

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

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

**SEPTEMBER 2013**

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## I. INTRODUCTION

The Hawaii Unemployment Insurance (HUI) Express is a secure and easy way for businesses to file their Unemployment Insurance (UI) reports and pay contributions (ACH-Debit) through the states official website at <http://hui.ehawaii.gov/hui/app/welcome.html>. Employers and Authorized Transmitters (accountants, service providers, etc.) must apply to file Quarterly Wage and Contribution and Employment and Training Assessment Report-Form UC-B6 and pay contributions online.

Through the Internet, employers and 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 free QWRS software program from the HUI Express to create the reports. 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 with payment, if payment is due.**

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 apply for online filing and demonstrate how to transmit 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

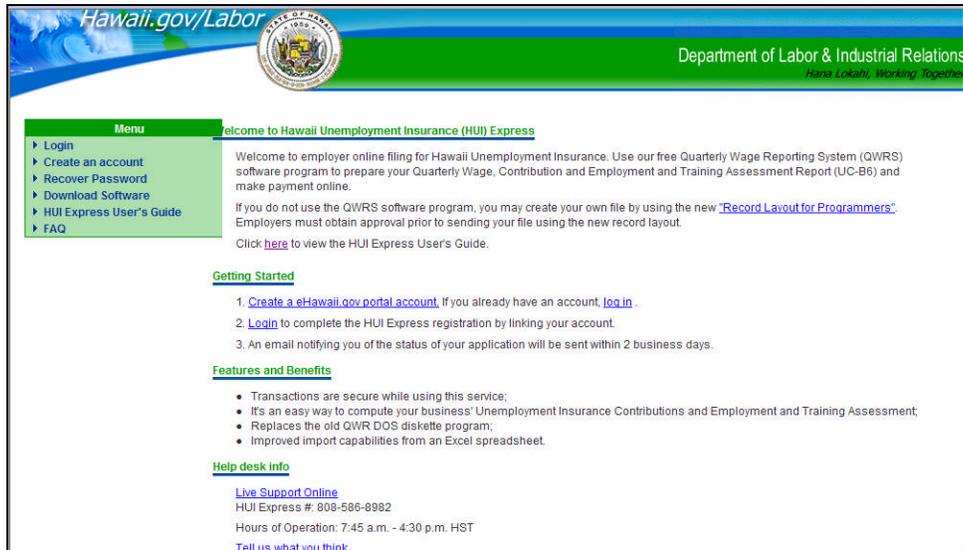
### A. Go to HUI Express website

The first step is to access <http://hui.ehawaii.gov/hui/app/welcome.html> website to “Create a eHawaii.gov account.” 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 <http://hui.ehawaii.gov/hui/app/welcome.html>. The “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page will be displayed. Employers can also log onto the <http://labor.hawaii.gov/ui/> and click on the “Employer Information” 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

Click on “**Create a eHawaii.gov portal account**” or in the Menu box click on “**Create an account**”. If you already have an account, click on **Login** to access your online account.



**Menu**

- ▶ Login
- ▶ Create an account
- ▶ Recover Password
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ 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](#)

## 2. eHawaii.gov Account, Account Services, “Create an Account” Page

At the “Create an Account” page, complete the application to create a user login (email address) and password. Enter the name of the individual 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).

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

eHawaii.gov Account Services

## Create an Account

Return to [Hawaii Unemployment Insurance \(HUI\) Express \(TEST\)](#) without creating an account.  
 All fields are **required** unless otherwise noted. [Collapse/Expand All](#)

**Name**

First Name: **Required**  Middle: OPTIONAL  Last Name:  Suffix: OPTIONAL

**Email & Password**

Email:  Password [Strong]:  Retype Password:

Secret Question:  Secret Answer:

**Contact Information**

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**.

