any additional accessories if needed. You don't need to re-enter the accessories you had chosen during the simulation.
7. Upload the quote you received from the bike dealer.



The screenshot shows a form titled 'Start completing your simulation' with the following sections:

- Dealer information**
 - the bike store of your choice: [dropdown menu]
 - reference: [text input field]
- Bicycle information**
 - Frame type: [dropdown menu]
 - Frame size: [dropdown menu]
 - Color: [dropdown menu]
- Accessories**
 - Enter all accessories (simulation your dealer quotation) here. Enter each accessory separately.
 - [Add your accessories here button]
- Upload**
 - Upload and store your quotation here in CSV
 - [upload area]
- At the bottom, a blue button labeled 'Save Quotation' is highlighted with a red circle and a red arrow pointing to it.

STEP 5

You're done! We will provide you with an official lease quotation via email within 2 business days.

**We're creating your quotation.**

Sit back and relax, we'll send you an email as soon as your quotation is ready.

[Back](#)

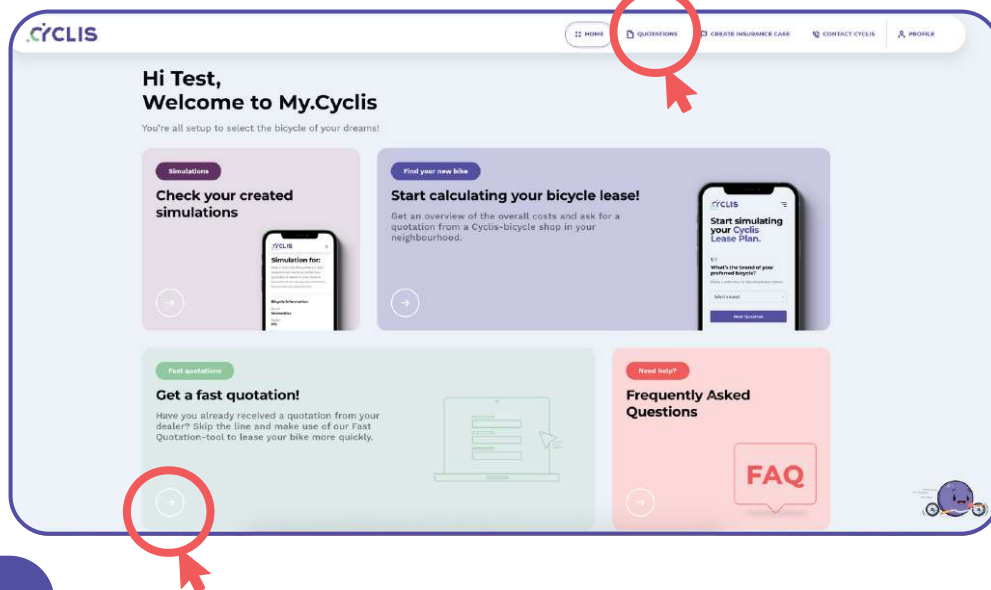
4

FAST QUOTATION

If you don't need a simulation because you already have a quote from your bike dealer, use the '**fast quotation**' option.

