

Read here. Make choices in your HR portal.

Complete by 20 November 2026 at 17:00 Europe/London.

- **1 Check eligibility and terms**

Read the full employer policy supplied by HR. Confirm which allowances you can use and whether approval is required.

- **2 Open the official portal**

Use the enrollment link in the employer's HR announcement.

- **3 Review and submit**

Check each choice and any required personal details in the HR system, then submit your selections.

- **4 Save the confirmation**

Keep the submission receipt from the portal. If you cannot access it, contact the benefits team through the employer's approved channel.

Questions about your benefits? Contact the benefits team through your employer's approved channel.