

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

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

MARCH 2009

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I. INTRODUCTION

The Hawaii Unemployment Insurance (HUI) Express is a secure and cost effective way for businesses to file their Unemployment Insurance (UI) reports and pay contributions (ACH-Debit) through the states official website at <https://hui.ehawaii.gov>. Data is transmitted over secured transmission lines so only authorized individuals may access confidential employee and employer information.

The HUI Express is cost effective as an employer's payment will be electronically wired directly from the employer's bank account to the Unemployment Insurance bank account within 24 hours. In addition, HUI Express will also electronically update the employer's unemployment insurance account with their quarterly wage, contribution and payment information. As a result, Unemployment Insurance staff will not be required to perform time consuming cashing and data entry activities when an employer uses HUI Express to file their reports and pay their contribution.

Employers also save as any administrative costs for using this service are waived if an employer chooses to pay their contributions via electronic check.

This publication will provide you with step-by-step instructions on how to apply for an online account and prepare and send Quarterly Wage and Contribution and Employment and Training Assessment Report – Form UC-B6 and pay your contributions securely and cost effectively using HUI Express.

II. APPLY FOR ONLINE FILING

A. Go to HUI Express website

Open your Internet browser and go to: <https://hui.eHawaii.gov>. First, create an eHawaii.gov portal account and then complete the HUI application to "Link your account" to HUI Express. Emails are sent to notify applicants on the status of their application.

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

Click on **Create a eHawaii.gov portal account**.



Welcome to HUI Express

2. Are you a Subscriber to eHawaii.gov?

Check "**No, I just want to get setup to use this service.**" Click the **Continue** button.

eHawaii.gov Your eHawaii.gov Portal Account
Account Services

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.

Explore
 • Retrieve Password
 OFFLINE
Live Chat
 Technical Support
 Click Live Support button to begin chat

Subscription Services | Terms of Use | Privacy Policy | ADA Compliance | State Portal | Comments | Contact Us
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Are you a Subscriber?

3. Create a New Account

Complete the application to create an eHawaii.gov portal account. Enter the name of the individual who will submit the reports and make payment. Later you will be asked for the employer's company name or authorized transmitter's company name. Click on **Create Account** button to continue.

eHawaii.gov Your eHawaii.gov Portal Account
Account Services

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 *.

Email & Password

First Name: *
 Middle Name or Initial:
 Last Name: *
 Suffix:
 Email: *
 Password: *
 Confirm Password: *
 Secret Question: *
 Secret Answer: *

Contact Information

Please provide the following information so we may contact you if necessary. This information is used for official State business only and it will never be transferred to any 3rd party:

Street 1: *
 Street 2:
 City: *
 State: *
 Province (Non-U.S.):
 Zip/Postal Code: *
 Country: *

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.:

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

Create an Account

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

Click on **login** to continue.

The screenshot shows the 'Create an eHawaii.gov portal account - Confirmation' page. At the top, there is a header with the Hawaii.gov/Labor logo and the Department of Labor & Industrial Relations logo. A green menu on the left lists: Login, Create an account, Recover Password, Download Software, HUI Express User's Guide, and FAQ. The main content area says: 'You have created an eHawaii.gov account. To complete the HUI Express registration, login and link your account.' At the bottom, there are links for Subscription Services, Terms of Use, Privacy Policy, ADA Compliance, and Home, along with a copyright notice for 2000-2008.

Create a HUI Express account

5. Login

Enter your email address and password. Click on **Login** to continue.

The screenshot shows the 'Account Services' login page. It features a 'Live Chat' button on the left. The main content area includes a 'Login' section with an 'IMPORTANT NOTICE' about user names being discontinued as of February 6, 2009. Below the notice are input fields for 'Email:' and 'Password:', followed by a 'Login' button. A link is provided for users who do not have an account.

Login

6. My Account

Click on **Link your account** to complete the HUI Express application.

The screenshot shows the 'My Account' page. The green menu on the left lists: Logout, My Account, Update Account, Link your account, Download Software, HUI Express User's Guide, and FAQ. The main content area says: 'Aloha, John Smith. Welcome to the Hawaii Unemployment Insurance (HUI) Express. To complete the HUI Express registration, click on Link your account.' There is also a small box with the text: 'Choose Update Account to update your email address, password, mailing address or phone number.'

