

**INTERNET FILING INSTRUCTIONS
FOR
HAWAII UNEMPLOYMENT INSURANCE EXPRESS**

**STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION**

December 1, 2006

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I. INTRODUCTION

The Hawaii Unemployment Insurance (HUI) Express is a secure and easy way for businesses to file their Unemployment Insurance (UI) reports and pay contributions through the states official website at <https://hui.ehawaii.gov>. Employers or Authorized Transmitters (accountants, service providers, etc.) must apply to obtain a username and password to file Quarterly Wage and Contribution and Employment and Training Assessment Reports and pay contributions online.

Through the Internet, employers or authorized transmitters may send the wage file with the employee detail data, send the contribution report and pay contributions online. Payments can only be made with a contribution report. Users can download the QWRS software program from the HUI Express to create the reports to send online. The program allows a single employer and accountants or service providers with multiple employer accounts to file online. Some users may want to create the record layout for the wage report and the contribution report. Both layouts require the submittal of an application and a test file to UI. Once the application is approved, the wage and contribution report can be sent online. **The contribution record layout is only accepted online via HUI Express.**

Single filers need a Department of Labor (DOL) number, Federal Employer Identification Number (FEIN) and an email address. Multiple filers who are not employers in Hawaii need an email address.

This publication will provide you with step-by-step instructions to register for online filing and demonstrate how to file your Quarterly Wage and Contribution and Employment and Training Assessment Reports and pay contributions online. Once your online application is approved, you can use the HUI Express website to file wage and contribution reports, pay contributions online, file amended reports, view a history of reports filed and update account information.

II. APPLY FOR ONLINE FILING

A. Log on to website

The first step is to access <https://hui.eHawaii.gov> website to “Create a eHawaii.gov portal account” to obtain a Username and Password. Second, complete the HUI application to “Link your account” to HUI Express. You will receive an email notifying you that the application was submitted. Your application will be reviewed and another email will be sent to notify you of the status of the application. Once your application is approved, you may file reports and make payments online.

There are several ways to access the website to register for online filing. Log on to <https://hui.eHawaii.gov>. The “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will be displayed. Employers can also log onto the www.hawaii.gov/labor/ui and click on the link to access the HUI Express. The user will be directed to the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page.

1. Welcome to the Hawaii Unemployment Insurance (HUI) Express Page

Once you have accessed the HUI Express website, click on **Create a eHawaii.gov portal account** to create a Username and Password. If you already have an account, click on **Login** to access your online account.

Hawaii.gov/Labor  Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Login
- ▶ Create an account
- ▶ Recover Username
- ▶ Recover Password
- ▶ Download Software
- ▶ FAQ

Welcome to Hawaii Unemployment Insurance (HUI) Express

Welcome to employer online filing for Hawaii Unemployment Insurance. Use our free Quarterly Wage Reporting System (QWRS) software program to prepare your Quarterly Wage, Contribution and Employment and Training Assessment Report (UC-B6) and make payment online.

If you do not use the QWRS software program, you may create your own file by using the new "[Record Layout for Programmers](#)". Employers must obtain approval prior to sending your file using the new record layout.

As of October 1, 2006 QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you MUST upgrade to Version 3.0.0. Click here to download free software.

Getting Started

1. [Create a eHawaii.gov portal account](#) to obtain a username and password. If you have an account, [log in](#).
2. [Login](#) to complete the HUI Express registration by linking your account.
3. An email notifying you of the status of your application will be sent within 2 business days.

Features and Benefits

- Transactions are secure while using this service;
- It's an easy way to compute your business' Unemployment Insurance Contributions and Employment and Training Assessment;
- Replaces the old QWR DOS diskette program;
- Improved import capabilities from an Excel spreadsheet.

Help desk info

[LIVE HELP](#)
 Technical Help Desk: 808-587-4220
 HUI Express #: 808-586-9076 or 808-586-8982
 Hours of Operation: 7:45 a.m. - 4:30 p.m. HST
[Tell us what you think](#)

2. Are you a Subscriber to eHawaii.gov? Page

At the "Are you a Subscriber to eHawaii.gov?" page, check "No, I just want to get setup to use this service." Click on the **Continue** button and the "Create a New Account" page will open.

 *Your eHawaii.gov Portal Account*
Account Services

Explore

- Retrieve Username
- Retrieve Password



Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

Are you a Subscriber to eHawaii.gov?

(Note: You do not have to be a Subscriber to use this service. Subscribers pay \$75 per year to access premium online services and receive monthly billing.)

Yes, I am an eHawaii.gov Subscriber. [What is a subscriber?](#)

No, I just want to get setup to use this service.

3. Create a New Account Page

At the “Create a New Account” page, complete the application to create a Username and Password. Enter the name of the person who will submit the reports and make payment online. Later you will be asked for the employer’s company name or authorized transmitter’s company name, the 10-digit Department of Labor (DOL) number and Federal Employer Identification Number (FEIN).

Caution: The Username and Password are case sensitive. Be sure to make a note of your Username, Password and Secret Answer for future use. Fields with an asterisk (*) are required fields.

Click on **Create Account** button to continue.

hawaii.gov Your eHawaii.gov Portal Account
Account Services

Explore
• Retrieve Username
• Retrieve Password

LIVE HELP

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

Create a New Account

Registering with eHawaii.gov lets you take advantage of our many [applications and services](#). Required fields are marked with a *.

Username & Password	
First Name: *	<input type="text"/>
Middle Name or Initial:	<input type="text"/>
Last Name: *	<input type="text"/>
Suffix:	<input type="text"/>
Username: *	<input type="text"/>
Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>

Email: *	<input type="text"/>
Confirm Email: *	<input type="text"/>
Secret Question: *	<input type="text"/>
Secret Answer: *	<input type="text"/>

Contact Information	
Default Billing Address:	
Street 1: *	<input type="text"/>
Street 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text"/>
Province (Non-U.S.):	<input type="text"/>
Zip/Postal Code: *	<input type="text"/>
Country: *	<input type="text"/>
Agree to Terms of Service ?: *	<input type="checkbox"/>

Home Phone Number: () (XXX-XXXX)

Work Phone Number: () (XXX-XXXX)

Email me about important dates pertaining to services I use.:

Email me about new eHawaii.gov services as they become available.:

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without creating an account.

4. Create an eHawaii.gov portal account - Confirmation Page

At the “Create an eHawaii.gov portal account - Confirmation” page, click on **login** to continue.



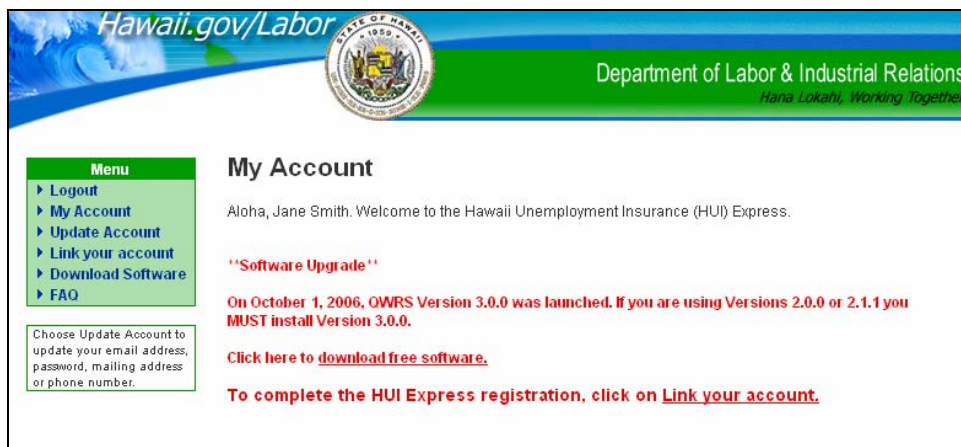
5. Login Page

You will be taken to the **Login** page, enter your eHawaii.gov account Username and Password. Click on the **Login** button to continue.



