

Step-by-Step Migration

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

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

Import Employers – Select 'Import from BrightPay for Windows/Mac' and follow the prompts to import your employer data file(s). The file's extension is .bpuk25.

**You can import up to 10 employers per batch.*

Invite Team Members – Go to the Team Members tab within the Organisation

Review Employer Settings – After import, check each employer for accuracy

Re-enter Credentials – Manually input HMRC and NEST credentials (if Nest is your pension provider) under 'Settings > Submissions'.

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.

Test Credentials on your FPS Submission – Run a "live" FPS on one employer to confirm credentials and setup.

Post-Migration Setup

Portal Access – Set up Employee Self-Service, Manager, and Client portals.

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

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