Link your Account

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

Complete the HUI Express application.

a) Type of Filer: Select Single filer to report for one employer. Select Multiple for multiple employer account reporting for accountants, service providers and parent companies.

b) Employer Name or Authorized Transmitter: Single filer's enter the employer's name. Multiple filers' 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 without employees in Hawaii enter "NA".

e) Service Company Number: (For Multiple Filers only) Enter your Service Company number if you have been assigned one. Otherwise, enter "NA" and one will be assigned when the application is approved.

f) Title: Enter the Title of the contact person. (i.e.: President, Partner, Member, 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.

The screenshot shows the 'Create a Hawaii Unemployment Insurance Express Account' form on the Hawaii.gov/Labor website. The page header includes the Hawaii state seal and the Department of Labor & Industrial Relations logo. A navigation menu on the left lists options like Logout, My Account, and Update Account. The main form area is titled 'Applicant Information' and contains several input fields: 'Type of Filer' (set to Multiple), 'Employer Name or Authorized Transmitter' (John J Smith), 'Federal Employer Identification Number' (123456789), 'DOL Account Number' (NA), and 'Service Company Number' (NA). Below this is the 'Contact Person' section with fields for Title (Owner), First Name (John), Middle Name or Initial (Jacob), Last Name (Smith), Suffix (suffix), Email (johnsmith@ehawaii.gov), Home Phone (-), and Work Phone ((808) 5869999). At the bottom of the form are three buttons: 'Accept', 'Reset Form', and 'Back'.

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.

Service Company Number:
Enter your Service Company number. If none, enter NA and one will be assigned to you.

Contact Person

Title:

First Name:

Middle Name or Initial:

Last Name:

Suffix:

Email:

Home Phone:

Work Phone:

Create a HUI Express Account

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

To make changes, click on the **Edit** button to return to the application. Click on the **Cancel** button to cancel the application and return to a blank application. Verify the information is correct and then click the **Submit** button.

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: John J Smith
Federal Employer Identification Number: 123456789
DOL Account Number: NA
Service Company Number: NA
Username: johnsmith@ehawaii.gov

Mailing Address

Street 1: 830 Punchbowl St
Street 2: Rm 999
City: Honolulu
State: Hawaii
Province (Non-U.S.): -
Zip Code: 96813
Country: United States of America

Contact Person

Title: Owner
First Name: John
Middle Name: Jacob
Last Name: Smith
Suffix: Jr
Email: johnsmith@ehawaii.gov
Home Phone: -
Work Phone: (808) 5869999

Create a HUI Express Account (Submit)

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. An email notifying you of the status of your application will be sent after it is reviewed.

a) Approved Applications: Approved applications include a link to return to HUI Express Welcome page to login and send reports and pay contributions.

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 HUI Express to make changes.

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

Your application has been submitted

We will send an email to johnsmith@ehawaii.gov after your application is reviewed.

Your Application has been Submitted

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: dhir.ui.qwrs@hawaii.gov

Email - Submitted Application

Aloha!

Your application for "Lei's Flower Shop LLC" 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: dhir.ui.qwrs@hawaii.gov

Email - Approved Application

Aloha!

Your application for "Lei's Flower Shop Inc." was reviewed and marked as pending.

Click on the following link to update your application: https://test-hui.ehawaii.gov/hui/app/link_account.html?accountId=221

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

Contact Information:

Email: dhir.ui.qwrs@hawaii.gov

Email - Pending Application

Aloha!

Your application for "Lei's Flower Shop Inc." was reviewed and not approved.

Reason: Your Unemployment Insurance account is not active. Contact the UI office nearest you.

- Hide quoted text -

Contact Information:

Email: dhir.ui.qwrs@hawaii.gov

Email - Disapproved Application

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

Once the account has been approved, use the link in your email or go to <https://hui.eHawaii.gov> to access the Welcome page. Click on **Login**.