Address:  Address Line 2: OPTIONAL

Country:  City:  State:  Zip:

Work Phone:  International format  Ext:  Home Phone: OPTIONAL

International format

Mobile Phone (USA only): OPTIONAL  Mobile Phone Provider: OPTIONAL

**Subscriber Account**

OPTIONAL: [Link to Subscriber Account](#) - To link this new account, enter your Subscriber Account credentials:

Username:  Password:

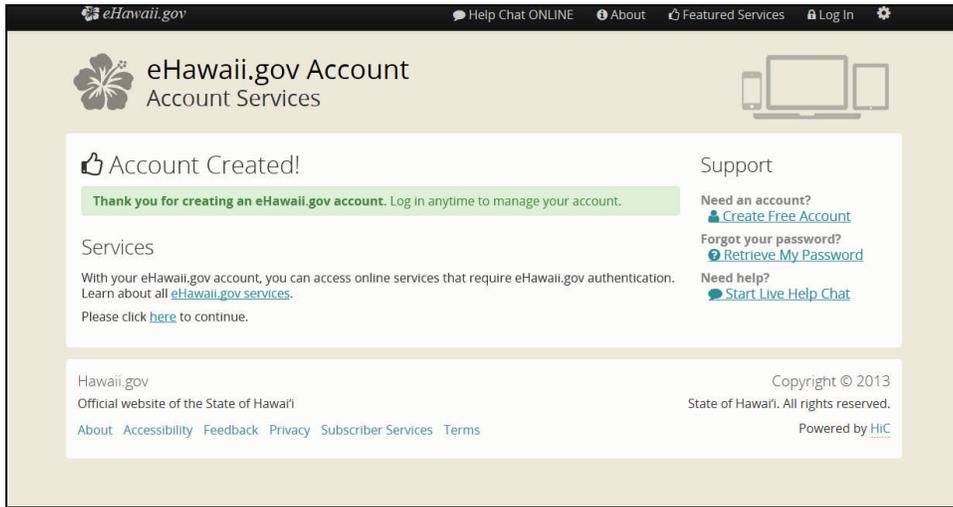
I agree to the [Terms of Use](#).  
 Email me about important dates pertaining to services I use.  
 Email me about new eHawaii.gov services as they become available.

[Create Account](#)

Hawaii.gov  
 Official website of the State of Hawai'i  
[About](#) [Accessibility](#) [Feedback](#) [Privacy](#) [Subscriber Services](#) [Terms](#)

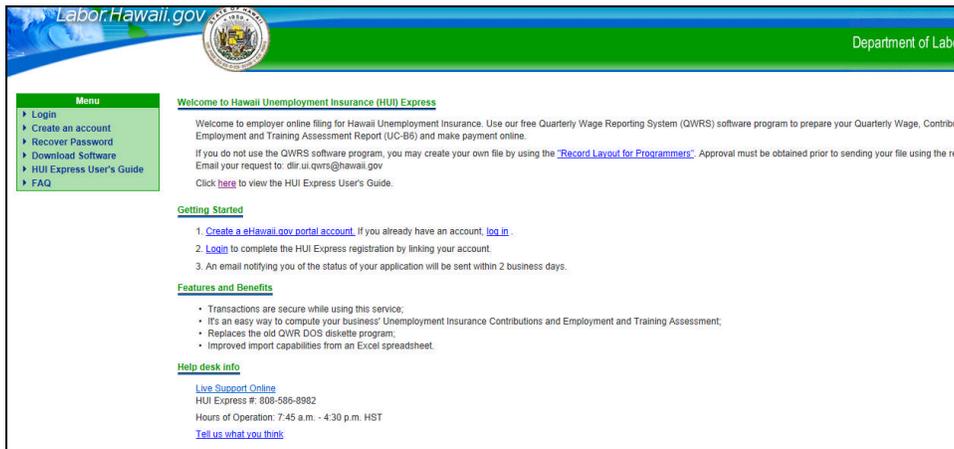
Copyright © 2013  
 State of Hawai'i. All rights reserved.  
 Powered by [HiC](#)