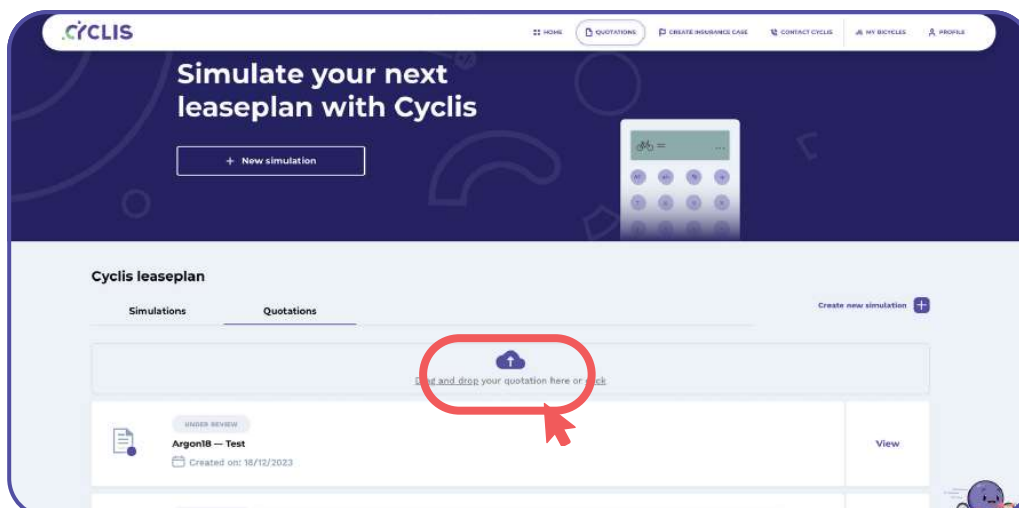
STEP 1

Click on '**Quotations**' at the top or on the arrow next to '**Fast Quotation**'.



STEP 2

Now drag your **quotation** from the dealer to the bottom bar or click on the link and upload the document.



STEP 3

Follow the [7 steps](#) to quickly request a quotation. Our colleagues will provide you with a quotation within 2 days.

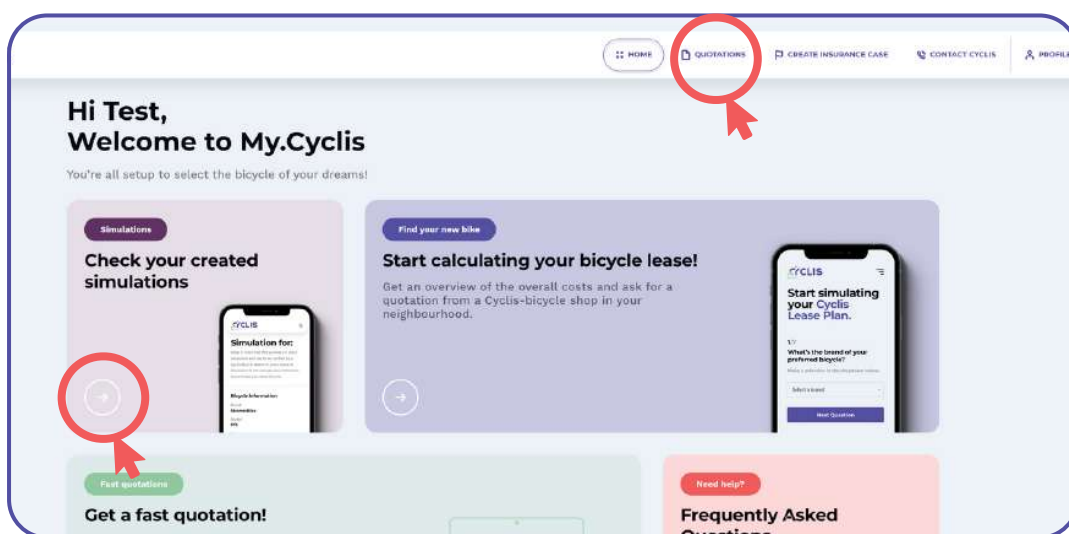
5

CONFIRMING LEASE QUOTATION

Do you agree with the lease quotation? You can easily confirm in the tool by following the steps below:

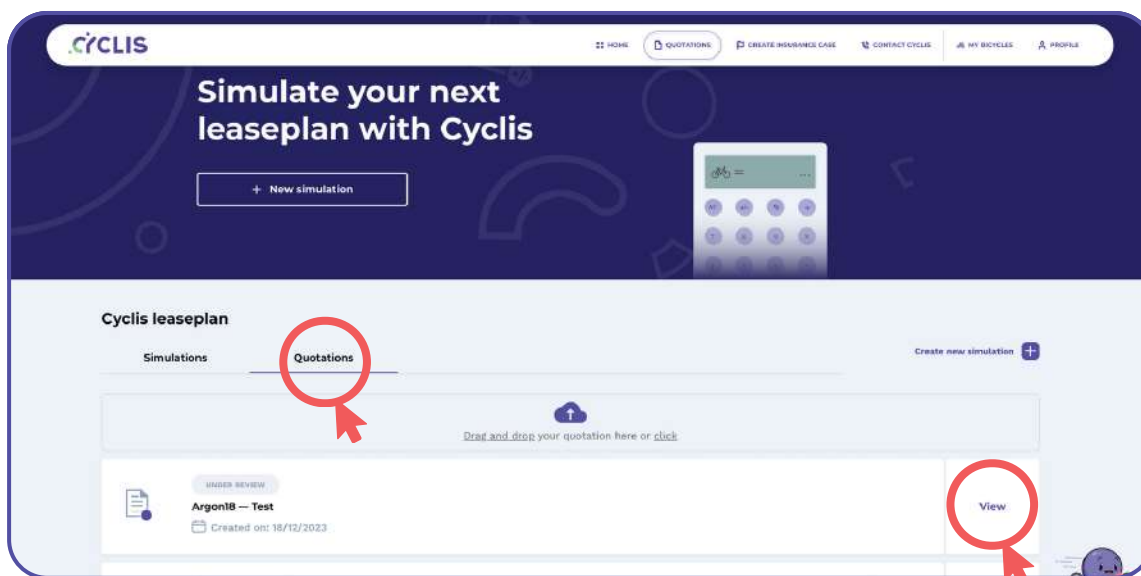
STEP 1

In the home screen, click on the '**Simulations**' button, or at the top of the bar, click on '**Quotation**'.



STEP 2

In the '**Quotation**' section, select the relevant quotation from the list by clicking on '**view**'.



5

CONFIRMING LEASE QUOTATION

STEP 3

At the bottom of the quotation, click on the '**Create Quotation**' button.

HOME QUOTATIONS CREATE INSURANCE CASE CONTACT

Total price of accessories:
€200.00

Extra's
Additional services to include in your leaseplan:
Insurance
Assistance
Maintenance
Budget for extra maintenance:
€0.00

Estimated lease cost/month:
€118.26

Create quotation

Subsequently, your supervisor can confirm the lease quotation in the tool. Once we receive approval, we will proceed to order your bicycle from the bike shop you have selected.

It's possible that you don't see the confirmation button. This means that your internal policy requires a different approval method, such as through your cafeteria plan or an HR representative from your company. It's best to inquire about this with your responsible person for bicycle leasing.

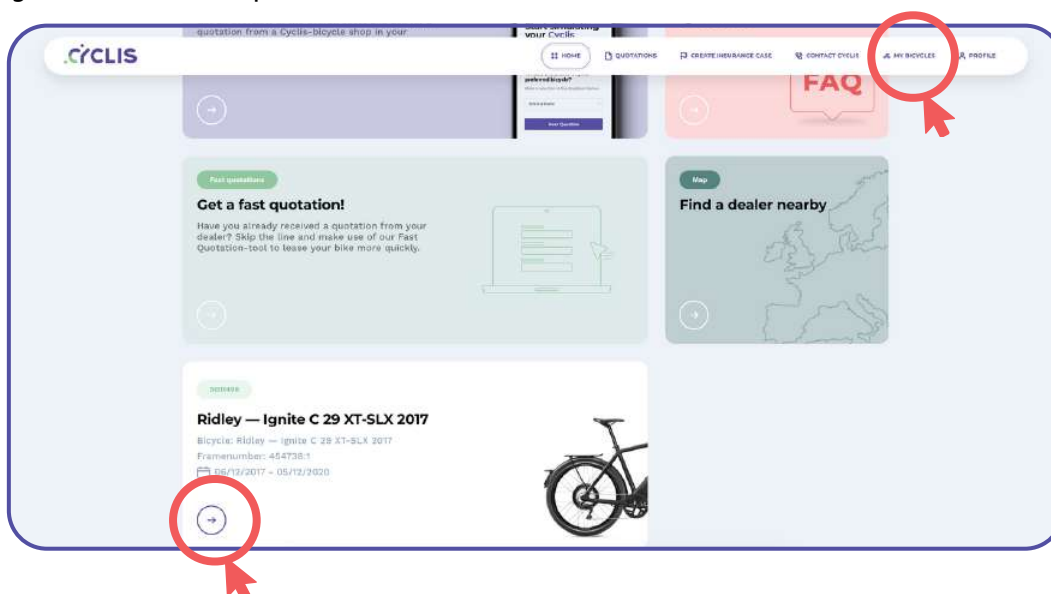


6 GOING FOR MAINTENANCE

Time for a maintenance check? Display the overview of the remaining maintenance budget to the bike dealer using your smartphone:

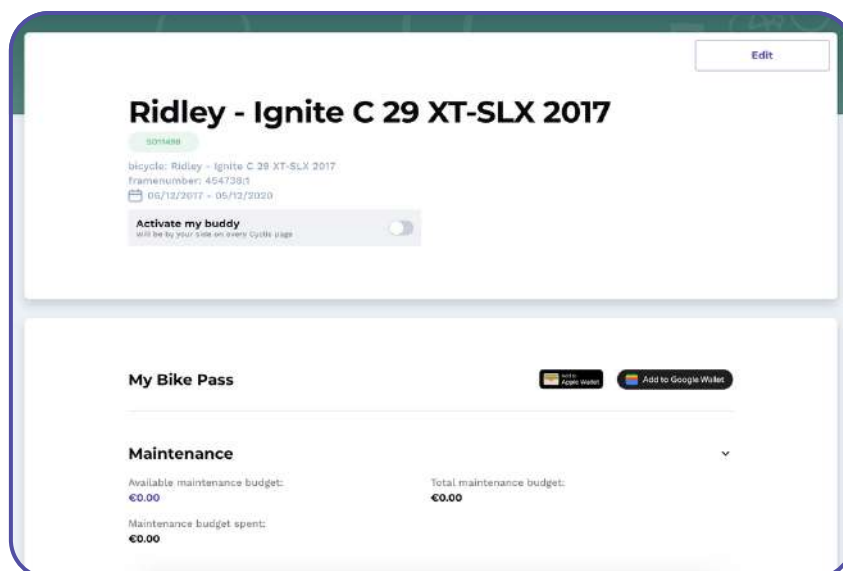
STEP 1

Click on the '**Arrow**' button next to your bicycle on the home screen. Or click on '**My Bicycles**' at the top.



STEP 2

Next, show this overview to the bike dealer. They can also check your remaining budget in the tool. This overview contains all the information about your bicycle.



7 FILE A DAMAGE CLAIM

If your bicycle is damaged due to an accident, go to your local bike shop and ask for an estimate of the repair costs and photos of the damaged parts.

Your bike dealer will provide us with this information through the online tool. Finally, we approve the damage claim, and the dealer can proceed with the repairs.

LOOKING FOR A BIKE DEALER IN YOUR AREA?