The screenshot shows the 'Welcome to Hawaii Unemployment Insurance (HUI) Express' page. At the top, there is a header with the Hawaii.gov/Labor logo, the State of Hawaii seal, and the Department of Labor & Industrial Relations logo with the tagline 'Hana Lokahi, Working Together'. A green navigation menu on the left lists: Login, Create an account, Recover Password, Download Software, HUI Express User's Guide, and FAQ. The main content area has a heading 'Welcome to Hawaii Unemployment Insurance (HUI) Express' followed by a paragraph about the Quarterly Wage Reporting System (QWRS) software. Below this is a section for 'Getting Started' with three numbered steps: 1. Create an eHawaii.gov portal account, 2. Login to complete registration, and 3. An email notification will be sent within 2 business days. A 'Features and Benefits' section lists three bullet points: secure transactions, ease of use for business reporting, and improved import capabilities. A 'Help desk info' section provides contact details: Live Support Online, HUI Express # 808-586-8982, Hours of Operation: 7:45 a.m. - 4:30 p.m. HST, and a link to 'Tell us what you think'.

Welcome to HUI Express

11. Login

Enter your Email address and Password and click on **Login**.

The screenshot shows the 'Account Services' login page. At the top, there is a header with the Hawaii.gov logo, the text 'your eHawaii.gov Portal Account', and the heading 'Account Services'. On the left, there is a 'Live Chat Technical Support' button. The main content area has a heading 'Login' and an 'IMPORTANT NOTICE' section. The notice states: 'As of February 6, 2009, all user names have been discontinued. Please log in to your account using your email address. If you are unsure of the email address on file or need further assistance, please contact us directly at 808-695-4624. You may also retrieve a new password (Retrieve Password) by entering your email address.' Below the notice, there is a paragraph: 'You have requested access to a site that requires authentication. Enter your Email and Password below; then click on the Login button to continue.' This is followed by two input fields: 'Email:' and 'Password:', each with a text box. Below the password field is a 'Login' button. At the bottom, there is a link: 'Don't have an account? Click here to create an account for free.'

Login

12. My Account (after approval)

At the My Account page, make a selection from the Menu box. You can Submit Wage Reports, Upload Contribution Reports and Submit Contribution Report/Make Payment. You can also view online filing history, update account information, download the free QWRS software program and view the frequently asked questions.



My Account

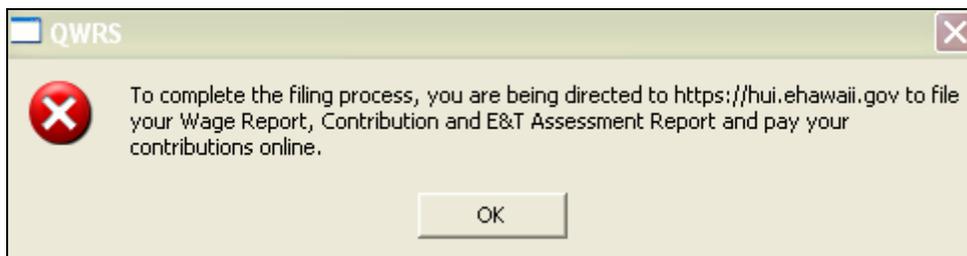
B. Using the QWRS software program to register

The QWRS software program will direct the user to the HUI Express website. On the QWRS program, the **File Destination** must be set to **Internet**. Prepare the quarterly report and click on **Prepare Transmit File** to begin the file transfer process.

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

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**" and login to submit reports and make payment.

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 "Apply for Online Filing" section." See Section A1 to A12 above.



To complete the filing process...



Do you have a HUI Express account?

III. I ALREADY HAVE AN EHAWAII.GOV ACCOUNT

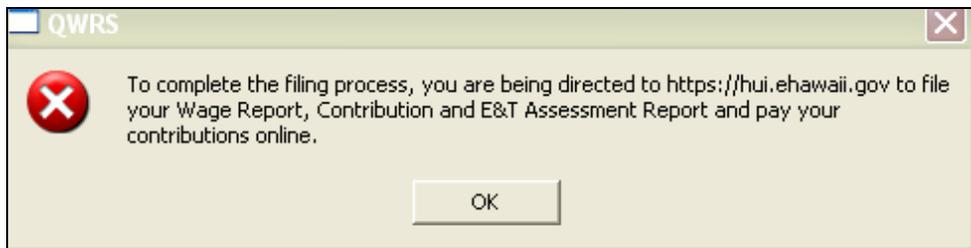
If you registered for another eHawaii.gov service, such as Hawaii Business Express (HBE) or Hawaii Compliance Express (HCE), go to <https://hui.ehawaii.gov> and **login** at the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page. Click on **Link your Account** to complete the HUI Express application. Follow Steps A6 thru A12.

