



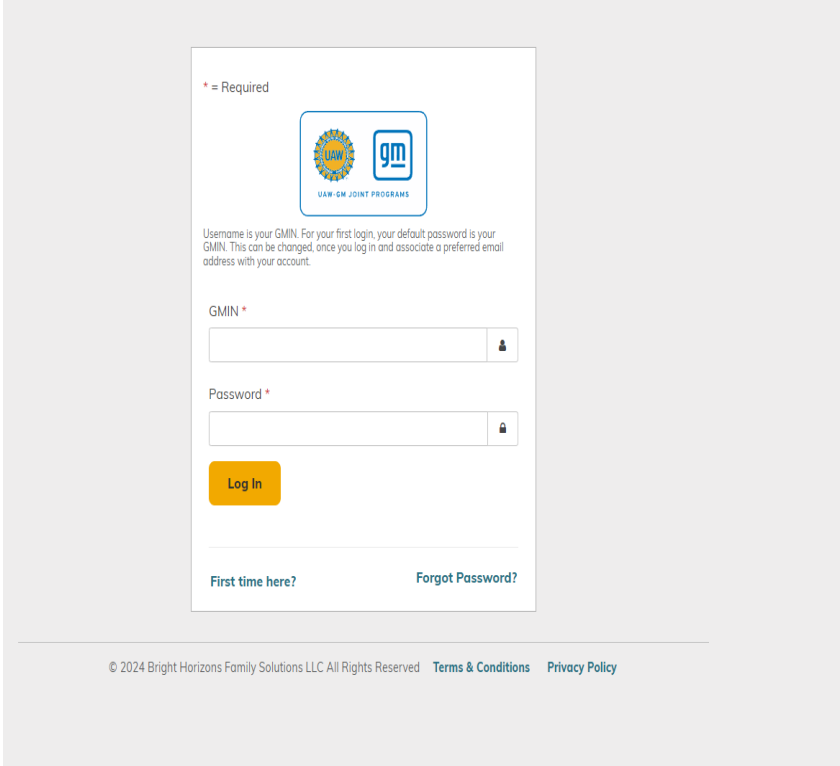
# UAW-GM Dependent Tuition Program – User Walkthrough

June 2024

**EdAssist**<sup>®</sup>  
by Bright Horizons

# Step 1 - Login

- Employee will go to <https://uawgm.edassist.com> and follow the on-screen prompts to log into the EdAssist site.
- If you don't currently have an account with EdAssist, create one using the 'First time here?' link



The screenshot shows a login form for the UAW-GM Joint Programs. At the top, there is a logo with the UAW and GM icons and the text "UAW-GM JOINT PROGRAMS". Below the logo, a note states: "Username is your GMIN. For your first login, your default password is your GMIN. This can be changed, once you log in and associate a preferred email address with your account." The form contains two input fields: "GMIN \*" and "Password \*", both with asterisks indicating they are required. Below the password field is a yellow "Log In" button. At the bottom of the form, there are two links: "First time here?" and "Forgot Password?".

\* = Required

UAW-GM JOINT PROGRAMS

Username is your GMIN. For your first login, your default password is your GMIN. This can be changed, once you log in and associate a preferred email address with your account.

GMIN \*

Password \*

Log In

First time here?      Forgot Password?

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# Step 2 – Home Screen

- Employee will click the “New Application” button on the home screen to begin the application process.

The screenshot shows the EdAssist Workforce Education home screen. The top navigation bar includes the EdAssist logo, the text 'Workforce Education', and several utility icons (notifications, help, user profile, and a QR code). Below the navigation bar, there are menu items: 'Home', 'Benefits & Support', 'Coaching & Resources', and 'History'. A yellow button labeled 'NEW APPLICATION' is highlighted with a red rectangular box. Below the navigation is a 'System Notification' box with a wrench icon and a close button (X). The notification text reads: 'Thank you for visiting EdAssist by Bright Horizons! Please note we have entered our busy season. If the documentation you submitted is incomplete, you will receive an email notification asking you to return to your application to review the approver's comments. You can message directly with our support team by adding an application comment. Many of your questions can be answered directly from your Policy and FAQ documents. For additional assistance, including general policy or site questions, you can submit a Support Ticket. You will receive a response within one business day and a resolution within three.' Below the notification is a card titled 'Good Morning, [redacted] Here are your applications in progress:'. The card shows 'Slide 1 of 2' and a table of application progress:

FORWARDED TO SUPERVISOR FOR REVIEW	[redacted]	12166140
UAW-GM Scholarship Program for Dependent Children		
University of Phoenix		
Jun 14, 2024 - Sep 10, 2024		\$300.00 USD

At the bottom of the card, there are navigation arrows and a page indicator showing '1' and '2'.