**CHECK OUR
DEALER MAP HERE**

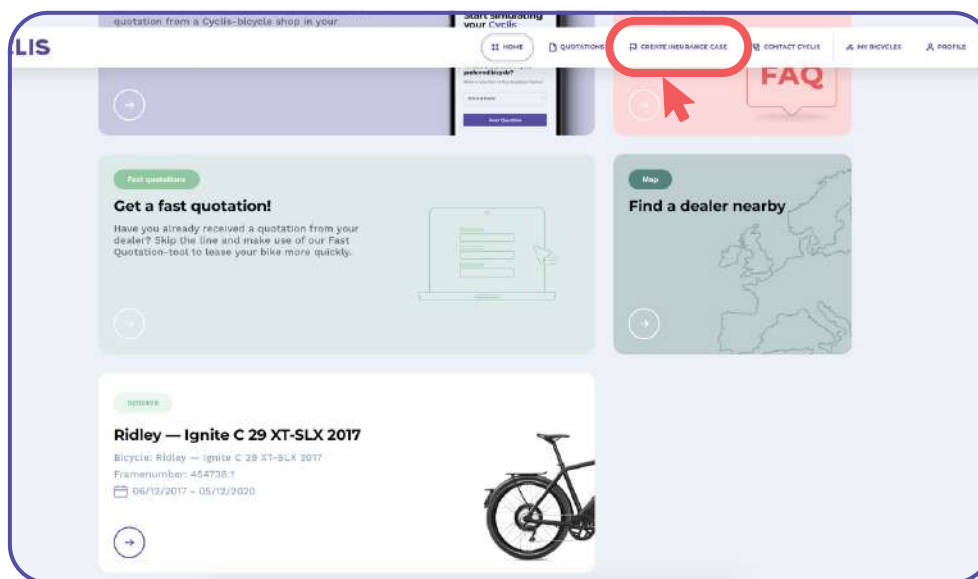


7 REPORT THEFT

*Is your bicycle stolen?
Report the theft using the following steps:*

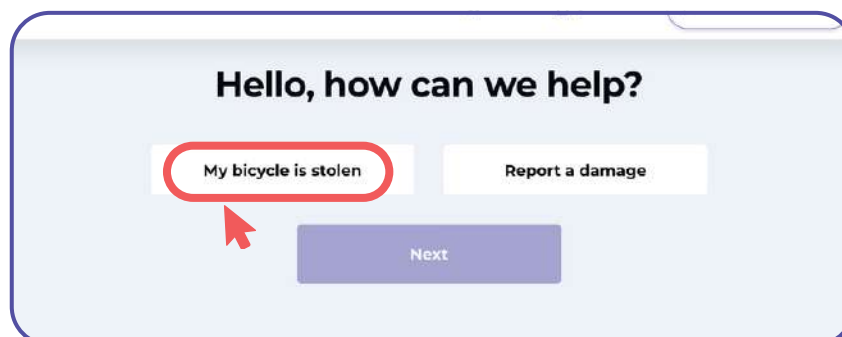
STEP 1

On the home screen, click on the '**Create insurance case**' button.



STEP 2

Next, click on the buttons '**my bike has been stolen**' and '**next**'.



STAP 3

Next, click on your bicycle.

8

REPORT THEFT

STEP 4

Drag the **police report** into the first box and a **photo of the two keys** with the visible key number in the second box. Then click on '**next**'.

Report this Bicycle as stolen

Please visit a police department to receive a police report. After your visit you can upload this Police report and a picture of your keys in the field below

Upload Police Report:

POLICE PV



Drag and drop your police report here or click

Upload (1) picture of your keys:

**PHOTO OF
2 KEYS**



Drag and drop your pictures here or click

Cancel

Next

STEP 5

Optional: Describe the theft.

STEP 6

Click on '**Submit**' to report the theft.

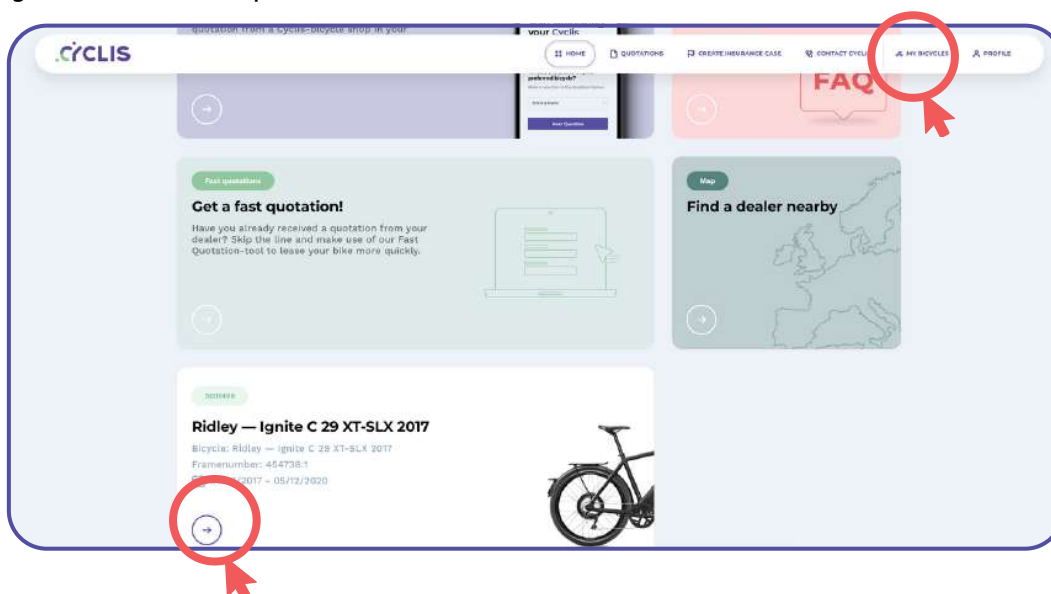
9

CONSULTING INFORMATION ABOUT YOUR BIKE

In the tool, you can easily find all information about your bike in one place.