IV. FILING REPORTS AND MAKING PAYMENT

A. Use the QWRS software to file reports and make payment

Use the QWRS software program to prepare wage and contribution reports and calculate contributions. Open the QWRS software program and chose **File** then **Setup**. Change the **File Destination** selection to **Internet**. Prepare your quarterly report by entering employee wage information. 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 prints and the transmit files are created. For Multiple Filers, the Transmittal Report prints after the UC-B6 and then the transmit files are created.

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.



To complete the filing process...



Do you have a HUI Express account?

B. Login

Enter your Email address and Password. Click **Login**.



The screenshot shows the 'Account Services' page on the Hawaii.gov portal. At the top, there is a navigation bar with the Hawaii.gov logo and the text 'Your Hawaii.gov Portal Account'. Below the navigation bar, there is a 'Login' section. On the left, there is a 'Live Chat' button with a question mark icon and the text 'Click Live Support button to begin chat'. The main content area includes a 'Login' heading, an 'IMPORTANT NOTICE' in red text stating that user names have been discontinued and users should log in with their email addresses, and a link to 'Retrieve Password'. Below the notice, there are instructions to enter email and password, followed by input fields for 'Email:' and 'Password:', and a 'Login' button. At the bottom, there is a link to create a new account.

Login

C. 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 file to be submitted. Click 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_2009_Q1.zip

Multiple filers: SV12345678_2009_Q1.zip

Next, you will be prompted to submit your Quarterly Contribution and E&T Assessment Report and make payment.

If you do not owe any contributions (zero rate, no payroll, meet excess wage limit, reimbursable, 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 Form UC-B6 with payment.

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Hana Lokahi, Working Together

Submit Wage Report

File:

Is this an Amended Report?

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

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

Submit Wage Report

Hawaii.gov/Labor

Department of Labor & Industrial Relations
Hana Lokahi, Working Together

Submit Quarterly Wage Report

File *1234567890_2008_Q4.zip* has been successfully transmitted 01/08/2009 03:10 PM.

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.

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

Submit Wage Report (Successfully Transmitted)

Aloha!

You have submitted a Hawaii Unemployment Insurance Quarterly Wage Report.

Submit Date: 2009-02-26 13:56:34.783
Filename: 0123456789_2008_Q4.zip
QWRS files:
0123456789_2008_Q4.qwrs

Contact Information:
Email: dlir_ui_qwrs@hawaii.gov

Email - Submitted Wage Report

D. Upload Contribution Report (UC-B6)

At the Upload Quarterly Contribution and E&T Assessment Report page, 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. Uploaded reports are **not** considered received by Unemployment Insurance. **Reports must be submitted to be considered received.**

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

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.

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

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

Upload Quarterly Contribution 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: 2009-02-26 13:57:06.604
 Filename: 0123456789_2008_Q4.tax

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

Email - Uploaded Contribution Report

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

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. Click on the magnifying glass (🔍) symbol to view the contribution report. **Remember, the report is not considered received unless it is submitted.**

Click on the check box to submit your UC-B6 and payment, if any. Use the Select All button to select all reports. Use the Deselect All button to unselect all 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 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. Enter the payment information and then click on **Continue**. The Confirm Payment page opens. Click on the **Pay Now** button to make payment. The Payment Complete page opens. 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.

