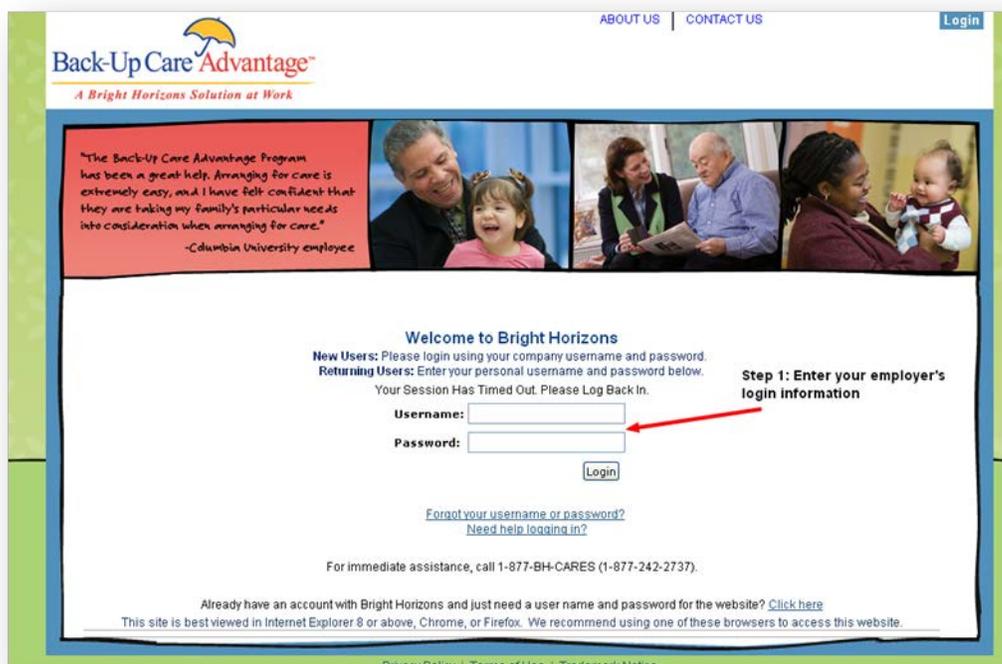


ONLINE REGISTRATION

Registering for the *Back-Up Care Advantage Program*® online is as simple as entering some necessary information you probably know by heart, and clicking your mouse a few times. To get started, visit <http://backupcare.ors.nih.gov>. This site will provide you with the link to the Bright Horizons Back-Up Care website.

Please note: The Back-Up Care Advantage® site is best viewed in Internet Explorer 8 or above, Chrome, or Firefox. If you experience problems while entering your information, please upgrade your browser or try using the site in Firefox or Chrome.

Log into the site using your employer's username and password which you can find on the website listed above. This is not a secret login; everyone at your company uses it to access the registration wizard.



ABOUT US | CONTACT US Login

Back-Up Care Advantage™
A Bright Horizons Solution at Work

"The Back-Up Care Advantage Program has been a great help. Arranging for care is extremely easy, and I have felt confident that they are taking my family's particular needs into consideration when arranging for care."
-Columbia University employee

Welcome to Bright Horizons
New Users: Please login using your company username and password.
Returning Users: Enter your personal username and password below.
Your Session Has Timed Out. Please Log Back In.

Step 1: Enter your employer's login information

Username:
Password:

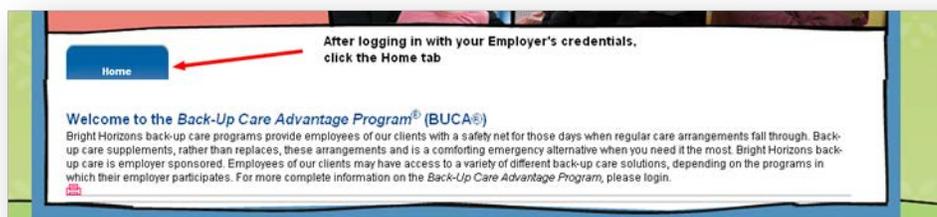
[Forgot your username or password?](#)
[Need help logging in?](#)

For immediate assistance, call 1-877-BH-CARES (1-877-242-2737).