6. My Account Page

At the **My Account** page, click on **Link your account** to complete the HUI Express registration.



7. Create a Hawaii Unemployment Insurance Express Account Page (Accept)

At the “Create a Hawaii Unemployment Insurance Express Account” page, complete the application.

- a) **Type of Filer:** Enter Single or Multiple. Select Single filer to report for one employer. Select Multiple for multiple employer account reporting such as accountants, service providers and parent companies.
- b) **Employer Name or Authorized Transmitter:** Enter the employer’s name. If the applicant is a Multiple Filer, enter the Authorized Transmitter’s Name.
- c) **Federal Employer Identification Number (FEIN):** Enter the 9-digit FEIN. Multiple filers without employees in Hawaii enter NA.
- d) **DOL Account Number:** Enter the 10-digit DOL number. Multiple filers with no employees in Hawaii enter “NA”.
- e) **Service Company Number:** (For Multiple Filers only) Enter your Service Company number if you have been assigned one. If not assigned a Service Company number, enter “NA” and one will be assigned when the application is reviewed and approved.
- f) **Title:** Enter the Title of the contact person. (i.e.: Owner, President, Partner, etc.)

Click the **Accept** button to continue. Click **Reset Form** to delete all information. Click the **Back** button to return to the My Account page.



- Menu
- ▶ Logout
- ▶ My Account
- ▶ Update Account
- ▶ Link your account
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Create a Hawaii Unemployment Insurance Express Account

Applicant Information

Make a selection as to whether you are a Single Filer or a Multiple Filer. Single filers report for only one business. Multiple Filers are transmitters of multiple employer reports such as service bureaus, accounting practitioners, parent companies, etc. If the applicant is a single filer, enter the Employer's Name. If the applicant is a Multiple filer, enter the Authorized Transmitter's Name.

Type of Filer:

Employer Name or Authorized Transmitter:

Federal Employer Identification Number:

Enter FEIN or NA if you don't have one.

DOL Account Number:

Enter 10 digit DOL number. If you are Multiple Filer without employees in Hawaii, enter NA.

Contact Person

Title:

First Name: Wendy

Middle Name or Initial: P

Last Name: Test

Suffix: suffix


Email: wendy10@ehawaii.gov

Home Phone:

Work Phone: (808) 5869075

8. Create a Hawaii Unemployment Insurance Express Account Page (Submit)

Make sure the information on the application is accurate and then click on the **Submit** button at the bottom of the page to submit the application for HUI Express online filing. Click on the **Edit** button to return to the application to make changes. Click on the **Cancel** button to cancel the application and return to a blank application.

Hawaii.gov/Labor  Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Update Account
- ▶ Link your account
- ▶ FAQ

Choose Update Account to update your email address, password, mailing address or phone number.

Create a Hawaii Unemployment Insurance Express Account

Click on the Submit button at bottom of page to complete registration of your HUI Express application.

Applicant Information

Type of Filer:	Multiple
Employer Name or Authorized Transmitter:	Wendytest
Federal Employer Identification Number:	012345678
DOL Account Number:	NA
Service Company Number:	NA
Username:	Wendytest

Mailing Address

Street 1:	830 Punchbowl Street
Street 2:	none
City:	Honolulu
State:	Hawaii
Province (Non-U.S.):	-
Zip Code:	96813
Country:	United States of America

Contact Person

Title:	Accountant
First Name:	Wendy
Middle Name:	P
Last Name:	Test
Suffix:	-
Email:	wendy10@ehawaii.gov
Home Phone:	
Work Phone:	(808) 5869075

9. Your application has been submitted Page

A copy of the submitted application may be viewed or you may print a PDF version. You will receive an email that your application has been submitted.

Once your application has been reviewed, you will receive another email notifying you of the status of your application.


a) Approved Applications: If your application is “Approved”, your email will include a link to return to HUI Express Welcome page and you can login to send reports and pay contributions online.

b) Pending Applications: If your application is marked as “Pending”, the email will include the reasons for the pending status and a link to return to the Login page and then to the HUI Express application to make changes.

c) Disapproved Applications: The email for Disapproved applications will include the reasons for disapproval.



The screenshot shows the top navigation bar with the Hawaii.gov/Labor logo and the Department of Labor & Industrial Relations seal. The main heading reads "Your application has been submitted". Below this, a message states: "We will send an email to karen@hawaii.rr.com after your application is reviewed." Two buttons are provided: "View copy of submitted application" and "Print PDF version of submitted application". A sidebar menu includes links for Logout, My Account, Update Account, Link your account, and FAQ. A small box below the menu prompts the user to "Choose Update Account to update your email address, password, mailing address or phone number."




The screenshot shows an email header with a globe icon, the sender "webmaster@ehawaii.gov", and the date "01/13/06 10:38 AM". The recipient is "wendy10@ehawaii.gov", the cc field is empty, the bcc field contains "Wendy P Maher/DLIR/StateHiUS", and the subject is "Your Hawaii Unemployment Insurance Express application has been submitted." The body of the email starts with "Aloha!" and contains the following text:

Thank you for registering to use the Hawaii Unemployment Insurance Express.
Your application is being reviewed.

You will be receiving another email notifying you of the status of your application.

Contact Information:
Email: dlir.ui.qwrs@hawaii.gov

	info-dev@ehawaii.gov	To	wendy7@ehawaii.gov
	09/25/2006 02:43 PM	cc	
		bcc	
		Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.


Aloha!

Your application for "Alice N. Wonderland" was reviewed and approved.

Now you are able to submit Hawaii Unemployment Insurance Quarterly Wage, Contribution and Employment and Training Assessment Reports (UC-B6) and pay contributions online!

See you on <https://hui.ehawaii.gov/hui>

Contact Information:
Email: dllr.ui.qwrs@hawaii.gov

	webmaster@ehawaii.gov	To	wendy10@ehawaii.gov
	01/13/06 11:03 AM	cc	
		bcc	Wendy P Maher/DLIR/StateHIJS
		Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.


Aloha!

Your application for "Wendytest" was reviewed and marked as pending.

Click on the following link to update your application:
http://hui.ehawaii.gov/hui/app/link_account.html?accountId=334

Reason: Your FEIN does not match our records. Please return to HUI Express to update your FEIN.

Contact Information:
Email: dllr.ui.qwrs@hawaii.gov

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy into New Chat Tools			
	info-test@ehawaii.gov	To	wendy4@ehawaii.gov
	11/22/2006 09:30 AM	cc	
		bcc	
		Subject	Your Hawaii Unemployment Insurance Express application has been reviewed.

Aloha!

Your application for "Smith Company" was reviewed and not approved.

Reason: Your Unemployment Insurance account is cancelled. Contact the UI office at 808-586-8914 to register.