3. "Account Created!" Page  
 Click on "here" to continue



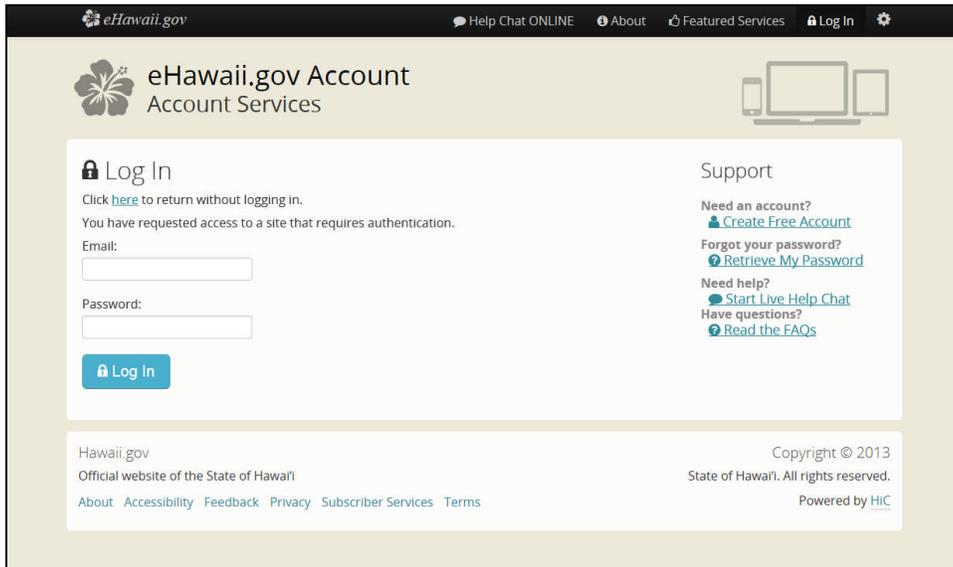
#### 4. At the “Welcome to the Hawaii Unemployment Insurance (HUI) Express” page

Click on “Login”



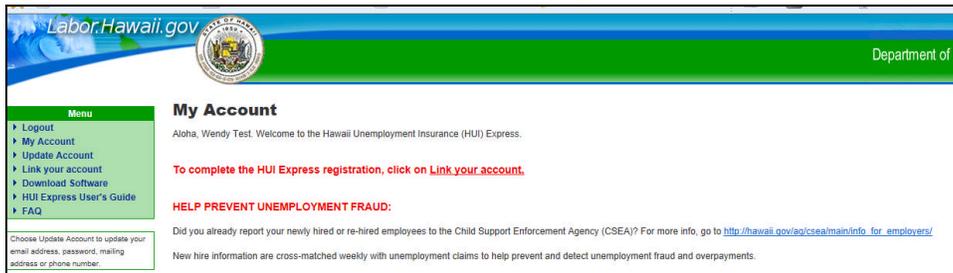
#### 5. Login Page

At the Login page, enter your email address and password. Click on the **Login** button to continue.



## 6. My Account Page

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



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

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:   
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:

## 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.

Menu		Create a Hawaii Unemployment Insurance Express Account	
<ul style="list-style-type: none"> <li>▶ Logout</li> <li>▶ My Account</li> <li>▶ Update Account</li> <li>▶ Link your account</li> <li>▶ Download Software</li> <li>▶ HUI Express User's Guide</li> <li>▶ FAQ</li> </ul>	<p style="color: red;">Click on the Submit button at bottom of page to complete registration of your HUI Express application.</p>		
<p>Choose Update Account to update your email address, password, mailing address or phone number.</p>			
<b>Applicant Information</b>			
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:	johnjsmith@ehawaii.gov		
<b>Mailing Address</b>			
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		
<b>Contact Person</b>			
Title:	Owner		
First Name:	John		
Middle Name:	Jacob		
Last Name:	Smith		
Suffix:	Jr		
Email:	johnjsmith@ehawaii.gov		
Home Phone:	-		
Work Phone:	(808) 5869999		
<input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

## 9. “Your application has been submitted” page

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

- a. Approved Applications:** Approved applications will include a link to return to HUI Express Welcome page to 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 to make changes.
- c. Disapproved Applications:** The email for Disapproved applications will include the reasons for disapproval.

