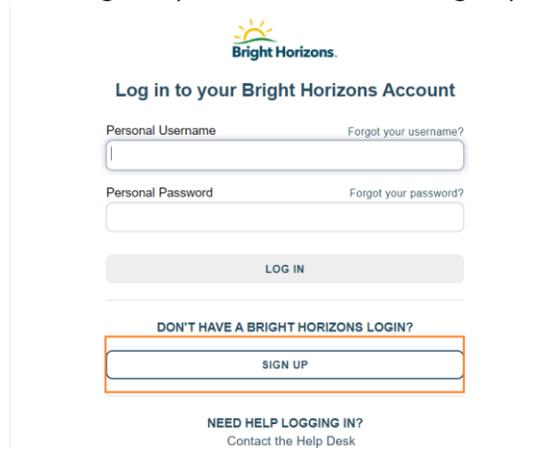


Bright Horizons – First Time Registration Guide

1. To access the new Bright Horizons EdAssist Solutions portal, click [HERE](#). When accessing the site for the first time, you will need to register your account. Select “Sign Up.”



2. At initial registration only, you will be prompted to enter an Employer Username and Password. Enter the following information when you are registering.

Employer Username: **City of Memphis**

Employer Password: **Memphis901!**

3. Upon successful verification of the employer username and password, you will be brought to the registration page to enter your information. Once you enter your information and create a unique username and password, click “Register.” Information on the registration page must match with what we have for your record including first name, last name, work email, and employee ID.

- **This registration process is only needed the first time logging in.**

4. After logging in, you will be brought to the City of Memphis home page. If you are eligible for both tuition and loan repay benefits, you will have to select the appropriate tile.

- Workforce Education = Tuition Reimbursement and Deferred Direct Bill
- Student Loan Support = Student Loan Repayment