Contact Information:
Email: dllr.ui.qwrs@hawaii.gov

10. Create a Hawaii Unemployment Insurance Express Account Page

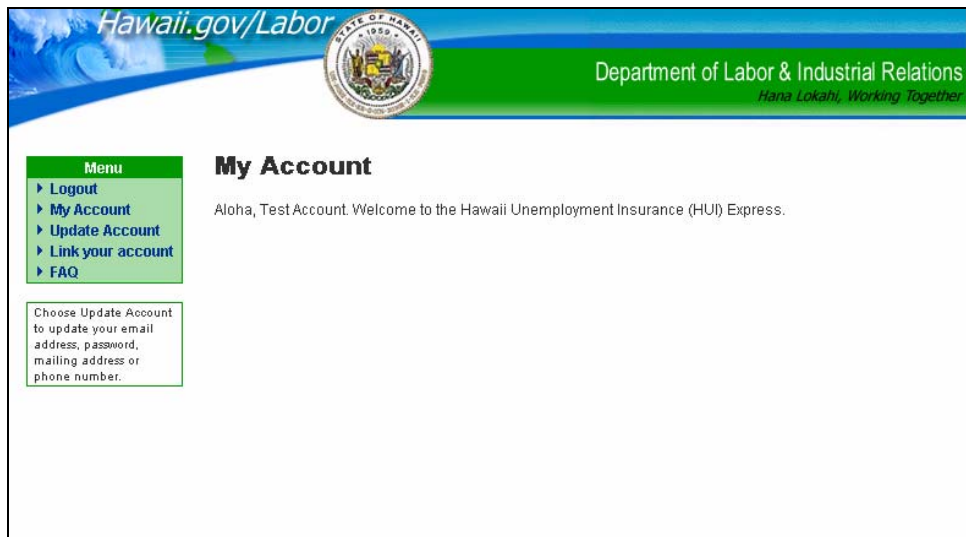
If your account is already linked but awaiting approval, you will receive a message to wait for approval. HUI will send an email notifying you of the status of your application.



The screenshot shows the top navigation bar with "Hawaii.gov/Labor" on the left, the State of Hawaii seal in the center, and "Department of Labor & Industrial Relations" with the tagline "Hana Lokahi, Working Together" on the right. Below the navigation bar is a green "Menu" box containing links for "Logout", "My Account", "Update Account", "Link your account", and "FAQ". The main heading is "Create a Hawaii Unemployment Insurance Express Account". Below the heading, a red message states: "Your account is already linked. Please, wait for approval." At the bottom left, there is a box titled "Choose Update Account" with the text: "Choose Update Account to update your email address, password, mailing address or phone number."

11. My Account Page (waiting for approval of account)

This is the "My Account" page when your application has been submitted and you are waiting for approval.



The screenshot shows the same top navigation bar as in the previous image. The "Menu" box is on the left, and the main heading is "My Account". Below the heading, a message reads: "Aloha, Test Account. Welcome to the Hawaii Unemployment Insurance (HUI) Express." At the bottom left, there is a box titled "Choose Update Account" with the text: "Choose Update Account to update your email address, password, mailing address or phone number."

12. Approved Accounts - Welcome to the Hawaii Unemployment Insurance (HUI) Express

Once the account has been approved, use the link in your email or log onto <https://hui.eHawaii.gov> to access the Welcome page. You will see the "Welcome to the Hawaii Unemployment Insurance (HUI) Express" page. Click on **Login** to continue.



Menu

- ▶ Login
- ▶ Create an account
- ▶ Recover Username
- ▶ Recover Password
- ▶ Download Software
- ▶ FAQ

Welcome to Hawaii Unemployment Insurance (HUI) Express

Welcome to employer online filing for Hawaii Unemployment Insurance. Use our free Quarterly Wage Reporting System (QWRS) software program to prepare your Quarterly Wage, Contribution and Employment and Training Assessment Report (UC-B6) and make payment online.

If you do not use the QWRS software program, you may create your own file by using the new "[Record Layout for Programmers](#)". Employers must obtain approval prior to sending your file using the new record layout.

As of October 1, 2006 QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you MUST upgrade to Version 3.0.0. Click here to [download free software](#).

Getting Started

1. [Create a eHawaii.gov portal account](#) to obtain a username and password. If you have an account, [log in](#).
2. [Login](#) to complete the HUI Express registration by linking your account.
3. An email notifying you of the status of your application will be sent within 2 business days.

Features and Benefits

- Transactions are secure while using this service;
- It's an easy way to compute your business' Unemployment Insurance Contributions and Employment and Training Assessment;
- Replaces the old QWR DOS diskette program;
- Improved import capabilities from an Excel spreadsheet.


Help desk info

[LIVE HELP](#)

Technical Help Desk: 808-587-4220
HUI Express #: 808-586-9076 or 808-586-8982
Hours of Operation: 7:45 a.m. - 4:30 p.m. HST
[Tell us what you think](#)

13. Login Page

Enter your Username and Password and click on **Login** to continue.



Explore

- Retrieve Username
- Retrieve Password

LIVE HELP

Login

You have requested access to a site that requires authentication.

Enter your Username and Password below, then click on the **Login** button to continue.

Username:

Password:

Need to register? [Return](#) to the originating application and click create an account or register.

14. My Account Page (after approval)

After you login, the “My Account” page opens. Choose an activity from the Menu box to continue. You may Submit Wage Reports, Upload and Submit Contributions Reports and pay contributions online. You may also view a history of all online activities, update your account information, download the QWRS software program and view the frequently asked questions.

Hawaii.gov/Labor

STATE OF HAWAII
1959

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAO

Quarterly Reports

- ▶ Submit Wage Report
- ▶ Upload Contribution Report
- ▶ Submit Contribution Report/
Make Payment

Choose Update Account to update your email address, password, mailing address or phone number.

My Account

Aloha, John Smith. Welcome to the Hawaii Unemployment Insurance (HUI) Express.

****Software Upgrade****

On October 1, 2006, QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you MUST install Version 3.0.0.

[Click here to download free software.](#)