# Step 3 – Select Dependent

- Employee will select their appropriate dependent from the drop-down menu, then hit “Next Question.”

\* = Required


Below are the system program options to select for requesting tuition assistance. Please select the program that lines up with the appropriate method of payment (Voucher or Reimbursement) and employment status (ITAP or ATAP). If you are an active employee eligible for ATAP benefits and you are not sure whether your individual course would be considered job-related or a personal enhancement, select the program that you think is appropriate. In the next section, if you do not see your Field of Study in the available dropdown list, go back to your program selection and choose the different option to see if that program includes your Field of Study.

If you are submitting for a dependent, please select the desired dependent from the list available. If your dependent is not listed, you must add them through Fidelity.

In compliance with IRS regulations (section 127), employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. Taxes will be assessed if at the time of payment processing (not when the voucher is obtained), the total amount of tuition assistance paid in the calendar year exceeds \$5,250. Please consult with your tax advisor for additional information.

Dependent reimbursement is not tax exempt under IRS regulations and will be fully taxable. Please consult with your tax advisor for additional information.

If you are applying to Penn Foster College to complete the STARC Program, please be sure to list all your courses out individually within your application. ATAP participants should submit under the ATAP Voucher Personal Enhancement Courses Program as Personal Development, and ITAP participants should submit under the ITAP Voucher Program as Personal Development.

 Who is this application for? \*

You

You

Dependent

Dependent

Continue

Cancel

Add Dependent

# Step 4 – Select Education Program

- Employee will select their appropriate education program/degree from the drop-down menu, then hit “Next Question.”

What type of learning is this application for?

Education Program \*

Select

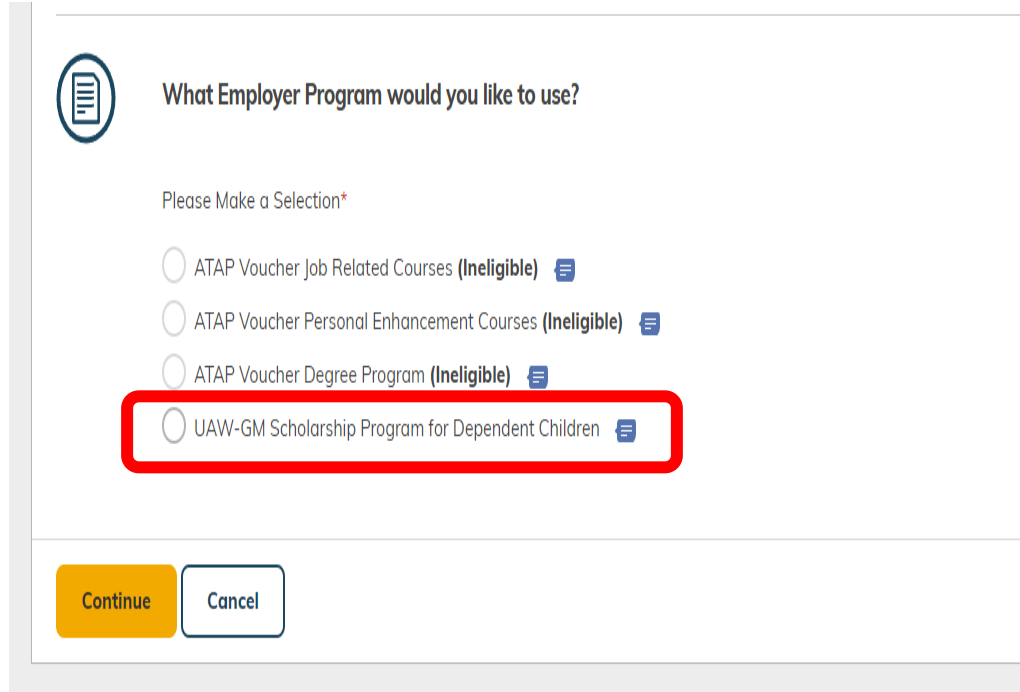
- Degree
- Individual Courses
- Bachelor's Degree
- Certification/Designation
- Master's Degree
- Associate's Degree
- Doctorate Degree
- Certificate

Continue

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# Step 5 – Select Employer Program Program

- Employee will select “UAW-GM Scholarship Program for Dependent Children,” then hit “Continue.”



