

# HELPFUL TIPS ON HOW TO USE BACK-UP CARE

Whenever your regular care is unavailable, you have access to high-quality back-up care from **Bright Horizons®** for your loved ones. Be sure to register in advance so you're ready whenever you need care. The registration process is quick and easy — just follow the three simple steps below.



## Step 1: Register

Visit [backup.brighthouse.com](https://backup.brighthouse.com)  
Click "Not signed up yet? Register Now.", and enter your employer username and password.

**UN:** publicis  
**PW:** backup4u

Or download the mobile app  
(search "back-up care" in the App Store or Google Play).



## Step 2: Complete Your Care Profile

Provide contact information, care recipients, authorized contacts, and care locations.



## Step 3: Reserve Back-Up Care

Reserve care online, by phone, or via mobile app (search "back-up care" in the App Store or Google Play).

Once care is reserved, you will receive a confirmation email.

## Register and Reserve Care

Visit <https://backup.brighthouse.com>

Employer Username: publicis | Password: backup4u

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