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

**Your application has been submitted**

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

[View copy of submitted application](#) [Print PDF version of submitted application](#)

**Menu**

- ▶ Logout
- ▶ My Account
- ▶ Update Account
- ▶ Link your account
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ FAQ

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

**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: [dliir.ui.qwrs@hawaii.gov](mailto:dliir.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: [dliir.ui.qwrs@hawaii.gov](mailto:dliir.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](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: [dliir.ui.qwrs@hawaii.gov](mailto:dliir.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: [dlir.ui.qwrs@hawaii.gov](mailto:dlir.ui.qwrs@hawaii.gov)

### Email - Disapproved Application

## 10. My Account Page (waiting for approval of account)

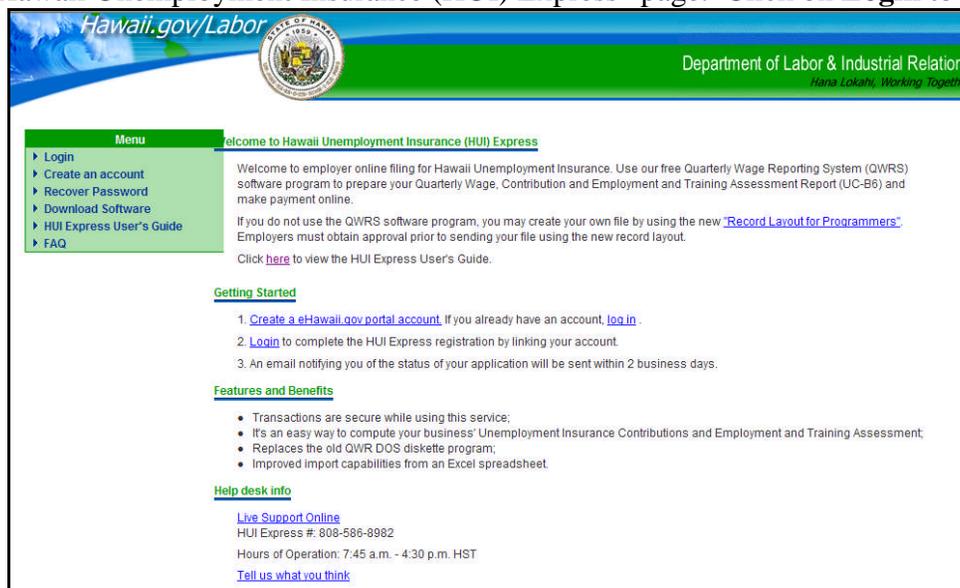
This is the "My Account" page when your application has been submitted and you are waiting for approval.



The screenshot shows the Hawaii Department of Labor & Industrial Relations website. The header includes the state seal and the slogan "Hana Lokahi, Working Together". The main heading is "Create a Hawaii Unemployment Insurance Express Account". A red message states: "Your account is already linked. Please, wait for approval." A menu on the left lists options: Logout, My Account, Update Account, Link your account, Download Software, HUI Express User's Guide, and FAQ. A small box below the menu says: "Choose Update Account to update your email address, password, mailing address or phone number."