What Employer Program would you like to use?

Please Make a Selection\*

- ATAP Voucher Job Related Courses (Ineligible) [Menu]
- ATAP Voucher Personal Enhancement Courses (Ineligible) [Menu]
- ATAP Voucher Degree Program (Ineligible) [Menu]
- UAW-GM Scholarship Program for Dependent Children [Menu]


Continue Cancel

# Step 6 – Search for Education Provider

- Employee will click “Search Education Provider,” follow all on-screen prompts, then hit “Continue.”

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

\* = Required

 Who is your Education Provider? \*

Selected Education Provider \* Address \* Student ID (Optional)

None Selected -

**Search For A Provider**

Continue Cancel

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# Step 7 – Course/Term/Expense Information

- Employee will enter all course, term, and expense information as required on the screen.
- As part of this, employee will need to answer question “Can this dependent be claimed by another UAW-GM employee?”

### Session Information

Academic Calendar \* Term \* Credits \*

Select Select

Session Start Date \* Session End Date \* Student Status \*

MM/DD/YYYY  MM/DD/YYYY Select

Can this dependent be claimed by another UAW-GM employee?

Please Make a Selection\*

Yes  No

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### What are the total expenses for this session?


Total Expenses Amount \*

\$  Example: 100.00



# Step 8 – Gift Aid Disclosure/Participant Agreements

- Employee will disclose any scholarships/grants/gift aid, and sign/acknowledge all participant agreements.
- As part of this, employee will need to attest that their dependent child is 26 years of age or younger and unmarried.




**Did you receive any grants, scholarships, or discounts?**

Please Make a Selection\*

Yes  No

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**Agreements**

**Participant Dependent Agreement**

As an eligible UAW-represented General Motors employee, I apply for approval of the above course(s) under the UAW-GM Tuition Assistance Plan. I understand that: (1) The UAW-GM Tuition Assistance Plan Administrators reserve the right to approve, or discontinue participation/eligibility of an educational provider under the provisions of the Plan; (2) Tuition assistance will be subject to conditions contained in the Plan; (3) I am responsible for the payment of all non-approved costs and/or fees; (4) My employment status is not affected by such training; (5) The participation is voluntary, not considered hours of work or employment and is not subject to compensation.

In addition, I agree to provide whatever information required by the administrators of the UAW-GM Tuition Assistance Plan and that continuance in the Plan is subject to meeting its provisions, including satisfactory course completion requirements. I further authorize any educational institution that I attend to release to the UAW-GM Tuition Assistance Plan any requested information pertinent to this Plan regarding my status in said institution, including the release of a transcript or other information as outlined in the Plan.


I also certify that the dependent is the Child of employee or employee's spouse by birth, legal adoption, or legal guardianship. The dependent is also unmarried and age 26 or under at the time of course enrollment.

I have read the above conditions of the Plan and agree to abide by them. Federal tax law may require General Motors to treat certain tuition assistance benefits as taxable income. As such, benefits under the Plan may be subject to withholding of Federal income tax, FICA, applicable state and local taxes, as well as Form W-2 reporting. Please consult your Tax Advisor.

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# Step 9 – Application Review and Submission

- Employee will review all details on application for accuracy and hit “Submit Application.”




### Expenses Edit

Session Start Date	Session End Date	Academic Calendar
Jun 14, 2024	Aug 10, 2024	Summer
Term	Credits	Student Status
Semesters(2)	12	Full Time

