

Making the move from BrightPay desktop with Connect to BrightPay cloud

Time is ticking, from 2025/26 tax year BrightPay with Connect for standard customers will no longer be available. We've created this checklist to help you prepare to make the move.



Step 1: Check your current BrightPay version

Moving to the cloud version only applies to standard users. More details on which users are affected by this change and guidance on how to check if you are a bureau or standard user can be found [here](#).

Step 2: Subscribe to BrightPay for the 2025/26 tax year



Step 3: Start your migration now – there's no need to wait. Do this as soon as you've subscribed.

The landing page <https://hello.brightsg.com/brightpay-standard-connect-to-brightpay-cloud-faqs> provides all the information you need and the steps to migrate to the cloud version.

We also have a range of resources available on our [BrightPay cloud migration hub](#) to guide you through the process. Once you've subscribed, you'll receive a copy of our 3-step migration guide. With these resources, you'll have the tools you need to make the move without delay.

Step 4: You're ready to start the new tax year using BrightPay cloud

Now that you are all set up and ready to use BrightPay cloud for the 2025/26 tax year – there is just one last step. Bookmark BrightPay in your web browser so it's right there wherever and whenever you need it.



Tips:

This Employee Pack will help your employees transition to the new Employee Self Service Portal: <https://hello.brightsg.com/brightpay-employee-starter-pack>

Don't forget to check your Employee Self-Service Portal (EESSP) settings in the cloud version before your first payroll run.

You can send the Employee Portal instructions to your employees – this can be sent by email from BrightPay cloud. You can find details of how to do this in our [FAQs](#).