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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.
Uploaded Contribution Reports that are not submitted are automatically deleted from the list on March 1, June 1, September 1 and December 1.
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: \$ 18751.91
 Number of records: 10
 Total Payment Due: \$ 18751.91

Select	Account Number	Employer Name	Year Quarter	Payment Due	Remittance Amount	Date Entered
<input type="checkbox"/>	0123456789	AN APPLE A DAY	2006/04	\$ 18751.91	18751.91	01/12/2009

Records 1 - 1

Select all | Select first | Deselect all | Delete all | Submit | Cancel

Submit Contribution Report

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Contribution Data

EMPLOYER NAME AN APPLE A DAY	6) TOTAL WAGES PAID IN THIS QUARTER \$ 401318.79
ACCOUNT NUMBER 0123456789	7) LESS WAGES PAID IN THIS QUARTER \$ 54061.11
FOR QUARTER ENDING 12/31/06	8) NET TAXABLE WAGES \$ 347257.68
DELINQUENT AFTER 01/31/07	9) CONTRIBUTION DUE .0540 \$ 18751.91
CONTRIBUTION RATE 5.40%	10) E & T ASSESSMENT DUE .0000 \$ 0.00
E & T RATE 0.00%	11) AMOUNT DUE \$ 18751.91
17) NUMBER OF COVERED WORKERS IN THE PAY PERIOD INCLUDING THE 12TH DAY OF EACH MONTH	12) OVERPAYMENT \$ 0.00
1ST MONTH 32	13) ADJUSTED CONTRIBUTIONS DUE \$ 18751.91
2ND MONTH 32	14) PENALTY AND INTEREST \$ 0.00
3RD MONTH 32	15) TOTAL PAYMENT DUE \$ 18751.91
	16) TOTAL REMITTANCE \$ 18751.91

Back

UC-B6 Contribution Data 1

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Submit Payment

Account Number	Employer Name	Year Quarter	Payment Due	Total Wages	Taxable Wages	Remittance Amount	Date Entered
0123456789	AN APPLE A DAY	2006/04	\$ 18751.91	\$ 401318.79	\$ 347257.68	\$ 18751.91	01/12/2009
Sub Total:			\$ 18751.91	\$ 401318.79	\$ 347257.68	\$ 18751.91	

HUI allows you to pay your Unemployment Insurance Tax liability using eCheck or credit card.
 Total Remittance Amount (in US Dollars): \$ 18751.91

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

Select Payment Method

Check Payment

All fields are **required** unless otherwise noted.

ITEM	REFERENCE NUMBER	PRICE
0123456789 AN APPLE A DAY	216-FPNQQ0HY1	\$18,751.91
		Total: \$18,751.91

Contact Information

Name:

Phone Number:

Area code required

Email Address:

Your email address is used to send you a receipt or to notify you of payment problems.

It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third party.

Account Information

Bank Account Type:

Bank Name:

Maximum 50 characters

[Help with Routing and Account Numbers](#)

Routing Number: **Re-enter Routing Number:**
Always 9 digits

Account Holder's Name:

Maximum 22 characters

Account Number: **Re-enter Account Number:**
Up to 17 digits

Billing Address

Address Line 1:
Street address, P.O. box, company name, c/o

Address Line 2:
Optional: apartment, suite, unit, building, floor, etc.

City: **State:**

Zip Code:



Payment Information

Confirm Payment

ITEM	REFERENCE NUMBER	PRICE
0123456789 AN APPLE A DAY	216-FRMD508P3	\$18,751.91

Total: \$18,751.91

Payment Information

Contact Name John Smith
Phone Number 808-586-9999
Email Address johnsmith@ehawaii.gov
Account Type Business
Account Type Checking
Bank Name First Hawaiian Bank
Routing Number 121301015
Name on Account John J Smith
Account Number (last 4) *****5670
Billing Address 830 Punchbowl St
Rm 999
Honolulu, HI 96813
United States

Please Confirm

Please be careful to enter the correct information for your check. Insufficient funds or incorrect routing and account numbers will result in a bounced check fee.

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 \$18,751.91 on behalf of the State of Hawaii.

Back

Pay Now

Confirm Payment

Payment Complete

ITEM	REFERENCE NUMBER	PRICE
0123456789 AN APPLE A DAY	216-FRMD508P4	\$18,751.91

Total: \$18,751.91

Payment Information

Contact Name John Smith
Phone Number 808-586-9999
Email Address johnsmith@ehawaii.gov
Account Type Business
Account Type Checking
Bank Name First Hawaiian Bank
Routing Number 121301015
Name on Account John J Smith
Account Number (last 4) *****5678
Billing Address 830 Punchbowl St
Rm 999
Honolulu, HI 96813
United States

Thank You

Please print a copy of this receipt for your records.