Already have an account with Bright Horizons and just need a user name and password for the website? [Click here](#)
This site is best viewed in Internet Explorer 8 or above, Chrome, or Firefox. We recommend using one of these browsers to access this website.

[Privacy Policy](#) | [Terms of Use](#) | [Trademark Notice](#)

Once you are logged in under your employer's registration account, you'll receive a welcome message. Click the "Home" tab to continue.

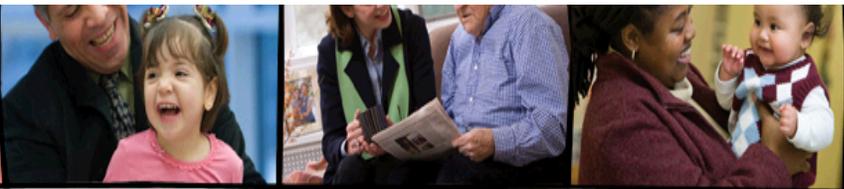


Home

After logging in with your Employer's credentials, click the Home tab

Welcome to the Back-Up Care Advantage Program® (BUCA®)
Bright Horizons back-up care programs provide employees of our clients with a safety net for those days when regular care arrangements fall through. Back-up care supplements, rather than replaces, these arrangements and is a comforting emergency alternative when you need it the most. Bright Horizons back-up care is employer sponsored. Employees of our clients may have access to a variety of different back-up care solutions, depending on the programs in which their employer participates. For more complete information on the *Back-Up Care Advantage Program*, please login.

You will next arrive at a page providing you a brief overview of the program. To register, scroll down to a link that says "REGISTER."



has been a great help. Arranging for care is extremely easy, and I have felt confident that they are taking my family's particular needs into consideration when arranging for care."
-Columbia University employee

[Home](#)

Program Overview

Bright Horizons' back-up care programs provide a safety net for those days when regular dependent care arrangements fall through. The *Back-Up Care Advantage Program* supplements, rather than replaces, these arrangements and is a comforting emergency alternative when you need it the most.

Bright Horizons' Center-Based Child Care Network

The *Back-Up Care Advantage Program* provides your child with access to high-quality back-up care programs at Bright Horizons child care centers located close to your home or work, when your child's regular care arrangements have fallen through. The age groups primarily served at our centers include infant--Pre-K. Additional age groups including school-age may be supported at various locations across the country.

Extended Network Center Based Child Care

You have the option to use one of our extended network child care locations close to your home or work in the event you are unable to identify a suitable Bright Horizons' Community Child Care Center to meet your child's needs. You can take comfort in knowing our network of child care centers meets established standards of quality for accreditation or state licensing, including developmentally appropriate curriculum, appropriate health and safety policies, teacher-to-child ratios, and teacher qualifications.

Please [REGISTER](#) for the program and receive a personal username and password. Once you have logged in you can request care, see current and past care requests, and access more detailed program information like payment and cancellation policies.



Required fields are marked with an asterisk (*). If you are unable to proceed from this page, please scroll up to ensure you haven't missed a required field. In the event of an error, there should be a red message at the bottom of the page. **Please note:** To enter your address, you must first enter your postal code and then click "Verify Postal Code" to bring up the rest of the address fields.



[CONTACT US](#) | [LOGOUT](#)
 New Users: Please login using your company username and password.

"The Back-Up Care Advantage Program has been a great help. Arranging for care is extremely easy, and I have felt confident that they are taking my family's particular needs into consideration when arranging for care."
-Columbia University employee



Be sure to click these buttons to add the rest of your address.



Home Information

*Home Phone: () - - - - -

Cell Phone: () - - - - -

Other Phone: () - - - - -

Home Address: _____

*Postal Code: _____

You must click "Verify Postal Code" to enter your complete address.

Home Email: _____

*Work Email (Please use format jane.doe@nih.gov): _____

*Confirm Work Email (Please use format jane.doe@nih.gov): _____

Work Information

*Work Phone: () - - - - -

Work Phone Extension: _____

Work Fax: () - - - - -

Work Address: _____

*Postal Code: _____

You must click "Verify Postal Code" to enter your complete address.

