You are now ready to begin entering your direct deposit information.

1. Log into the Hawaii Information Portal at hip.hawaii.gov

2. At the log in screen, enter your User ID and Temporary Password that was sent to you in the Hawaii Information Portal, Employee Self-Service Secure Login Information letter.

3. The first time you enter your temporary password, the system will require you to create a new password.

4. When the following message appears, click on the link “Click here to change your password to change your password.”.

**IMPORTANT:** Your new password must contain the following:

- Minimum of 10 characters
- At least one upper case letter
- At least one lower case letter
- One number (0 through 9)
- One special character such as !, @, #, % or &
5. The following screen will appear to indicate that your password has been successfully changed. ***** REMEMBER your new password. *****

6. Click on the button

7. Click on the Direct Deposit menu tile
   Note: If you do not see the Direct Deposit menu tile, and you only see the Pay Statements tile, then you are not using the State networked computer.
8. Click on the **Add Account** button.

9. Please refer to the DIRECT DEPOSIT WORKSHEET for the information needed for #1 - #6.

10. The Direct Deposit Details that you just entered will be listed. Verify the information.
11. If you only have one direct deposit to enter, be sure to log off of your account. To log off, click on the Actions menu bar and then select Sign Out.

Note: The HIP Service Center may be contacted by calling (808) 201-SERV (7378).