INTERNET FILING INSTRUCTIONS

FOR

HAWAII UNEMPLOYMENT INSURANCE EXPRESS

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

December 1, 2006
TABLE OF CONTENTS

I. INTRODUCTION ........................................................................................................................................ 1

II. APPLY FOR ONLINE FILING .................................................................................................................. 1
    A. Log on to website .................................................................................................................................. 1
        1. Welcome to the Hawaii Unemployment Insurance (HUI) Express Page ............................................. 1
        2. Are you a Subscriber to eHawaii.gov? Page ....................................................................................... 2
        3. Create a New Account Page ............................................................................................................... 3
        4. Create an eHawaii.gov portal account - Confirmation Page .................................................................... 5
        5. Login Page ........................................................................................................................................ 5
        6. My Account Page ............................................................................................................................... 6
        7. Create a Hawaii Unemployment Insurance Express Account Page (Accept) ........................................ 6
        8. Create a Hawaii Unemployment Insurance Express Account Page (Submit) ........................................ 8
        9. Your application has been submitted Page ....................................................................................... 9
       10. Create a Hawaii Unemployment Insurance Express Account Page .................................................. 11
       11. My Account Page (waiting for approval of account) ......................................................................... 11
       12. Approved Accounts - Welcome to the Hawaii Unemployment Insurance (HUI) Express ............... 12
       13. Login Page ....................................................................................................................................... 12
       14. My Account Page (after approval) .................................................................................................. 13
    B. Using the QWRS software program to register .................................................................................. 14
        1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page .............................. 14

III. I ALREADY HAVE AN EHAWAIIGOV ACCOUNT ........................................................................ 15

IV. HOW TO FILE REPORTS AND MAKE PAYMENT ........................................................................... 15
    A. Log on to HUI Express ....................................................................................................................... 15
    B. Using the QWRS software to file reports and make payment ............................................................. 15
        1. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page .............................. 15
    C. Login Page ....................................................................................................................................... 16
    D. Submit Wage Report.......................................................................................................................... 17
    E. Upload Contribution Report (UC-B6) .................................................................................................. 19
    F. Submit Contribution Report (UC-B6) and Make Payment ................................................................. 20

V. ACCOUNT MAINTENANCE AND NAVIGATION ............................................................................ 25
    A. My Account ....................................................................................................................................... 25
    B. Payment Reports ............................................................................................................................... 26
    C. View History ..................................................................................................................................... 27
        1. Received Date (From/To): .................................................................................................................. 27
        2. Status: .......................................................................................................................................... 27
        3. Type of Activity: ............................................................................................................................. 27
    D. Update Account ................................................................................................................................ 30
    E. Download Software ........................................................................................................................... 31
    F. Frequently Asked Questions .............................................................................................................. 31
    G. Recover Username ............................................................................................................................ 32
    H. Recover Password .............................................................................................................................. 33
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.
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.
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.
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: 

Create Account

Return to Hawaii Unemployment Insurance eHUI 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.

![Create an eHawaii.gov portal account - Confirmation](image)

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.

![Login Page](image)
6. My Account Page

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

![My Account Page](image)

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.
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:

DOL Account Number:

Contact Person

Title:

First Name:
Wendy

Middle Name or Initial:
P

Last Name:
Test

Suffix:
euFlv

Email:
wendy10@hawaii.gov

Home Phone:

Work Phone:
(808) 596-0275

Next
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.
9. Your application has been submitted

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.

---

Aloha!

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: dir.eui@hawaii.gov
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-00) and pay contributions online!

See you on https://bui.hawaii.gov/bui

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

Aloha!

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

Click on the following link to update your application:
http://bui.hawaii.gov/bui/app/list [somevalues].html?sectionId=334

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

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

Aloha!

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

Reason: Your Unemployment Insurance account is cancelled. Contact the UI office at 808-586-6214 to register.

Contact Information:
Email: dlir.ui.gvo@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.

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.
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.

13. Login Page

Enter your Username and Password and click on Login to continue.
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.
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 choose 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 EHWAAII.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.
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.
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 Quarterly Wage Report

File "0123456789_2006_02.zip" has been successfully transmitted.

Do you want to submit your Quarterly Contribution and ET Assessment Report?

Yes  No

If you are not making payment online, do not submit your Quarterly Contribution and ET Assessment Report on line. You must mail the Form UI-86, Quarterly Wage, Contribution and Employment and Training Assessment Report which was printed by the DPRIS 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.

Aloha!

You have submitted a Hawaii Unemployment Insurance Quarterly Wage Report.

Submit Date: 2006-11-22 09:45:01.189
Filename: 0012345678_2006_01.zip
QWS Files:
0012345678_2006_01_qwrs

Contact Information:
Email: dir-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.

**Software Upgrade**

On October 1, 2006, QWRS Version 3.0.0 was launched. If you are using Versions 2.9.0 or 2.1.1 you MUST install Version 3.0.0.

Click here to download free software.

