

Bright Horizons EdAssist Solutions Operator Employee Experience Job Aid



Submitting an Application for Tuition Assistance through Bright Horizons EdAssist

- Access Bright Horizons EdAssist Solutions from <u>www.ArchwaystoOpportunity.com</u> or go directly to the EdAssist Site <u>https://mcdoperator.edassist.com</u>
- First time users click Sign-Up
- Return users click Log-In using the username and password set up at registration

Log in to your Acc	Bright Horizons ount Forget your username." Forget your journeert?
DON'T HAVE A BRO	G IN HT HORZONS LOSH?

2) Select your restaurant from the restaurant locator (search by zip code or city and state) Click Continue

Note: You will be prompted to verify your restaurant each time you login



- Complete your personal profile Information including your employment information You will need the following:
 - Date of Birth
 - Last 4 digits of your SSN
 - Your start date
 - Your current role
 - The average number of hours worked per week

Click Continue

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Identity Confir	mation
Please provide a few more	details so we can
confirm you are	e you.
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Lost 4 digits of your SIDN *	

Employee Mart Date*	
05/01/2021	
Position *	
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25-29 hours per week	~
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Multi-Racial	Ŷ
Phone Number (Optional)	
173-173-1734	

- 4) The Ed Assist Home Page:
 - 1. Read important messages from EdAssist
 - 2. Schedule an appointment with a coach at any time
 - 3. Visit the Partner School Network to find additional discounts
 - 4. Find valuable resources
 - 5. Request assistance by accessing the support service tab (?) in the top right corner

6. Read the instructions in the welcome message and you are ready to start a tuition assistance application

EdAssist	Norkforce Education	n & Support Educatio	n Coaching History New Application	ARCHWAYS M
	+ Messages	2000 View Discounts from Hetwork Schools (?	Good Morning, OperatorEmp Welcome Bright Horizons EdAsset Solutions in partnership with McDanald's is supporting the Arthways to Opportunity listion assistance by clicking New Application or Apply New. There are instructions posted thoughout the application flow to help you successfully complete and submit your application (por successful submitsion, your Owner/Opentor will be notified automatically that your application is pending their approach. Once approved, you will receive an email notification will be notified and the top of the LOC serves is payment and is valid for 90 days after the issue date. Your school the cost of the cost of the LOC or direct bill process please click on the (1) to If you have questions about the application, the LOC or direct bill process please click on the (1) to	
	Using Your Ben	efits Assistance Program	access support via Live Chot or by submitting a ticket and you will connect to the EdAsset support team. Need to reconfirm the eligibility requirements or learn more? Visit Archways to Opportunity.	

For support – submit a support ticket anytime or

- You can access Live Chat via the chat bubble Monday Friday 8:00 am 8:00 pm
- Call us at 844-358-1622

EdAssist Workford	e Education	
	Home Benefits & Support Relacation Coaching History New Application	Support and Benefit Documents
	Using Your Benefits Need Fu	ther Assistance? Live Chat can be accessed throughout the application by
	Support Ticket History Yes currently here to support Scients.	clicking this symbol
	Additional Questions The Anthropy To Opportantly fultion Associance Program is administered by EdAsiat. EdAsiat a joint part of contact your education benefits. Using of your questions can be accessed by visiting the Using the "Justice Benefits section and and Frequently Advid Questions among offer researces." If you need further visitions, phase conduct EdAsiant advided	The assisting year in monoping and you can access the Policy 200 1622

	5) To request tuition click New Applicat *If you are unable request you do non eligibility requirem (!) to review the el Select Your: • Degree/Pro • Field of Strue • Tuition Ass *CTU stud program at	on assistance ion to start a t meet the ents. Click the igibility ogram udy sistance Program ents select the cTU	Home Program * = Required	Benefits & Support Education Cool ns Learning Providers S Education Program * Bachelor's Degree Next Question What is the professional area of Please Make a Selection * Accounting Next Question What Employer Program would percent on assistance through Archways to complete your application for assistance exclusive McDonald's partnership, pleater program would percent on assistance Program (a) Tuttion Assistance Program (a) Tuttion Assistance Program at CTU Tuttion Assistance Program at CTU 	ching History Expenses Comportantly is evaluat prove like to use? prove like to use? Copportunity is evaluat prove like to use? Copportunity is evaluat Comportunity is evaluat Comportunit	Agreements Agreements Agreements	Review and Submit
Home Progra • = Required	Benefits & Support Education Coo ans <u>e</u> Learning Providers Who is your Education Provider? * Tuition Assistance is money to help pay public or private college or university; i accredited by the Department of Educat Selected Education Provider * None Selected Search For A Provider	thing History Expenses Cor college courses that are to usiness, technical or vocatio Address*	New Application Agreements aken at an "approve- onal school; graduat	Review and Submit d school" such as a two or four ye te or post -graduate school that Student ID (Optional) Unknown	or Is Name	7) Select y Provider) • *CTU stud automatica provider. Y required	our School (Education Click Search for provider Enter your school's name, search, and select your school. ents - CTU will ally populate as your our Student ID is
Continue		Reader Control of Cont	Cherr Addition wershy Schare wershy Schare wershy Schare wershy Law Scharel wershy Schare wershy Schare	4 A Anity Share, Apercy Billing, MI (Communicatifi Ann, Bonton, conformant Researcher, PC Bas 2077). New York, NY dringen Researcher, PC Bas 2077). New York, NY of Sociel Ware, 204 Bay Store Rd, Bonton, VA minumwedth Avenuel Zinton, VA minumwedth Avenuel Zinton, VA Rese Center, 20 Banchers MI Rd, Banchers, VA	Bit Material A		