TOTALS	Requested	\$100.00
	Total Benefit	\$100.00

Can this dependent be claimed by another UAW-GM employee?  
NO

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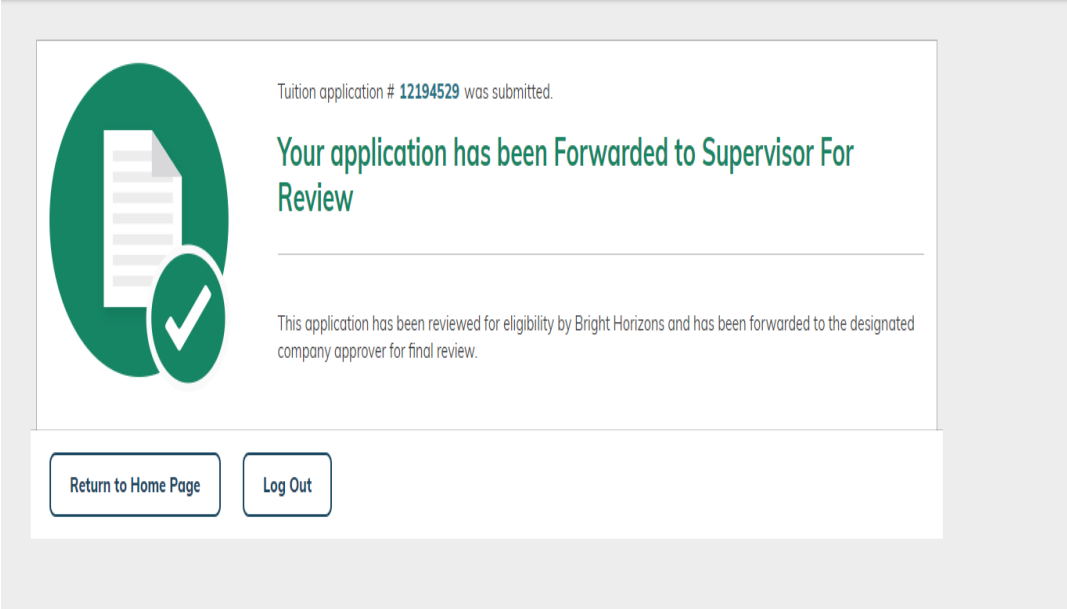
### Agreements Edit

Grants, Scholarships & Discounts  
None \$0.00

Submit Application Delete

# Step 10 – Application Approval Process

- Application will go to the status of 'Forwarded to Supervisor For Review'. In this status the UAW-GM Scholarship Dependent Team is reviewing for final approval. **It does not go to your Supervisor.**
- Employee will receive email indicating their application was approved/denied.



The screenshot shows a confirmation message for a tuition application. On the left is a green circular icon containing a white document with a checkmark. To the right, the text reads: 'Tuition application # 12194529 was submitted.' Below this, a larger heading states 'Your application has been Forwarded to Supervisor For Review'. A horizontal line separates this from a smaller text block: 'This application has been reviewed for eligibility by Bright Horizons and has been forwarded to the designated company approver for final review.' At the bottom of the message box are two buttons: 'Return to Home Page' and 'Log Out'.

# Step 11 – Grade and Payment Document Submission

- When course/term is over, employee will log back into EdAssist site, find their application on home carousel, and hit “Upload Documents.”

The screenshot displays a user interface for managing applications. At the top, it says "d Morning, [redacted]. Here are your applications in progress:" followed by "of 3". Below this is a table of applications. The first application is "APPROVED" with a status icon and the ID "12194529". The application details are: "UAW-GM Scholarship Program for Dependent Children", "University of Phoenix", and "Jun 14, 2024 - Aug 10, 2024" with a value of "\$100.00 USD". A red box highlights the "UPLOAD DOCUMENTS" button. Below the application list is a pagination control with "1" selected. At the bottom, there is a "Benefit Balances" section with an information icon and a table with columns for "In the program", "You Requested", and "Emp".

APPROVED	12194529
UAW-GM Scholarship Program for Dependent Children	
University of Phoenix	
Jun 14, 2024 - Aug 10, 2024	\$100.00 USD

**UPLOAD DOCUMENTS**

« 1 2 3 »

**Benefit Balances** ⓘ



In the program	You Requested	Emp
Select Employer Program, for your	-	-
Select Education Program, in the benefit period		
Select Benefit Period		

# Step 11 – Grade and Payment Document Submission (Contd)

- Employee will upload all grade and payment documentation to the application as shown here.
- From there, EdAssist Compliance team will review all documentation and reach out directly if more information is needed.

APPROVED Employee


\* = Required

 **Supporting Documentation** What document types are supported? 

Upload documentation to receive your benefit. Documentation should include the following information, when applicable:

- Your Full Name
- Education Provider Name, Logo, and/or URL
- Course Name & Number
- Session Dates or Term
- Grade/Proof of Completion
- Credits/CEUs/PDUs Earned
- Itemized Cost of Education

Documents\*

 All required documentation must be submitted by **Sep 09, 2024**.

Click to upload or drag and drop  
PDF, PNG, or JPEG Preferred, 15 MB Maximum

- UAW-GM will make reimbursement payments to employees via payroll.
- These payments will be made quarterly, at the beginning of each new quarter (example, Q3 payments will be made in October 2024).



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**Thank You!**