B. Using the QWRS software program to register

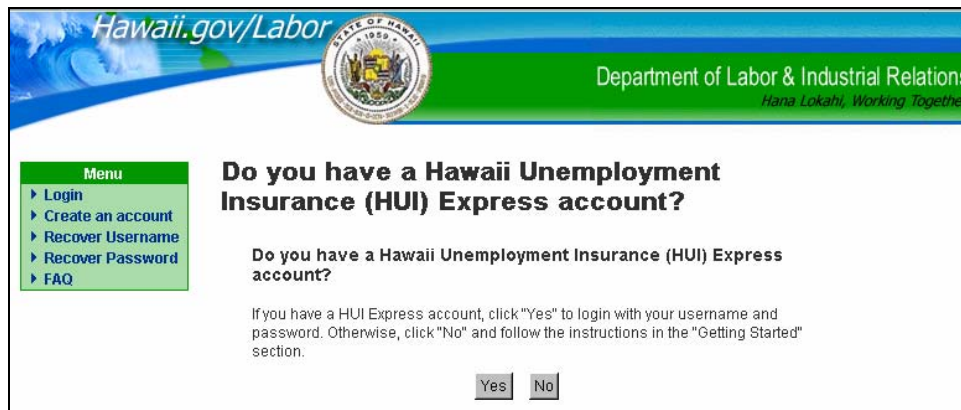
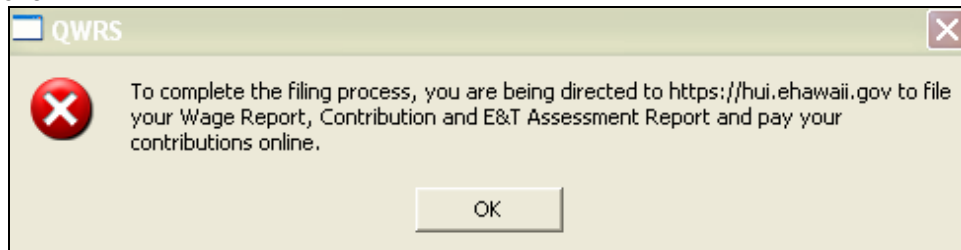
Employers can access the website by using the QWRS software program. Open the QWRS software program and chose **File** then **Setup** from the Main QWRS page. Change the **File Destination** selection to **Internet**. Prepare your quarterly report as usual. Click on **Prepare Transmit File** and enter your covered worker counts, the name, title and phone number of the individual certifying the Form UC-B6 and the date. The Form UC-B6 will print and the transmit file will be created. The QWRS program will access your Internet connection and a message box will display, "To complete the filing process, you are being directed to <https://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online." Click **OK**. The "Do you have a Hawaii Unemployment Insurance (HUI) Express account?" page opens.

For Multiple Filers, enter quarterly wage data for all employers. When you are ready to transmit the reports, select **File** and **Merge Transmit Files**. The Transmittal Report prints and the transmit file is created. The QWRS program will access your Internet connection and a message box will display, "To complete the filing process, you are being directed to <https://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online." Click **OK**. The "Do you have a Hawaii Unemployment Insurance (HUI) Express account?" page opens. See the QWRS User's Manual located on the QWRS software program for detailed instructions on using the program.

1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page

After "Transmitting" from the QWRS software program, the "Do you have a Hawaii Unemployment Insurance (HUI) Express account?" page opens. If you already have a Hawaii Unemployment Insurance (HUI) Express account, click "Yes". The Login page opens. Enter your Username and Password. You will be taken to the "Submit Wage Reports" page to submit your quarterly wage file.

If you do not have a HUI Express account, click "No" and the "Welcome to the Hawaii Unemployment Insurance (HUI) Express" page will display. Follow the instructions in the "Getting Started" section to "Create a eHawaii.gov portal account." See Section A1 to A14 above.



III. I ALREADY HAVE AN EHAWAII.GOV ACCOUNT

If you registered for another eHawaii.gov service, such as Hawaii Business Express or Hawaii Compliance Express, log on to <https://hui.ehawaii.gov>. The “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will display. Click on **Login** and enter your Username and Password. The “My Account” page will display. Click on **Link your Account** and complete the HUI Express application. Follow Steps A6 thru A14.

IV. HOW TO FILE REPORTS AND MAKE PAYMENT

A. Log on to HUI Express

Log on to <https://hui.ehawaii.gov> to access the “Welcome to Hawaii Unemployment Insurance (HUI) Express” page. You must already have an eHawaii.gov account that has been linked to the HUI Express. If you do not have an account, see Steps A1 to A14 to create an account. Otherwise, click on **Login** and enter your Username and Password. The “My Account” page will be displayed. Click on **Submit Wage Report** in the Menu box. The “Submit Wage Report” page will open. Follow the instructions to submit your Wage Report and then follow the instructions to upload and submit your Contribution Report and pay your contributions. See Section IV. D. for detailed instructions on submitting reports and paying contributions.

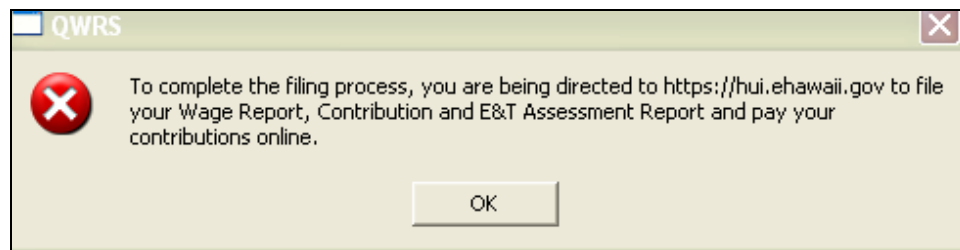
B. Using the QWRS software to file reports and make payment

The HUI Express can be accessed by using the QWRS software program. Open the QWRS software program and chose **File** then **Setup** from the Main QWRS page. Change the **File Destination** selection to **Internet**. Prepare your quarterly report as usual. Click on **Prepare Transmit File** and enter your covered worker counts, the name, title and phone number of the individual certifying the Form UC-B6 and the date. The Form UC-B6 will print and the transmit file will be created. The QWRS program will access your Internet connection and a message box will display, “To complete the filing process, you are being directed to <https://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online.” Click **OK**. The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens.

For Multiple Filers, enter quarterly wage data for all employers. When you are ready to transmit the reports, select **File** and **Merge Transmit Files**. The Transmittal Report prints and the transmit file is created. The QWRS program will access your Internet connection and a message box will display, “To complete the filing process, you are being directed to <https://hui.ehawaii.gov> to file your Wage Report, Contribution and E&T Assessment Report and pay your contributions online.” Click **OK**. The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens.

1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page

The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens. If you already have a Hawaii Unemployment Insurance (HUI) Express account, click **Yes**. Then enter your Username and Password. You will be taken to the “Submit Wage Reports” page to submit your quarterly wage file. Otherwise, click **No** and follow the instructions in the “Getting Started” section to “Create a eHawaii.gov portal account.” Follow Steps A1 thru A14.



Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Login
- ▶ Create an account
- ▶ Recover Username
- ▶ Recover Password
- ▶ FAQ

Do you have a Hawaii Unemployment Insurance (HUI) Express account?

Do you have a Hawaii Unemployment Insurance (HUI) Express account?

If you have a HUI Express account, click "Yes" to login with your username and password. Otherwise, click "No" and follow the instructions in the "Getting Started" section.

C. Login Page

Enter your Username and Password to continue. If you need to register, click on **Return** to return to the "Welcome to Hawaii Unemployment Insurance (HUI) Express" page.

Your eHawaii.gov Portal Account

Account Services

Explore

- Retrieve Username
- Retrieve Password

Login

You have requested access to a site that requires eHawaii.gov authentication.

Enter your eHawaii.gov Username and Password below; then click on the **Login** button to continue.

Username:

Password:

Need to register? [Return](#) to the originating application and click create an account or register.

D. Submit Wage Report

At the Submit Wage Report page, click on the **Browse** button to locate the wage file to be submitted. The Choose file box opens. Locate the QWRS Transmit directory. The directory can be located by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the QWRS Transmit directory. Open the QWRS Transmit directory and click on the filename to be submitted. Click on the **Open** button and the directory and filename are populated in the File box. If the report is an amended report, check the **Amended Report** box. Click on **Submit Wage Report** button to send the file. **The file has been sent if you receive a successfully transmitted message.** An email will be sent to confirm receipt of the submitted wage file.