*Job Title: _____

*Job Category: _____

*Work Location: _____

*Employment Category: _____

*Grade (Please type 01-15,SES or Does Not Apply in the space below): _____

*Institute/Center: _____

*Institute/Center continue: _____

Create A Username *: _____

Your Welcome Packet, containing information about the program, will be available on the website upon completion of the registration process.

Questions? Call 1-877-BH-CARES (877-242-2737).

[Privacy Policy](#) | [Terms of Use](#) | [Trademark Notice](#)

While adding your contact information you will also be asked to input a classification for your employment category. You can refer to the list below when filling in this section.

Classification	Description
NIH FTE (Employee)	All NIH Full Time Equivalent (FTE) employees. Includes General Schedule (GS), Commissioned Corps, Senior Executive Service (SES), Senior Biomedical Research Service (SBRS), Wage Grade (WG), Special Expert, and Title 42 employees including clinical/research fellows.
FELLOW	All individuals who receive monthly stipends from NIH. Includes Intramural Research Training Award (IRTA) Fellows and Visiting Fellows.
CONTRACTOR	Non-NIH employees who are paid by NIH for services rendered via a procurement vehicle. Includes Professional Service Contractors.
GUEST	Non-NIH individuals (scientists, engineers, and students) who are permitted to engage in scientific studies and investigations using NIH facilities. Under this program, these individuals further their own research by using equipment and resources that are otherwise unavailable to them. They provide no direct services to NIH.
VOLUNTEER	All non-paid individuals who work for NIH primarily on NIH programs. Includes Special Volunteers.
TENANT	Employees of non-NIH organizations that lease and utilize NIH space. Includes on-site employees of the DHHS Office of the General Counsel (OGC) and the FDA Center for Biologics Evaluation and Research (CBER), Center for Drug Evaluation and Research (CDER), and Shared Services (SS).

Next, you must enter information for an alternate contact. The same rules apply for adding your alternate contact's address. You must add a postal code and then click "Verify Postal Code."

Once you have entered an alternate contact, you may add your care recipients. The first step in adding a care recipient is selecting the birth date. Please note: You will add both child and adult care recipients here. Child will appear until you add a birth date and will then update automatically based on the age of the care recipient.

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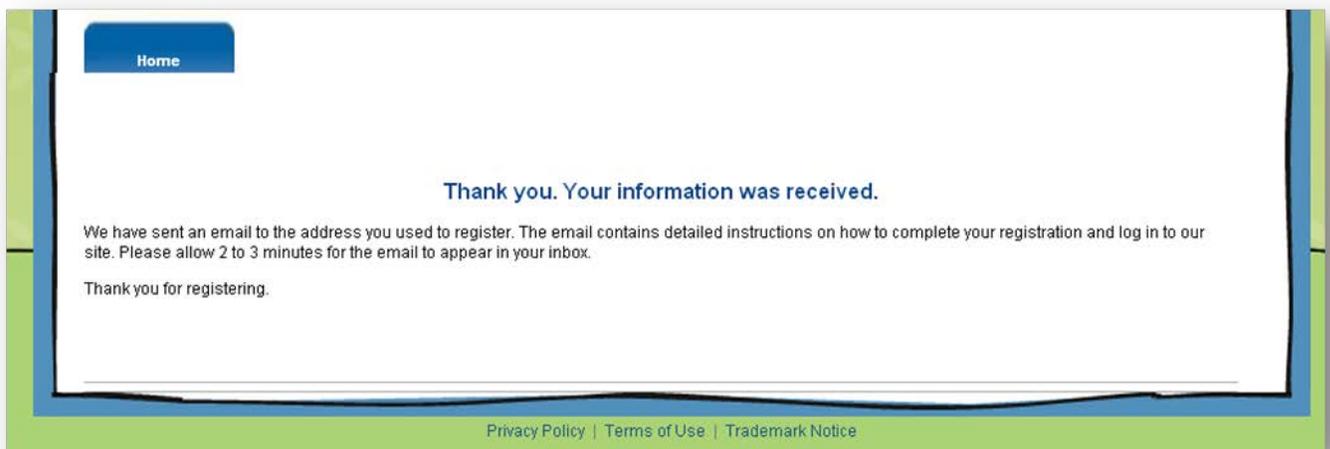
You can navigate easily through the months and years on the calendar by clicking on the date.

