

# First Time User Instructions

Welcome! If you are logging into Bridged Health Alliance for the first time, please follow these simple steps to set up your account:

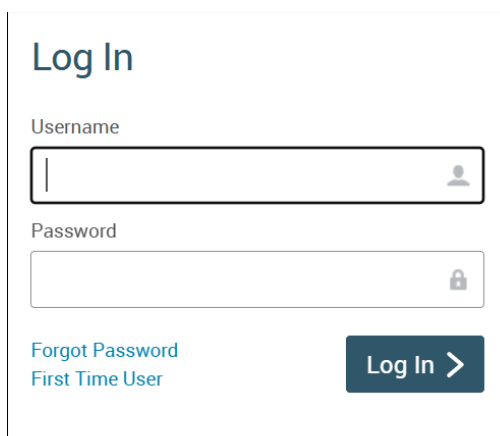
1. Enter the following URL into your web browser or scan the QR Code:

<https://bridged.bswift.com>



2. **Click on the “First Time User” link**

This link is found on the login page below the username and password fields.

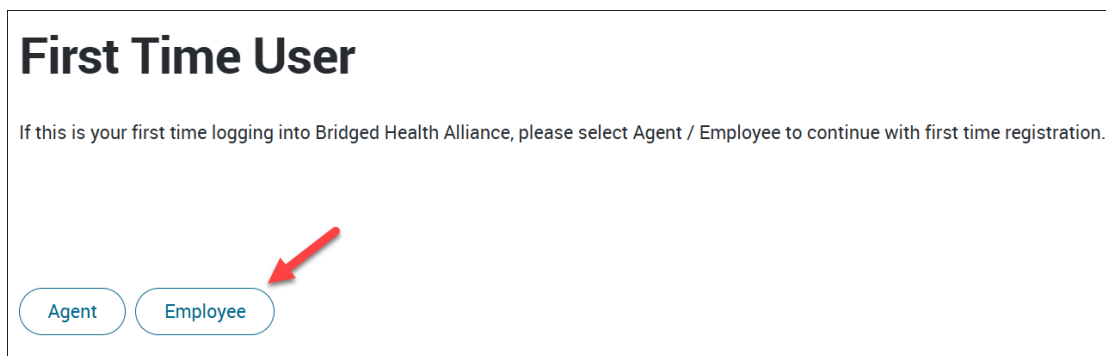


The screenshot shows a login form with the following elements:

- Log In** header
- Username** field with a user icon
- Password** field with a lock icon
- [Forgot Password](#) link
- [First Time User](#) link
- Log In >** button

3. **Choose Your Role**

Select the role that best describes your position (e.g., Employee or Agent) . If you are a clerk that has access to more than one school district, please select Agent. Otherwise, select Employee.



The screenshot shows a screen titled **First Time User** with the following content:

- Text: "If this is your first time logging into Bridged Health Alliance, please select Agent / Employee to continue with first time registration."
- Two buttons: **Agent** and **Employee**. A red arrow points to the **Employee** button.

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## 4. Enter Your Information

You'll be asked to provide some personal details to help locate your account.

### First Time User

If this is your first time logging into Bridged Health Alliance, please provide the below information to create your login. We recommend using your email address as the username. In the event you need to reset a password, the email provided will be used to recover your login information. Passwords must contain at least 8 characters and include both alpha and numeric values, no spaces. Upon first login, you will be required to reset your password. If the information provided does not match what your district has provided, you may not be able to create a login username and password. If this occurs, please contact the HR manager at your school.


\* Fields are required.

\* SSN

\* First Name

\* Last Name

\* Date of Birth



## 5. Create Your Username and Password

Once your information is verified, your account will be identified, and you'll move on to the next step. Follow the prompts to set up a secure username and password.

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\* Username

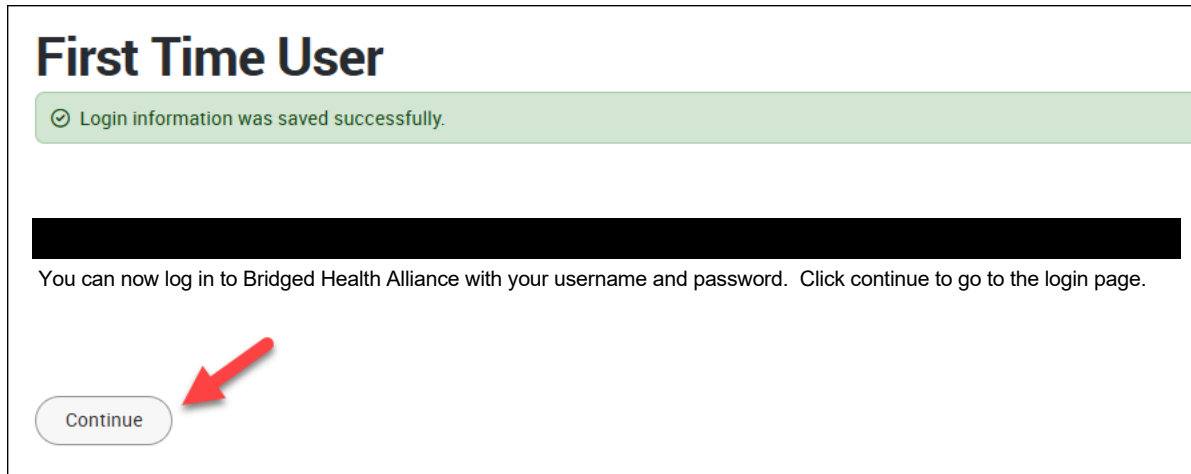
\* Password

\* Verify Password

Passwords must be 8 characters minimum and contain at least 1 number, at least 1 capital letter, and at least 1 special character (!,@,\$,etc.)

## 6. Return to the Login Page

After creating your credentials, you'll click back to the login page.



## 7. Log In Using Your New Credentials

Enter your newly created username and password to access your account.