Examples of filenames in the QWRS Transmit directory:

Single filer: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip

Next, you will be prompted to submit your Quarterly Contribution and E&T Assessment Report. If you are not making contribution payment online, do not submit your Quarterly Contribution and E&T Assessment Report online. You must mail the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the QWRS program with your contribution payment.

If you do not owe any contributions (zero rate, no payroll, meet excess wage limit, etc) you may submit your report without making payment online.

Click **Yes** to file your Contribution and E&T Assessment Report online. Click **No** and a message will display to mail your report with payment.

Submit Wage Report

Software Upgrade

On October 1, 2006, QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you **MUST** install Version 3.0.0.

Click here to [download free software](#).

File:

Is this an Amended Report?

Choose Update Account to update your email address, password, mailing address or phone number.

Click on the "Browse" button to locate the file to be submitted. The "Choose file" box opens. Locate the "QWRS Transmit" directory. (The directory can be located by opening the QWRS software program and clicking on File, then Setup to verify the directory where the transmit files are saved.) Double click on the file to be submitted. The directory and filename are populated in the "File" box. Click on "Submit Wage Report" to send the file.

Examples of filenames:

Single filers: 0001234567_2005_Q4.zip

Multiple filers: SV12345678_2005_Q4.zip

Reminder: Mail your Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report along with any payment to:

State Tax Collector
P.O. Box 3223
Honolulu, HI 96801-3223

Hawaii.gov/Labor  Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Submit Quarterly Wage Report

Menu

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Quarterly Reports

- ▶ Submit Wage Report
- ▶ Upload Contribution Report
- ▶ Submit Contribution Report/Make Payment

Choose Update Account to update your email address, password, mailing address or phone number.


File '0123456789_2006_Q2.zip' has been successfully transmitted .

Do you want to submit your Quarterly Contribution and E&T Assessment Report?

If you are not making payment online, do not submit your Quarterly Contribution and E&T Assessment Report online. You must mail the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the QWRS program with your contribution payment.

If you do not owe any contributions (zero rate or no payroll) you may submit your report without making payment online.

New Memo | Reply | Reply To All | Forward | Delete | Follow Up | Folder | Copy into New | Chat | Tools

 **info-test@ehawaii.gov**
 11/22/2006 09:45 AM

To: wendy19@ehawaii.gov
 cc:
 bcc:
 Subject: You have submitted a Quarterly Wage report.

Aloha!



You have submitted a Hawaii Unemployment Insurance Quarterly Wage Report.

Submit Date: 2006-11-22 09:45:31.159
 Filename: 0011223344_2006_Q1.zip
 QWRS files:
 0011223344_2006_Q1.qwrs

Contact Information:
 Email: ddir.ui.qwrs@hawaii.gov

E. Upload Contribution Report (UC-B6)

The Upload Quarterly Contribution and E&T Assessment Report page opens. Click on the **Browse** button to locate the file to be uploaded. The Choose file box opens. Locate the QWRS Transmit directory. The directory can be found by opening the QWRS program and clicking on **File**, then **Setup** to verify the location of the QWRS Transmit directory. Click on the file to be uploaded. Click on **Open** and the directory and filename are populated in the File box. Click on the **Upload File** button. An email will be sent to confirm receipt of the uploaded file. Next, the Submit Contribution Report(s) (UC-B6) page opens.

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ

Quarterly Reports

- ▶ Submit Wage Report
- ▶ Upload Contribution Report
- ▶ Submit Contribution Report/Make Payment

Choose Update Account to update your email address, password, mailing address or phone number.

Upload Quarterly Contribution and E&T Assessment Report

If you are not making payment online, do not submit your Quarterly Contribution and E&T Assessment Report online. You must mail the Form UC-B6, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the QWRS program with your contribution payment.

If you do not owe any contributions (zero rate or no payroll) you may submit your report without making payment online.

Software Upgrade

On October 1, 2006, QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you MUST install Version 3.0.0.

Click here to [download free software](#).


File:

Click on the "Browse" button to locate the file to be submitted. The "Choose file" box opens. Locate the "QWRS Transmit" directory. (The directory can be located by opening the QWRS software program and clicking on File, then Setup to verify the location of the transmit directory.) Double click on the file to be uploaded. The directory and filename are populated in the "File" box. Click on "Upload File" to upload the file.

Examples of filenames:

Single filers: 0001234567_2005_Q4.tax

Multiple filers: SV12345678_2005_Q4.tax



info-test@ehawaii.gov
11/15/2006 02:31 PM

To: wendy19@ehawaii.gov

cc:

bcc:

Subject: You have uploaded a Quarterly Contribution and E&T Assessment (UC-B6) report.

Aloha!


You have uploaded a Quarterly Contribution and E&T Assessment report.

If you haven't already submitted the file listed below, your next step is to submit the Quarterly Contribution and E&T Assessment report with payment. Login at <https://hui.ehawaii.gov/hui/app/welcome.html> and click Submit Contribution Report/Make Payment.

Submit Date: 2006-11-15 14:31:38.886
Filename: 0123456789_2006_Q3.tax


Contact Information:
Email: dliir.ui.empsvc.tax@hawaii.gov

F. Submit Contribution Report (UC-B6) and Make Payment

Click on **Submit Contribution Report/Make Payment** from the Menu and the Submit Contribution Report(s) (UC-B6) page opens. This page is used to preview the contribution data **and** select the report to be submitted. Your payment amount can be changed in the Remittance Amount box. A summary of the contribution report is displayed. To preview the contribution data details, click on the magnifying glass  symbol and the Contribution Data page will open. Click on the **Back** button to return to the Submit Contribution Report(s) (UC-B6) page.

Click on the check box to left of you account number to submit your UC-B6 and/or payment. The remittance amount is pre-filled with the amount due. Change remittance amount by entering the amount in the Remittance Amount field. Enter 0.00 remittance for any account you are not making payment for. You are allowed to make payments using multiple eCheck or credit card accounts. Select the accounts for your initial transaction and then click on the **Submit** button. If no payment is being made, the Thank You page opens and summarizes the reports that were successfully transmitted. An email will be sent to confirm receipt of the submitted contribution file.

If making payment, the Submit Payment page opens with a summary of the report(s) being filed and remittance amount. To change the remittance amount or account selected, click on the **Back** button. Select payment type (eCheck or Credit Card). Click **Make Payment** button. The Payment Method box opens. Update your email address and click **Continue**. The Payment Information box opens. Enter the payment information and then click on **Confirm**. The Confirmation page opens. Use the **Back** button to make changes. Click on the **Pay Now** button to make payment. The Receipt for Online Transaction box opens. Please print a copy for your records. An email confirmation will be sent to confirm receipt of payment. Click on **Continue** and the Thank You page opens and summarizes the reports and payments that were successfully transmitted. If you have more reports to submit, click on **Submit** to submit more contribution reports.

If you decide **not** to send your Contribution Report online, use the trash can icon () to delete the report or use the **Delete All** button to delete all contribution reports listed. The Submit Contribution Report(s) (UC-B6) page displays the number of contribution files, the total payment due and the total remittance amount for the reports that have been uploaded and are waiting to be submitted. Use the Number of Records to view 10, 20, 50, 100 or All records by clicking on the down arrow and selecting an amount. Use the **Select All** button to select all reports. Use the **Deselect All** button to unselect all reports.