The care recipient form will appear. When filling out the form, check the estimate box if you are not able to enter an exact birth date for the care recipient. (Often used for expectant parents, or if you don't have the exact date immediately available.)

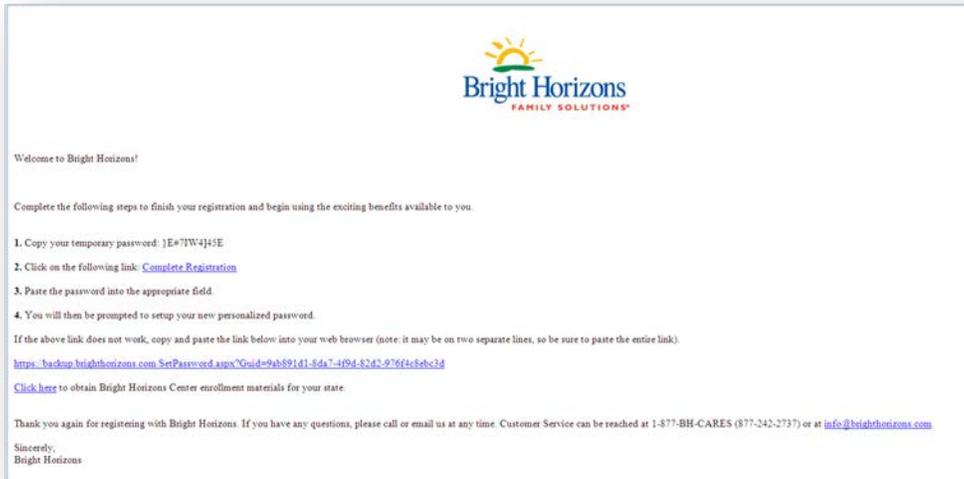
*Birth Date	August 13 2012	
*First Name	<input type="text"/>	
Middle Initial	<input type="text"/>	
*Last Name	<input type="text"/>	Check the estimate box if you are not able to enter an exact birth date for the care recipient. (Often used for expectant parents, or if you don't have the exact date immediately available.)
Nick Name	<input type="text"/>	
Estimate?	<input type="checkbox"/>	
*Gender	<input type="text"/>	
*Relationship to Employee	<input type="text"/>	
Allergies/Food Restrictions	Unknown	
Diagnosed Special Needs/Medical Conditions	Unknown	
Restrictive Conditions	Unknown	
Custody Issues/Visitation Orders	Unknown	
Other Helpful Information	<input type="text"/>	

After you enter your care recipient’s information, you will be asked if you want to enter another care recipient. You will also be able to enter care recipients during the care reservation process.

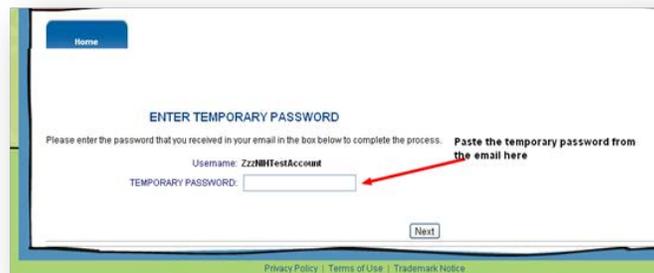
After you’ve continued past that page, your registration has been submitted and you are in the system. HOWEVER, there are still a couple steps remaining to complete the setup of your online account.



After you see the above page, you will receive an email that looks like this:



Copy the password and click the “Complete Registration” link. You’ll come to a page with your username on which you will enter the password.



After you enter the temporary password, you will then get to make up your own password.



That’s how you register for *the Back-Up Care Advantage Program®* online.