Reference Id 216-FRMD508P4
Authorization Code 48614
Transaction Date/Time 2 Mar 2009 12:58 HST

This receipt is a record that you have submitted your check payment. Please note that your payment may take several days to clear your bank. If your check fails to clear for any reason, including incorrect routing or account numbers, you will be responsible for a bounced check fee.

Print Receipt

Continue

Payment Complete - Receipt

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

Menu

- Logout
- My Account
- Payment Reports
- View History
- Update Account
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Quarterly Reports

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

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

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.

Thank You

Item Description	Reference Number	Amount
0123456789 LEI'S FLOWER SHOP INC - Hide quoted text -	219-FRMD508P2	\$316.35
Total:		\$316.35

Payment Information

Account Type: Business
 Account Type: Checking
 Bank Name: First Hawaiian Bank
 Routing Number: 121301015
 Name on Account: Lei's Flower Shop Inc
 Account Number (last 4): ****5670

Billing Address:
 830 Punchbowl St
 Suite 325
 Honolulu, HI 96813
 United States

If you have any questions, please contact us at info@ehawaii.gov or 808-695-4620.

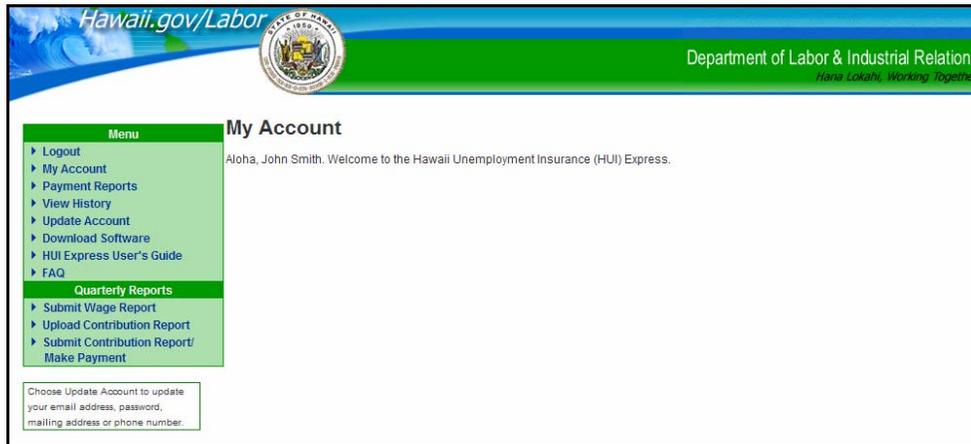
Email - Receipt

V. ACCOUNT MAINTENANCE AND NAVIGATION

Go to: <https://hui.eHawaii.gov>, and login. From the My Account page you can view a history of online activities, update your account information, download the free QWRS software program and view frequently asked questions.

A. My Account

Choose an activity from the Menu box.



My Account

B. Payment Reports

Use the Payment Reports page to view a list of contribution payments. Enter search criteria to define the search or leave 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. 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 payments 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 I.D.: Enter the reference identification from the payment transaction to display the contribution payment report.

View Payments History 1

Employer Account Number	Employer Name	Year Quarter	Remit Amount	Date Submitted	Reference Id	Review
0123456789	AN APPLE A DAY	200604	\$ 18751.91	01/12/2009	216-FPNQQ0HY1	