Submit Contribution Report(s) (UC-B6)

Click on the checkbox to the left of your account number to Submit and Pay your UC-B6 filing. You can pay multiple UC-B6's at one time.
 If you do not submit a filing, it will be automatically deleted from the list below two months after the quarter you entered it ends.

You can also [Add another](#) Contribution Report.

Help: Click on the check box to select the accounts to submit your UC-B6 and/or payment. Enter the remittance amount for each account selected. Make sure to enter 0 remittance for any account you are not making payment for. You are allowed to make payments using multiple echeck or credit card accounts. Select the accounts for your initial transaction and complete the transaction. At the Thank You page, click on the submit button to return to the Submit UC-B6 screen to process the next transaction.

Legend:
 - Remittance Amount is greater than Payment Due
 - Remittance Amount is less than Payment Due

Number of files received: 1 Total Remittance Amount: \$ 315.31
 Number of records: 10 Total Payment Due: \$ 315.31

Select	Account Number	Employer Name	Year Quarter	Payment Due	Remittance Amount	Date Entered
<input type="checkbox"/>	0123456789	XYZ LLC	200603	\$ 315.31	315.31	11/15/2006  

Records 1 - 1

Submit Payment

Account Number	Employer Name	Year Quarter	Payment Due	Total Wages	Taxable Wages	Remittance Amount	Date Entered
0123456789	XYZ LLC	2006/03	\$ 315.31	\$ 13083.50	\$ 13083.50	\$ 315.31	11/15/2006
Sub Total:			\$ 315.31	\$ 13083.50	\$ 13083.50	\$ 315.31	

HUI allows you to pay your Unemployment Insurance Tax liability using eCheck or credit card.

Total Remittance Amount (in US Dollars): **\$ 315.31**

There are administrative costs for this online service, which will be added to the amount you pay. If you choose to pay using eCheck the administrative costs are waived.

Please select your payment type:
 eCheck payment (Administrative Costs are waived)
 Credit Card payment

Payment Method

TRANSACTION INFORMATION

ITEM DESCRIPTION: HUI Contribution Report

Applicant Information

John Smith
 1 king
 2 queen
 honolulu, HI 96744-8975
 US

Your Email Address: Optional, your address is used to send you an emailed receipt.

Payment Method: E-Check

Use the address above as my billing address.

Payment Information

Please complete the electronic check information and click the confirm button if you agree to pay the amount due of \$315.31 (Fields with an asterisk * are required by the financial institutions).

Electronic Check Information

Contact Information

Contact Name:

Contact Phone (area code required):

Checking or Savings Account: Checking Savings*

Business or Personal Account: Business Personal*

Account Information

Refer to this sample check for help in locating the payment information required below. Please make sure that you enter the correct routing and account numbers. Incorrect routing and/or account numbers can lead to delays in processing and penalties.:

Jon Doe
 123 Aloha Street
 Honolulu, HI 96813
 555-555-5555

Date 1/23/4

PAY TO THE ORDER OF \$

If Paying With A Credit Union Check Your Routing and Account Numbers May Not Be At The Bottom

Credit Union ACH Routing Number ACH# 123456789 / 12345 Account Number

9 Digit Bank Routing Number 1 23456789 1 Check Account Number 1 234567890123 11 1234 11

Bank Name:

Account Number:

Re-enter Account Number:

Bank Routing Number:

Re-enter Bank Routing Number:

Name on Account:

Address:

City:

State/Province/Region:

Other State/Province:

Postal/Zip Code:

Confirmation

Please check the information below.

Contact Information

John Smith
1 king
2 queen
honolulu, HI 96744-8975
US
wendy19@ehawaii.gov

Purchase Information

ITEM DESCRIPTION	Payment Amount	Reference Number
0123456789 XYZ LLC	315.31	179-EURC5JOL2

Account Information

Contact Name: John Smith
Bank Name: Bank of hawaii
Account Number: Account ending with 6789
Bank Routing Number: 121130028
Name on Account: John Smith
Address: 1 King Street
City: Honolulu
State/Province/Region: HI
Postal/Zip Code: 96813

By clicking Pay Now below:

I certify that I am authorized to debit this account and I authorize the Hawaii Information Consortium, a partner of the State of Hawaii to debit this account in the amount of 315.31 effective 11/22/06 10:42 AM on behalf of the State of Hawaii.

Please click the button below only once.

== RECEIPT FOR ONLINE TRANSACTION, PLEASE PRINT FOR YOUR RECORDS ==

TRANSACTION INFORMATION

ITEM DESCRIPTION: HUI Contribution Report
Reference Number: 179-EURC5JOL2
Authorization Code: 00
Transaction Date: 2006-11-22
10:46:41.585
Transaction Amount: \$ 315.31

PURCHASER INFORMATION

John Smith
1 king
2 queen
honolulu, HI 96744-8975
US
wendy19@ehawaii.gov

Account Information

Contact Name: John Smith
Bank Name: Bank of hawaii
Account Number: Account ending with 6789
Bank Routing Number: 121130028
Name on Account: John Smith
Address: 1 King Street
City: Honolulu
State/Province/Region: HI
Postal/Zip Code: 96813

Thank you for your payment. Please print a copy for your records.


Thank You

You have successfully submitted the following reports:

Account Number	Employer Name	Year Quarter	Payment Due	Total Wages	Taxable Wages	Remittance Amount	Date Entered
0123456789	XYZ LLC	2006/03	\$ 315.31	\$ 13083.50	\$ 13083.50	\$ 315.31	11/22/2006
Total:			\$ 315.31	\$ 13083.50	\$ 13083.50	\$ 315.31	

[Submit](#) more contribution reports.

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools

 **info@ehawaii.gov**
11/22/2006 10:46 AM

To: wendy19@ehawaii.gov
cc:
bcc:
Subject: Hawaii Unemployment Insurance (HUI) Express Receipt

eHawaii.gov - The Official State Of Hawaii Internet Portal

== RECEIPT FOR ONLINE TRANSACTION, PLEASE PRINT FOR YOUR RECORDS ==

Thank you for your payment. Please print a copy for your records.
HUI Contribution Report

ITEM DESCRIPTION: HUI Contribution Report
TRANSACTION INFORMATION
Reference Number: 179-EURC5JOL2
Authorization Code: COMPLETE
Transaction Date: 2006-11-22 10:46:33.051
Transaction Amount: \$ 315.31

ITEM DESCRIPTION	Amount	Reference ID	Payment
0123456789 XYZ LLC			\$315.31
179-EURC5JOL2			

PURCHASER INFORMATION

Name: John Smith

Address 1: 1 king
Address 2: 2 queen
City: honolulu
State/Province/Region: HI
Postal/Zip Code: 96744-8975
Country: US
Your Email Address: wendv19@ehawaii.gov

PAYMENT INFORMATION:

Contact Name: John Smith
Contact Phone (area code required): 808-555-5555
Bank Name: Bank of hawaii
Account Number: Account ending with 6789
Bank Routing Number: 121130028
Name on Account: John Smith

Address
Address 1: 1 King Street
Address 2:
City: Honolulu
State/Province/Region: HI
Postal/Zip Code: 96813

V. ACCOUNT MAINTENANCE AND NAVIGATION

After you login, at <https://hui.eHawaii.gov>, the “My Account” page opens. You can submit quarterly wage and contribution reports and pay contributions, view a history of online activities, update your account information, download the QWRS software program and view frequently asked questions.