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8) Courses and Expenses

- Enter accurate course dates to avoid request or payment delays.
- Reminder you can only request for one session (term) at a time.
- Enter in your expected complete/graduation date

CTU Students Only

 Check the CTU Session Information link to ensure the correct course dates are included on your application

IMPORTANT: Please read the ins	tructions below to ensure your request is processed
An application may only be su You can only request for one si Course dates entered must be To find the accurate session de	unitted 45 days before your session start date. ssion (term) at a time. accurate to avoid request or payment delays. tes for your courses visit this link CTU Session Information
Session Start Date *	Session End Date *
12/01/2022	12/31/2022
Are you graduating or completin Please Make a Selection*	g your education program with this session?
🔿 Yes 🛛 🔵 No	
Expected Completion Date *	

The dollar amount shared will match your **remaining annual benefit balance.** This amount will be included on your Letter of Credit (LOC), which you must provide to your school upon approval. If your annual balance is exhausted the amount will auto populate at \$0.00. You will not be able to move forward with your application for that benefit year.

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	Session Information		8	Session Information	
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	Expected Completion Date *			Expected Completion Date *	
				11/03/2025	
	Benefit Remaining for 2022			Benefit Remaining for 2	022 Note: The maximum benefit amount for this program is \$2,500.00. You have no available funds remaining.
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8B) CTU Students Only You will enter in course information and your application will automatically populate at \$0.00. \$0.00 will also be included on your LOC. Once the invoice from CTU is paid – your application will be updated with the amount of tuition assistance awarded

Add a Course & Rela	ited Expense	
The dollar amount is Your LOC will also shi CTU will provide the a Final tuition payment policy. Your application will I	automatically populated at zero dollars, you do ow zero dollars. Remember you must provide t correct amount applicable, when sending an inv is are determined upon invoice from your schoo be updated to show the final amount paid.	not need to enter an amount. o your school upon approval. roice to EdAssist. ol to EdAssist and will be made following the
Course Name *		Course Number *
Example: intro to Mathe	emotics	Example: MATH101
Amount	Credit Hours (Optional)	Instruction Type *
\$0.00	Hours	Online

- Enter grant scholarship details if applicable It's important to capture this information accurately
- 10) Review details of your application and submit

Agree to the: Participant agreement FERPA agreement LOC agreement Electronically sign the application, exactly as your name appears

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11) You will receive a Confirmation of Submission – this means your application has been forwarded to your Operator for approval. Once your application status has changed you will receive an email notification with additional detail. If you wish to review the status of your application, click on the 'history' tab on your homepage

	Your application has been Forwarded to Supervisor For Review
	Your application has been reviewed for eligibility by Bright Horizons. An employment verification form has been forwarded to your Owner Operator for application approval. You will receive an email when your Operator has completed this step.
Return to Home Page	Log Out

12) After your course is Education Coaching New Application Home History completed log back into your account to upload Good Evening DemoUser1. COOR Eventing DemoUser1, Welcome to Bright Horizons EdAssist Solutions. We have partnered with McDonald's to support the Archways to Opportunity tution assistance and advising services. As you begin to acclimate to ar system, we wanted to remind you about some of the enhanced features that will make your experience more convenient. Begin your application process by clicking New Application or Apply New, you no longer have to submit an iternized tution bill as part of this process. Upon successful completion, your Owner/Deerstor will be notified automatically that your application is pending their approval. You can check the status of your application at any time from the History tab on the home screen. If your application needs updates, you will see that in the Action Needed Luiz on the home page. Once your Operator approves your application you will neeve an mean indiffication with a Lister of Credit (LOC) anshed. The LOC service as poyment – all you need to do is present the LOC to your provider and they will bill Bright Horizons EdAssist Solutions directly for your tabon. You can also find the LOC under the Action Needed list on the homepage. If needed. + Messages 0 New documentation of your grade. ----Go to the 'Action Needed' chedule Free section Coaching Visit the FAQ's and Direct Bill video sutorial to learn more. Don't forget you can schedule an advising session with a Bright Horizon Coach by clicking on the Eduction Coaching tab or the Schedule Free Education Coaching tabs found on the home page. Using Your Benefits Need to reconfirm the eligibility requirements or learn more? Visit Archways to Oppor Tuiton Assistance Video Tutorials Apply Now anchise Frequently Asked anchise Tuition Assistance ogram Policy Action Needed LETTER OF CREDIT (LOC) DemoUser1 Operator01 #8340249+ Legacy Ph ISSUED Sep 1, 2021 - Dec 23, 2021 Access Letter of Credit

Drop or attach your transcript/grades to close out this application

' = Required		
	Supporting Documentation *	What document types are supported? 🔲
\cup	Please upload completion documentation. Only one Document Type can l .jpg, jpeg, and .png. File size limit is 3 MB.	be selected at a time. Acceptable document formats are .pdf,
	S Drag and drop a file here, or click to select one from your of	computer.

13) All pending applications can be found under the 'Action Needed' section of your homepage. You can choose to submit or cancel those application.



DISCLAIMER:

Most McDonald's restaurants are operated by independent franchisees who are independent employers, and set their own employment policies and practices, including pay and benefits for the people working in their restaurants. McDonald's does not control the independent franchisees' employment policies and practices and does not employ individuals working at franchised restaurants. The programs or benefits described here are available at McDonald's-owned restaurants and the restaurants of participating franchisees. McDonald's and independently owned and operated franchisees are equal opportunity employers and committed to a diverse and inclusive workforce.