View Payments History 2

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

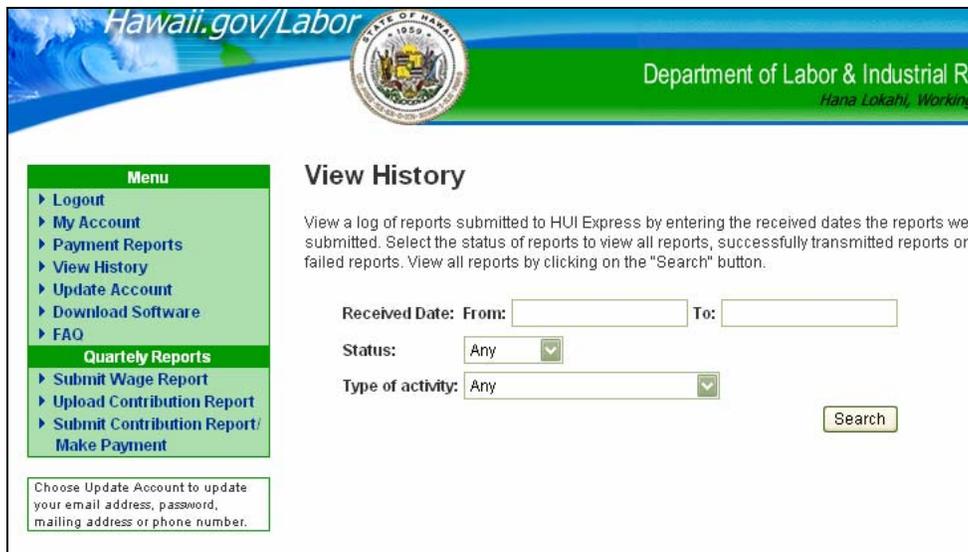
Select Removed Contribution Report to view a list of contribution reports that were uploaded and then deleted by the sender. These reports are not submitted to HUI Express and therefore are not considered received by Unemployment Insurance. Click on the filename to view a facsimile of the Contribution 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 (🔍).



View History 1

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View History

Company Name: John J Smith
 Username: johnsmith@ehawaii.gov

Number of records: 10

Received Date	Time	Activity	Details	Amended	Status
01/08/2009	15:10	Submitted Wage Data	1234567890_2008_Q4.zip	<input type="checkbox"/>	Success
01/12/2009	11:07	Uploaded Contribution Report	0123456789_2008_Q4.tax	N/A	Success
01/12/2009	11:08	Removed Contribution Report	Deleted all. Number of reports: 1	N/A	Success
01/12/2009	11:09	Uploaded Contribution Report	0123456789_2008_Q4.tax	N/A	Success
01/12/2009	13:01	Submitted Payment	Number of reports: 1. Reports paid: 1. Payment Amount: 18751.91	N/A	Success

Records 1 - 5

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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 2

D. Update Account

Update Account allows changes to the account information on eHawaii.gov. Change the information, enter your current password and then click on **Update My Account**. 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

hawaii.gov Your eHawaii.gov Portal Account

Account Services

No feeds detected on this page (Alt+J)
Feeds provide updated website content

Explore Return to [Hawaii Unemployment Insurance \(HUI\) Express \(TEST\)](#) without updating.

Update an Account
Required fields are marked with a *.

Email & Password

First Name: *

Middle Name or Initial:

Last Name: *

Suffix:

Email: *

Password: *

Confirm Password: *

Secret Question: *

Secret Answer: *

Contact Information

Please provide the following information so we may contact you if necessary.
This information is used for official State business only and it will never be transferred to any 3rd party:

Street 1: *

Street 2:

City: *

State: *

Province (Non-U.S.):

Zip/Postal Code: *

Country: *

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

Home Phone Number: () (xxx) (xxx-xxxx)

Work Phone Number: * (808) (xxx) 586-9999 (xxx-xxxx)

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

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

Confirm Password

Current Password:

Update 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. HUI Express User's Guide

Click on **HUI Express User's Guide** to view Internet filing instructions.

G. 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."

H. Recover Password

If you forgot your Password, click on Recover Password. Enter your email address and click on **Retrieve Password**. A new password will be sent to your email address.

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

Menu

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- ▶ 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.

Click [here](#) to view the HUI Express User's Guide.

Getting Started

1. [Create a eHawaii.gov portal account](#). If you already 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 Support Online](#)
 HUI Express #: 808-586-8982
 Hours of Operation: 7:45 a.m. - 4:30 p.m. HST
 Tell us [what you think](#)

Welcome to HUI Express

 *Your eHawaii.gov Portal Account*
Account Services

Explore

- Retrieve Password

 **Live Chat**
Technical Support
 Click Live Support button to begin chat

Return to [Hawaii Unemployment Insurance \(HUI\) Express \(TEST\)](#) without retrieving password.

Retrieve Forgotten Password

Please enter your email address.

Email:

Retrieve Forgotten Password