## 11. 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.

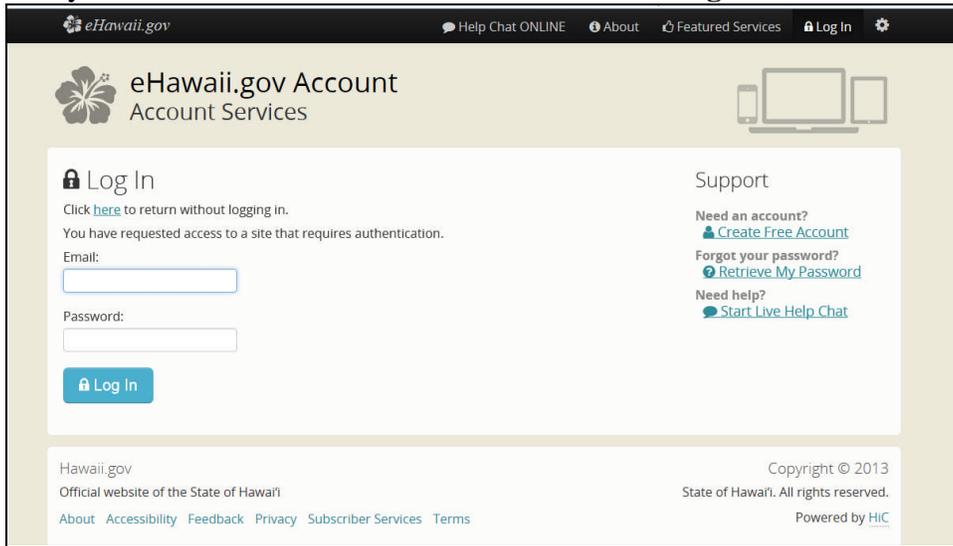


The screenshot shows the "Welcome to Hawaii Unemployment Insurance (HUI) Express" page. The header is the same as in the previous screenshot. The main heading is "Welcome to Hawaii Unemployment Insurance (HUI) Express". The page contains the following sections:

- Menu:** Login, Create an account, Recover Password, Download Software, HUI Express User's Guide, FAQ.
- Welcome message:** "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." It also mentions a "Record Layout for Programmers" and provides a link to the HUI Express User's Guide.
- Getting Started:** A list of three steps: 1. Create a eHawaii.gov portal account, 2. Login to complete the HUI Express registration, 3. An email notifying you of the status of your application will be sent within 2 business days.
- Features and Benefits:** A list of four bullet points: Transactions are secure, easy way to compute business' contributions, replaces the old QWR DOS diskette program, and improved import capabilities from Excel spreadsheets.
- Help desk info:** Live Support Online, HUI Express #: 808-686-8982, Hours of Operation: 7:45 a.m. - 4:30 p.m. HST, and a link to "Tell us what you think".

## 12. Login Page

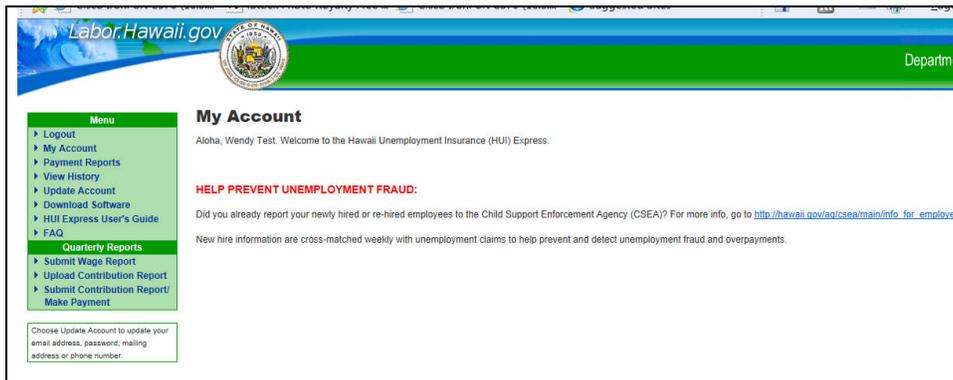
Enter your Email address and Password and click on **Login** to continue.



