



Civilian (MOD Main, DE&S, SDA) Payroll Giving Scheme – How To Guide

Step 1: Sign up to the Edenred mylifestyle platform.

If you already have a mylifestyle account, proceed to Step 2.

1. Visit <https://www.edenred.uk.com/cc-micro-site.html> and click on your organisation logo to get started. Please note that MOD Main, DE&S and SDA all have different sign up sites.
2. Enter your MOD staff number (e.g. 123456A) into the “Payroll ID” box, complete the Captcha and click “Register Now.”

The screenshot shows a registration form titled "Register". It features a text input field labeled "Payroll ID". Below this is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom right of the form is a green button labeled "Register now".

3. Enter your work email address and click “Register now.”

The screenshot shows a registration form titled "Register". It features two text input fields: the first is labeled "Payroll ID" and the second is labeled "Work Email Address". At the bottom right of the form is a green button labeled "Register now".

4. Once your registration is verified, you will receive an email to complete your registration.

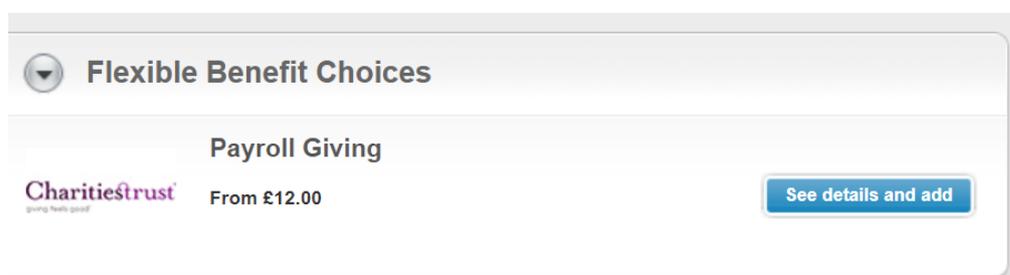
Step 2: Sign up to the Payroll Giving Scheme

Please note: you will only be able to sign up for the Payroll Giving Scheme during the monthly election window, which runs from approximately 22nd of each month to 10th of the next month.

1. Visit <https://www.edenred.uk.com/CCSMylifestyle> and sign in to the mylifestyle platform using your username and password.
2. Click “mybenefits” in the blue bar at the top of the screen



3. Find “Payroll Giving” and click “See details and add”



4. On the next screen, you will find additional information about the scheme on the right-hand side. Use the search function to find and select the Charity of your choice. Once you have selected a charity, enter your **annual** donation amount in the box. For example, if you would like to donate £10 per month, enter £120. Please note that the minimum donation amount is £5 per month (£60 per year). Once you have entered your amount, click “add.”

Select the charities you wish to pay and the ANNUAL amounts you wish to pay to them, or select My Giving Account to pay into an online account from which you will be able to manage payments to charities as you wish.

Search for Charity:

Help For Heroes £

My Giving Account:

5. You can add as many charities as you like, as long as you meet the minimum donation amount (£5 per month / £60 per year) for each charity.
6. If you would like to donate to a Charity that is not listed, you can request for it to be added by clicking “Links” on the right hand side and then selecting “Add a charity.”

Details FAQs Links Documents Tax-NI-P11d

[Charities Trust website](#) Charities Trust website
[My Giving Account website](#) If you've chosen to open a My Giving Account you can login here.
[Add a Charity](#) If you can't find your preferred charity from the charity search, you can submit a request to Charities Trust for them to add a charity to their database.

- You can also choose for your donations to be paid into a [MyGiving Account](#). A MyGiving Account then allows you to manage your donations even more flexibly, giving you the option of setting up regular donations from the account, or to save up your funds and use them for emergency appeals or charity events.
- Once you have finished choosing your charities and donation amounts, click "Update basket" at the bottom of the screen.

Summary after adding this benefit

Total spend after choices	£60.00
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[Go Back](#) [Update basket](#)

- You will be asked if you are happy to be contacted by your chosen charity by email or post. Choose your answers and click "Confirm information."
- You will be returned to your benefit basket. Click the green "Proceed to Step 2" button.

Step 1 of 2

Once you have chosen your benefit selections, please click the green button 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 January 2022

1 Days Remaining
The Flex selection window closes on : 10 January 2022

Select your benefits
Then proceed to Step 2

Proceed to Step 2
Click here to confirm and checkout

Your Flex Basket
(1 benefits selected)

Additional benefits
(2 more available)

Your Choices Summary

- Check your final choices, then check the box to confirm you have read the Terms & Conditions. Click "Confirm & Checkout" and then "Yes" to confirm.
- Your donations will start from the next pay date after the election window closes.