

Step-by-Step Migration

Log In – Use your BrightID to access <https://brightpay.brightsg.com>.

Create Organisation – Enter organisation details, select the appropriate billing plan (Annual/Monthly), and add a payment method.

Import Employers – Select 'Import from BrightPay for Windows' and follow the prompts to import your employer data file(s). The file's extension is .bpie26. To import multiple employers, press and hold the Shift key on your keyboard, then select the employer files you wish to import. You can import up to 10 employers per batch. If an employer data file is password-protected, you will be prompted to enter the password.

Invite Team Members – Go to the Team Members tab under My Organisation.

Review Employer Settings – After import, check each employer for accuracy e.g pay schedules.

Re-enter Credentials – Add your Revenue Digital Certificate under 'Settings > Submissions'. Credentials need to be entered by each team member on the Organisation.

Ensure the bank file you use is available and working as should (give yourself time to upload your first bank file from BrightPay Cloud).

Confirm Integrations – Ensure API integrations (e.g. Modulr, accounting software) are reconfigured and connected.

Customise Settings – Review your email preferences for payslips delivery, calendar and employee requests under Employer tab > Employee Portal > Settings, if applicable.

Bookmark BrightPay in your web browser so it's right there wherever and whenever you need it.

Post-Migration Setup

Portal Access – Set up Employee Self-Service and Manager portals if applicable.

Assign Roles – Assign managers and users to the appropriate portals.

Send Login Instructions – Guide staff through accessing the new system.