File  

UploadFile

Examples of filenames:

- Single files: 0001234567_2005_Q3.tar
- Multiple files: 0123456789_2005_Q4.tar

 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://dirr.dir.labor.gov/hilq/app/welcome.html](https://dirr.dir.labor.gov/hilq/app/welcome.html) and click Submit Contribution Report/Make Payment.

Submit Date: 2006-11-15 14:51:38.886
Filenumber: 0123456789_2006_Q3.tar

Contact Information:

Email: dirr.dir.govinfo@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 your 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 checkboxes to the left of your account number to Submit and Pay your UC-B6 filing. You can pay multiple UC-B6s 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
Number of records: 10
Total Remittance Amount: $315.31
Total Payment Due: $315.31

<table>
<thead>
<tr>
<th>Select</th>
<th>Account Number</th>
<th>Employer Name</th>
<th>Year Quarter</th>
<th>Payment Due</th>
<th>Remittance Amount</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>0123456789</td>
<td>XYZ LLC</td>
<td>2008Q3</td>
<td>$315.31</td>
<td>$315.31</td>
<td>11/15/2008</td>
</tr>
</tbody>
</table>

Select all | Deselect all | Delete all | Submit Cancel

Submit Payment

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Employer Name</th>
<th>Year Quarter</th>
<th>Payment Due</th>
<th>Total Wages</th>
<th>Taxable Wages</th>
<th>Remittance Amount</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>0123456789</td>
<td>XYZ LLC</td>
<td>2008Q3</td>
<td>$315.31</td>
<td>$13083.50</td>
<td>$13083.50</td>
<td>$315.31</td>
<td>11/15/2008</td>
</tr>
</tbody>
</table>

Submit | Cancel

Submit UC-B6 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

Make Payment | Back
Payment Method

TRANSACTION INFORMATION
ITEM DESCRIPTION: HUI Contribution Report

Applicant Information
John Smith
1 Main St
Hilulu, HI 96714-6975

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

Payment Method: E-Check

Use the address above as my billing address.

Continue

Payment Information

Please complete the electronic check information and click the confirm button if you agree to pay the amount due of $156.39.

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:

Bank Name: ___________________________
Account Number: _______________________
Re-enter Account Number: _________________

Routing Number: _______________________
Re-enter Routing Number: _________________
Name on Account: _______________________
Address: _______________________________
City: _________________________________
State/Province/Region: Hawaii
Postal Zip Code: _______________________

Confirm Clear
Thank You

You have successfully submitted the following reports:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Employer Name</th>
<th>Year</th>
<th>Payment Amount</th>
<th>Total</th>
<th>Taxable Amount</th>
<th>Remittance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0122456789</td>
<td>XYZ LLC</td>
<td>2008</td>
<td>$315.31</td>
<td>$315.31</td>
<td>$13083.50</td>
<td>11/22/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$315.31</td>
<td>$315.31</td>
<td>$13083.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$315.31</td>
<td>$13083.50</td>
<td></td>
</tr>
</tbody>
</table>

Submit more contribution reports.
**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-EURC50L2
Authorization Code: COMPLETE
Transaction Date: 2006-11-21 10:46:33.051
Transaction Amount: $315.31

**ITEM DESCRIPTION**

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103456789</td>
<td>$315.31</td>
</tr>
<tr>
<td>179-EURC50L2</td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASER INFORMATION**

Name: John Smith
Address 1: 1 Xing Street
Address 2: 2 queen
City: Honolulu
State/Province/Region: HI
Postal/Zip Code: 96784-9975
Country: US
Your Email Address: wendy@hawaii.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 0789
Bank Routing Number: 121130028
Name on Account: John Smith

Address
Address 1: 1 Xing 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.
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.
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 .qwrs files and the name of the individual .qwrs 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 (🔍).
### View History

**Company Name:** bears unlimited  
**Username:** bar

Number of records: 10

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
<th>Amended</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/18/2006</td>
<td>19:25</td>
<td>Submitted Payment</td>
<td>Number of reports: 2, reports paid: 2, Payment Amount: $154.92</td>
<td>N/A</td>
<td>Success</td>
</tr>
<tr>
<td>11/18/2006</td>
<td>19:23</td>
<td>Submitted Contribution Report</td>
<td>Number of reports: 1, Account #: 90000009, Taxpayer Name: TRUNIUS</td>
<td>N/A</td>
<td>Success</td>
</tr>
<tr>
<td>11/18/2006</td>
<td>19:14</td>
<td>Uploaded Contribution Report</td>
<td>S00000009_2006_01.txt</td>
<td>N/A</td>
<td>Success</td>
</tr>
<tr>
<td>11/18/2006</td>
<td>19:12</td>
<td>Submitted Wage Data</td>
<td>S00000009_2006_01.txt</td>
<td>N/A</td>
<td>Success</td>
</tr>
<tr>
<td>11/18/2006</td>
<td>09:50</td>
<td>Submitted Payment</td>
<td>Number of reports: 1, reports paid: 1, Payment Amount: $154.92</td>
<td>N/A</td>
<td>Success</td>
</tr>
</tbody>
</table>
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 the **Hawaii Unemployment Insurance (HUI) Express** link to return without updating the account.
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.

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.”
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.
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.