A. My Account


After you login, the “My Account” page opens. Choose an activity from the Menu box to continue.



The screenshot shows the "My Account" page on the Hawaii.gov/Labor website. The header includes the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu box on the left lists the following options: Logout, My Account, Submit Report, View History, Update Account, Download Software, and FAQ. The main content area displays the heading "My Account" and a welcome message: "Aloha, Wendy Test. Welcome to the Hawaii Unemployment Insurance (HUI) Express." Below the menu, a small box contains the text: "Choose Update Account to update your email address, password, mailing address or phone number."

B. Payment Reports

Use the Payment Reports page to view a list of contribution payments. Enter search criteria to define the search or leave search criteria blank to display all contribution payments. Based on the search criteria, the number of payments received and total remittance amount is displayed on the top of search results page. If dates are entered, the From/To dates will also be displayed on the results page. Click on **View** to list the search results.

The search results page lists all the records that meet the search criteria. The Contribution Data page can be viewed by clicking on the magnifying glass icon () under the Review column.

From/To Date: Enter the date (MM/DD/YYYY) from which to begin listing the data. If a "From" date is entered, the report will display payment filed from that date forward. If a "To" date is entered, the report will display payments filed up to that date. If no dates are entered, all payment filed will be displayed.

Employer Name: Enter the name of the employer or any part thereof.

Employer Account Number: Enter the 10-digit DOL Account number to display the reports for the specified account number.

Remittance Amount: Enter the amount of remittance (1234.56).

Year: Enter the year (YYYY) to view reports filed for the specified year.

Quarter: Enter the quarter (Q) to display all contribution payments sent for the quarter. Entering "1" will display all reports sent for 1st quarter of any year.

Reference Number: Enter the reference number from the payment transaction to display the contribution payment report.

<p>Menu</p> <ul style="list-style-type: none">▶ Logout▶ My Account▶ Payment Reports▶ View History▶ Update Account▶ Download Software▶ FAQ <p>Quarterly Reports</p> <ul style="list-style-type: none">▶ Submit Wage Report▶ Upload Contribution Report▶ Submit Contribution Report/Make Payment <p>Choose Update Account to update your email address, password, mailing address or phone number.</p>	<h3>Contribution Payment Reports</h3> <p><u>Contribution Payment Report</u> <u>VIEW</u></p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Employer Name: <input type="text"/></p> <p>Employer Account Number: <input type="text"/></p> <p>Remittance Amount: <input type="text"/></p> <p>Year: <input type="text"/></p> <p>Quarter: <input type="text"/></p> <p>Reference Number: <input type="text"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contribution Payment Report

Company Name: bears unlimited


Username: bear

Between 11/21/2006 and -

Number of files received: 1

Total Remittance Amount: \$ 315.31

Number of records: 10 

Employer Account Number	Employer Name	Year Quarter	Remit Amount	Date Submitted	Reference Id	Review
0123456789	XYZ LLC	200603	\$ 315.31	11/22/2006	179-EURC5JOL2	

Records 1 - 1

[Back](#)

C. View History

You can view your online activities for HUI Express by selecting **View History** from the Menu box. Enter criteria to define your search or leave blank and select **Search** to view all activities. The history results shows the filename, date and time the file was transmitted and whether the file was successfully transmitted or not and a check box if the user marked the wage file as amended.

1. Received Date (From/To):

Enter the date (MM/DD/YYYY) from which to begin listing the data. If a "From" date is entered, the report will display activities from that date forward. If a "To" date is entered, the report will display activities filed up to that date. If no dates are entered, all activities will be displayed.

2. Status:

Select Success for view successfully transmitted activities or select Failure to display failed activities. Choose Any to view all activities.


3. Type of Activity:

Enter the type of activity or leave blank to view all.

a) Submitted Wage Data

Select Submitted Wage Data to view a list of wage files submitted. Click on the filename to view the Wage Files Details page which displays the Report File Name, Transmit Date, Download Date, File Size, whether the report is Amended, the Number of .qwr files and the name of the individual .qwr files.

b) Uploaded Contribution Report

Select Upload Contribution Report to view a list of contribution reports uploaded. Click on the file name to view the Contribution Reports page. The Contribution Report can be viewed by clicking on the magnifying glass icon ().

c) Removed Contribution Report

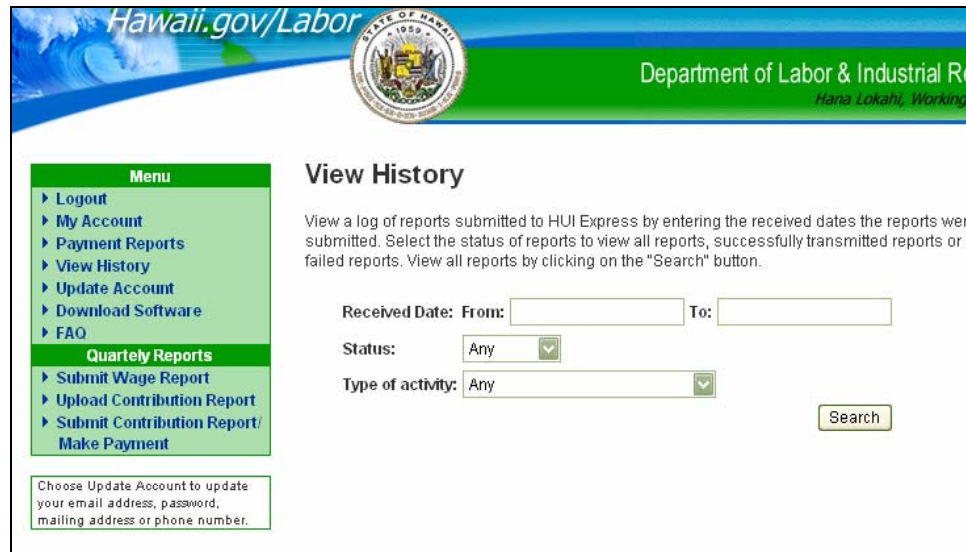
Select Removed Contribution Report to view a list of contribution reports that were uploaded and then deleted by the sender. These reports are not submitted to HUI Express and therefore are not considered received by Unemployment Insurance. Click on the filename to view a facsimile of the Contribution Report that was uploaded and then removed by the sender. If more than one report was deleted, the Contribution Reports page will display with the Account Number, Employer Name, Year/Quarter, Payment Due, Remittance Amount and Date Entered for each removed report. The Contribution Report can be viewed by clicking on the magnifying glass icon (🔍).

d) Submitted Contribution Report

Select Submitted Contribution Report to view a list of all contributions reports submitted. Click on the contribution details to view the Contribution Reports page which lists Account Number, Employer Name, Year/Quarter, Payment Due, Remittance Amount and Date Entered for each payment. The Contribution Report can be viewed by clicking on the magnifying glass icon (🔍).

e) Submitted Payment

Select Submitted Payment to view a list of all payments. Click on the payment details to view the Contribution Reports page which lists Account Number, Employer Name, Year/Quarter, Payment Due, Remittance Amount and Date Entered for each payment. The Contribution Report can be viewed by clicking on the magnifying glass icon (🔍).