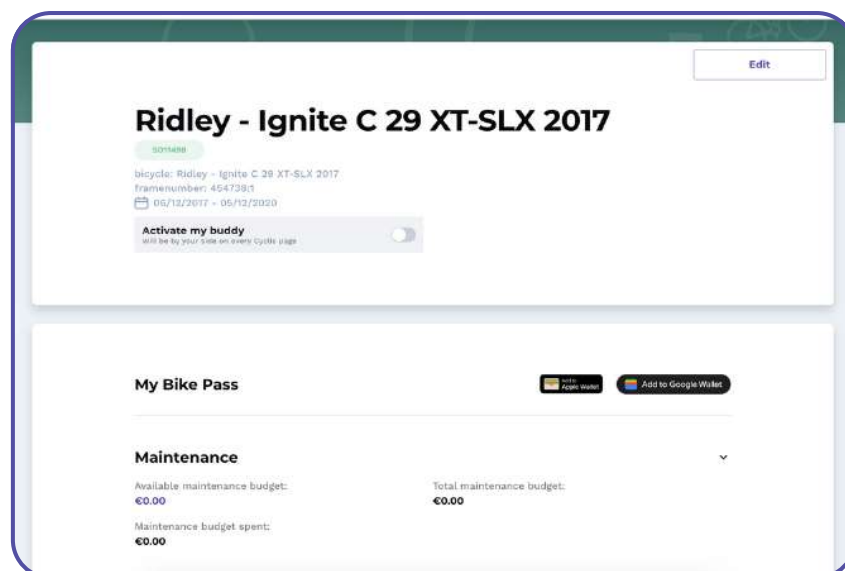
STEP 1

Click on the '**Arrow**' button next to your bike on the home screen. Or click on '**My Bicycles**' at the top.



STEP 2

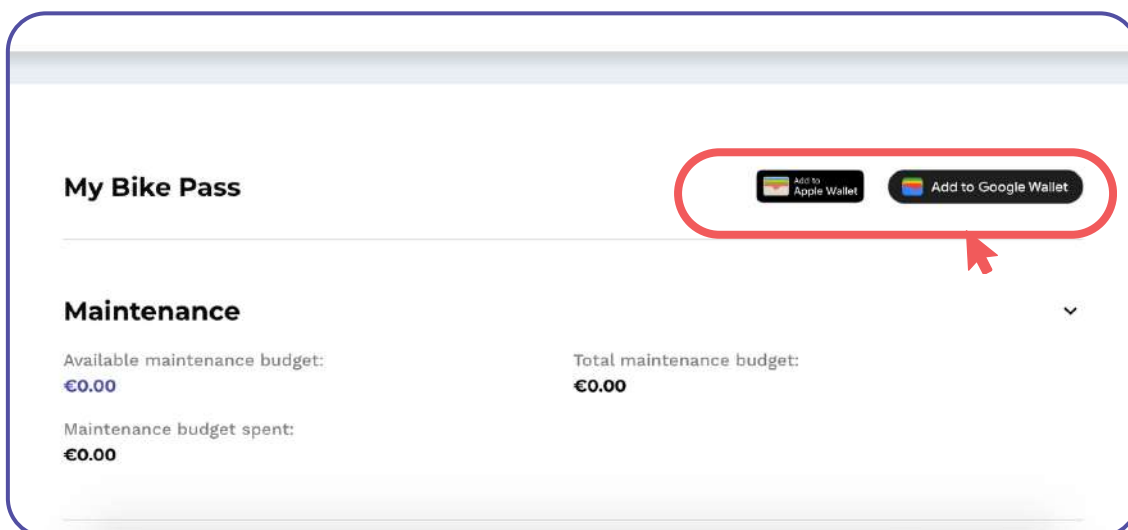
And there is all the crucial information!



9

CONSULTING INFORMATION ABOUT YOUR BIKE

You can also view your bike information on your smartphone. At the top of your Bike Pass, you'll see 2 download buttons to save your card to your wallet app on your smartphone. This way, you have all the info in your pocket.



10 ACTIVATE YOUR BUDDY

Your buddy is there to assist you on every Cyclis page. If you want to hide it, you can do so by disabling it through the bike settings in the tool. On the same page, you can also customize your buddy.

*Click on the **'Edit'** button in the upper right corner for this.*

