

Moving from BrightPay Desktop to BrightPay Cloud:

Step-by-step guide

[View Migration Demo](#)

Step 1: Create your organisation

Go to <https://brightpay.brightsg.com> and log in using your BrightID.

**If you have already purchased BrightPay, or used BrightPay Connect or other Bright Products, you will already have a BrightID.*

If you don't have a Bright ID, click Sign up for Bright ID and follow these [steps](#).

Once logged in, you will be asked to create your organisation.

An organisation is where employers, team members, and billing are managed. Here, you need to enter your organisation's name and address, choose your payment plan, and add a payment method.

Need help? Click [here](#).

Step 2: Import your employer(s) from BrightPay Desktop

Select the option 'Import from BrightPay for Windows' and follow the on-screen directions. Read the Post-Import Checklist.

To import the employer, click Select the employer file(s) you wish to import, and BrightPay will import all of the required payroll data.

To import multiple employers, press and hold the 'Shift' key on your keyboard and select the employer files you wish to import. You can import up to 10 employers per batch.

If the employer data file is password protected, you will need to enter the password to import the employer(s). to enter your organisation's name and address, choose your payment plan, and add a payment method.

Need help? Click [here](#).

Step 3: Open your employer

Select Open employer to access your payroll data. You're ready to start using BrightPay Cloud!

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