- Menu**
- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ FAQ
- Quarterly Reports**
- ▶ Submit Wage Report
- ▶ Upload Contribution Report
- ▶ Submit Contribution Report/Make Payment

Choose Update Account to update your email address, password, mailing address or phone number.

View History


Company Name: bears unlimited
 Username: bear

Number of records: 10

Received Date	Time	Activity	Details	Amended	Status
11/16/2006	10:25	Submitted Payment	Number of reports: 2, Reports paid: 2, Payment Amount: 2754.02	N/A	Success
11/16/2006	10:23	Submitted Contribution Report	Number of reports: 1, Account#: 000000191, Taxpayer Name: TRAINING	N/A	Success
11/16/2006	10:14	Uploaded Contribution Report	SV88800000_2006_Q1.tax	N/A	Success
11/16/2006	10:12	Submitted Wage Data	SV88800000_2006_Q1.zip	<input type="checkbox"/>	Failure
11/16/2006	09:50	Submitted Payment	Number of reports: 1, Reports paid: 1, Payment Amount: 747.53	N/A	Success

D. Update Account


Update Account allows you to update the account information on eHawaii.gov. Change the information you want to update and then click on **Update My Account**. Your current password must also be entered to make any changes. Upon successful update, your eHawaii.gov and your HUI Express account will reflect the new information. Click on **Hawaii Unemployment Insurance (HUI) Express** link to return without updating the account.

 Your eHawaii.gov Portal Account

Account Services

Explore

- Retrieve Username
- Retrieve Password



Create a New Account

Registering with eHawaii.gov lets you take advantage of our many [applications and services](#). Required fields are marked with a *.

Username & Password

First Name: *	<input type="text" value="Karen"/>
Middle Name or Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Sharon"/>
Suffix:	<input type="text"/>
Username: *	<input type="text" value="Karen"/>
Password: *	<input type="password" value="*****"/>
Confirm Password: *	<input type="password" value="*****"/>
Email: *	<input type="text" value="karen@hawaii.rr.com"/>
Confirm Email: *	<input type="text" value="karen@hawaii.rr.com"/>

Secret Question: *	<input type="text" value="My favorite pets name"/>
Secret Answer: *	<input type="text" value="fido"/>

Contact Information

Default Billing Address:

Street 1: *	<input type="text" value="1 Kapiolani Blvd."/>
Street 2:	<input type="text"/>
City: *	<input type="text" value="Honolulu"/>
State: *	<input type="text" value="Hawaii"/>
Province (Non-U.S.):	<input type="text"/>
Zip/Postal Code: *	<input type="text" value="96813"/>
Country: *	<input type="text" value="United States"/>

Agree to [Terms of Service](#)?: *

Home Phone Number:

Work Phone Number:

Email me about important dates pertaining to services I use.:

Email me about new eHawaii.gov services as they become available.:

E. Download Software

Choose the **Download Software** from the Menu box to download the QWRS software program and follow the instructions on the web page to download.

The screenshot shows the top header of the Hawaii.gov/Labor website. On the left, it says "Hawaii.gov/Labor" and features the State of Hawaii seal. On the right, it says "Department of Labor & Industrial Relations" with the tagline "Hana Lokahi, Working Together". Below the header is a "Menu" box with the following items: Logout, My Account, Submit Report, View History, Update Account, Download Software (highlighted), and FAQ. To the right of the menu is the "My Account" section, which displays "Aloha, Wendy Test. Welcome to the Hawaii Unemployment Insurance (HUI) Express." Below this is a small box with the text: "Choose Update Account to update your email address, password, mailing address or phone number."

F. Frequently Asked Questions

Click on **FAQ** to view the Frequently Asked Questions for "Online Filing of Quarterly Wage, Contribution and Employment and Training Assessment Report (UC-B6) and payment of contributions."

This screenshot is identical to the one above, showing the "My Account" page. In this version, the "FAQ" item in the navigation menu is highlighted instead of "Download Software".

G. Recover Username

If you forgot your Username, click on Recover Username. Enter your email address and click on **Submit Query** and your username will be emailed to you.

Hawaii.gov/Labor  Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Menu

- ▶ Login
- ▶ Create an account
- ▶ Recover Username
- ▶ Recover Password
- ▶ Download Software
- ▶ FAQ

Welcome to Hawaii Unemployment Insurance (HUI) Express

Welcome to employer online filing for Hawaii Unemployment Insurance. Use our free Quarterly Wage Reporting System (QWRS) software program to prepare your Quarterly Wage, Contribution and Employment and Training Assessment Report (UC-B6) and make payment online.

If you do not use the QWRS software program, you may create your own file by using the new "[Record Layout for Programmers](#)". Employers must obtain approval prior to sending your file using the new record layout.

As of October 1, 2006 QWRS Version 3.0.0 was launched. If you are using Versions 2.0.0 or 2.1.1 you MUST upgrade to Version 3.0.0. Click here to [download free software](#).

Getting Started

1. [Create a eHawaii.gov portal account](#) to obtain a username and password. If you have an account, [log in](#).
2. [Login](#) to complete the HUI Express registration by linking your account.
3. An email notifying you of the status of your application will be sent within 2 business days.

eHawaii.gov Your eHawaii.gov Portal Account **Account Services**

Explore

- Retrieve Username
- Retrieve Password



Retrieve Forgotten Username

Email:

eHawaii.gov Your eHawaii.gov Portal Account **Account Services**

Explore


- Retrieve Username
- Retrieve Password



We have sent your username to the email address wendy1@ehawaii.gov. Mahalo for using eHawaii.gov!

H. Recover Password

If you forgot your Password, click on Recover Password. Enter your username and email address and click on **Continue**. Answer your secret question and click on **Retrieve Password**. Your password will be reset and sent to your email address on file.



The screenshot shows the Hawaii.gov/Labor website. The header includes the Hawaii state seal and the Department of Labor & Industrial Relations logo with the tagline "Hana Lokahi, Working Together". A green menu box on the left contains the following items: Login, Create an account, Recover Username, Recover Password, Download Software, and FAQ. The main content area is titled "Welcome to Hawaii Unemployment Insurance (HUI) Express" and provides instructions for employer online filing. It includes a "Getting Started" section with three numbered steps: 1. Create an eHawaii.gov portal account, 2. Login to complete registration, and 3. Receive an email notification. A red notice states that as of October 1, 2006, QWRS Version 3.0.0 was launched, and users of previous versions must upgrade.



The screenshot shows the "Account Services" section of the eHawaii.gov portal. The title is "Retrieve Forgotten Password, Step 1". The instructions state: "Please enter your eHawaii.gov Username and the associated email address. We will retrieve your account's secret question. You will need to answer the secret question to retrieve your password." There are two input fields: "Username:" and "Email:". Below the fields is a green "Continue" button. On the left, there is an "Explore" menu with "Retrieve Username" and "Retrieve Password" options, and a "LIVE HELP" button with a question mark icon.



The screenshot shows the "Account Services" section of the eHawaii.gov portal. The title is "Retrieve Forgotten Password, Step 2". The instructions state: "Please answer your Secret Question. Your password will be reset and sent to your email address on file." There is one input field: "What is the name of your favorite pet?:". Below the field is a green "Retrieve Password" button. On the left, there is an "Explore" menu with "Retrieve Username" and "Retrieve Password" options, and a "LIVE HELP" button with a question mark icon.