




Guide for Open Enrollment

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

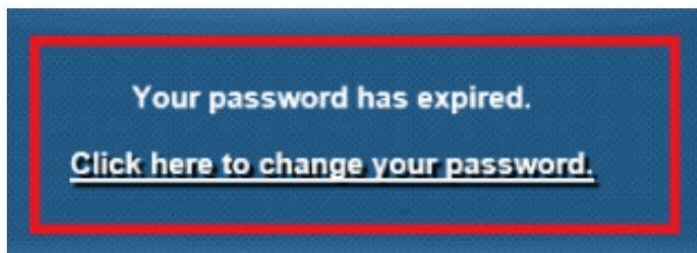
1. Log into the Hawaii Information Portal at hip.hawaii.gov
2. At the log in screen, enter your User ID and Temporary Password that was sent to you in the Hawaii Information Portal, Employee Self-Service Secure Login Information letter.

① User ID: Enter User ID

② Password: Enter your temporary password

③ Sign In: Click on  button

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 &

Change Password

User ID 0099999

*Current Password 1 → 1 *Current Password: Enter your temporary password

*New Password 2 → 2 *New Password: Enter your new password

*Confirm Password 3 → 3 *Confirm Password: Re-enter your new password

Change Password 4 → 4 Click on button

5. The following screen will appear to indicate that your password has been successfully changed.
***** REMEMBER your new password. *****

Password Saved



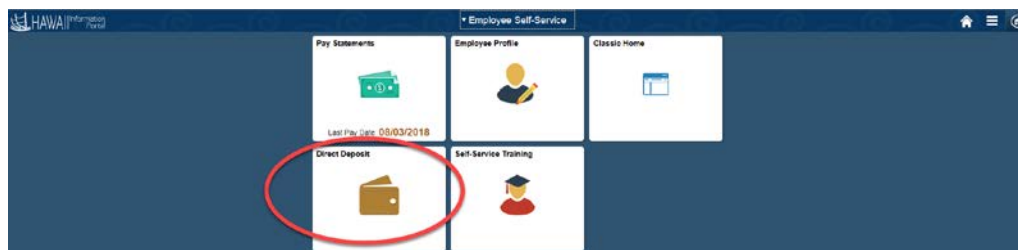
Your password has successfully been changed.

OK

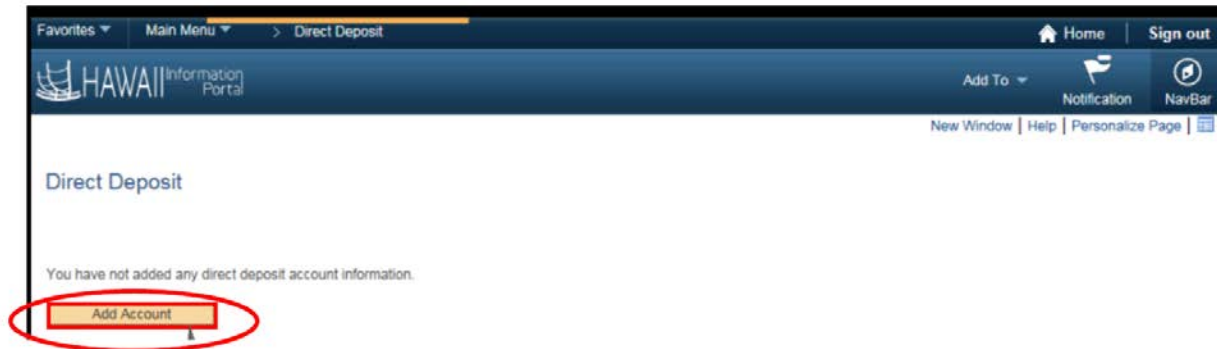
6. Click on the button

7. Click on the Direct Deposit menu tile

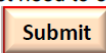
Note: If you do not see the Direct Deposit menu tile, and you only see the Pay Statements tile, then you are not using the State networked computer.



8. Click on the  button.




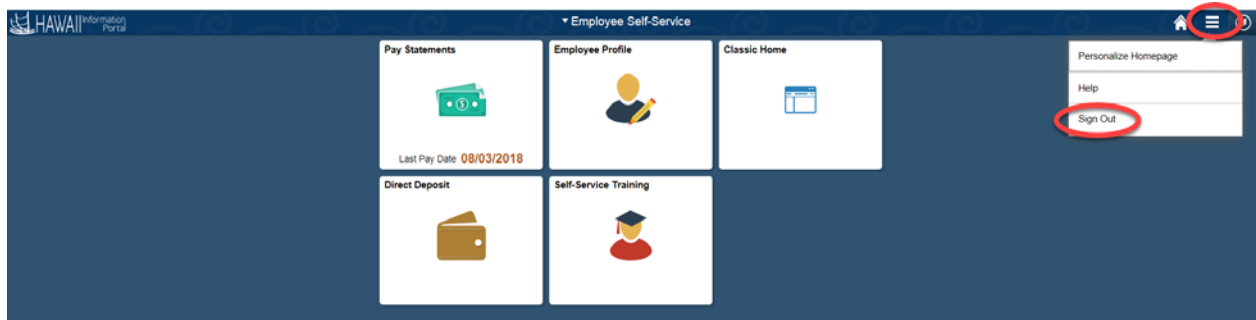
9. Please refer to the DIRECT DEPOSIT WORKSHEET for the information needed for #1 - #6.

- 1 **Routing Number:** Enter your financial institution's 9-digit routing number. If you receive an error message, contact the HIP Service Center.
- 2 **Account Number:** Enter your account number
Retype Account Number: Re-enter your account number
- 3 **Account Type:** Click the drop-down arrow to select your Account Type
 - Checking – deposit into a checking account
 - Savings – deposit into a savings account
- 4 **Deposit Type:** Click the drop-down arrow to select your Deposit Type
 - Amount – amount of net pay to be deposited
 - Balance of Net Pay – Your entire net pay or your remaining net pay (if you have multiple direct deposits)
 - Percent – a percentage of net pay to be deposited
- 5 **Amount or Percent:** If you have multiple direct deposits, enter an amount (example 10.50) or percent (example 20)
- 6 **Deposit Order:** Enter the order of the deposits (1, 2, etc.), if you have multiple direct deposits. If you only have one direct deposit, the Deposit Order field will automatically default to 999 and you do not need to enter a value.
- 7 **Submit:** Click on  button

10. The Direct Deposit Details that you just entered will be listed. Verify the information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit	Remove
Checking	121301015	XXXXX4321	Balance of Net Pay	999			

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).