The screenshot shows the eHawaii.gov Account Services login page. At the top, there is a navigation bar with links for Help Chat ONLINE, About, Featured Services, and Log In. The main header includes the eHawaii.gov logo and the text "eHawaii.gov Account Account Services". Below the header, there is a "Log In" section with a lock icon, a link to return without logging in, and a message stating "You have requested access to a site that requires authentication." There are two input fields for "Email:" and "Password:", followed by a blue "Log In" button. To the right of the login section is a "Support" section with links for "Need an account? Create Free Account", "Forgot your password? Retrieve My Password", and "Need help? Start Live Help Chat". At the bottom, there is a footer with "Hawaii.gov Official website of the State of Hawaii", "Copyright © 2013 State of Hawaii. All rights reserved.", and "Powered by HIC".

## 13. 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 Contribution Report and Submit Contribution Report/Make Payment. You may also view a history of all online activities, update your account information, download the free QWRS software program and view the frequently asked questions.



The screenshot shows the Labor.Hawaii.gov My Account page. The header includes the Labor.Hawaii.gov logo and the text "Department". Below the header, there is a "Menu" section with a list of links: Logout, My Account, Payment Reports, View History, Update Account, Download Software, HUI Express User's Guide, and FAQ. The "My Account" section is highlighted in green. Below the menu, there is a "HELP PREVENT UNEMPLOYMENT FRAUD:" section with a message: "Did you already report your newly hired or re-hired employees to the Child Support Enforcement Agency (CSEA)? For more info, go to [http://hawaii.gov/ao/csea/main/info\\_for\\_employers](http://hawaii.gov/ao/csea/main/info_for_employers). New hire information are cross-matched weekly with unemployment claims to help prevent and detect unemployment fraud and overpayments." At the bottom, there is a "Quarterly Reports" section with links for Submit Wage Report, Upload Contribution Report, and Submit Contribution Report/Make Payment. There is also a small box with the text "Choose Update Account to update your email address, password, mailing address or phone number."

### B. Using the QWRS software program to register

Employers can access the website by using the QWRS software program. Open the QWRS software program and chose **File** then **Setup** from the Main QWRS page. Change the **File Destination** selection to **Internet**. Prepare your quarterly report as usual. Click on **Prepare Transmit File** and enter your covered worker counts, the name, title and phone number of the individual certifying the Form UC-B6 and the date. The Form UC-B6 will print and the transmit file will be created. The QWRS program will access your Internet connection and a message box will display, “To complete the filing process, you are being directed to <https://hui.ehawaii.gov/hui/app/welcome.html> to file your Wage Report, Contribution and E&T

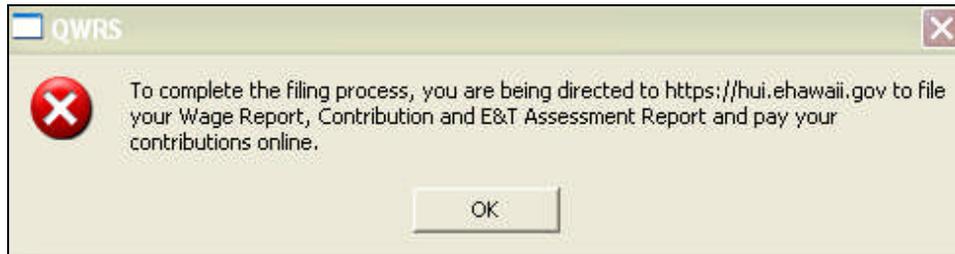
Assessment Report and pay your contributions online.” Click **OK**. The “Do you have a Hawaii Unemployment Insurance (HUI) Express account?” page opens.

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/hui/app/welcome.html> 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 Email address and Password. You will be taken to the “Submit Wage Reports” page to submit your quarterly wage file.

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



### III.I ALREADY HAVE AN EHAWAII.GOV ACCOUNT

If you registered for another eHawaii.gov service, such as Hawaii Business Express (HBE) or Hawaii Compliance Express (HCE), 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 Email address 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 <http://hui.ehawaii.gov/hui/app/welcome.html> 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.

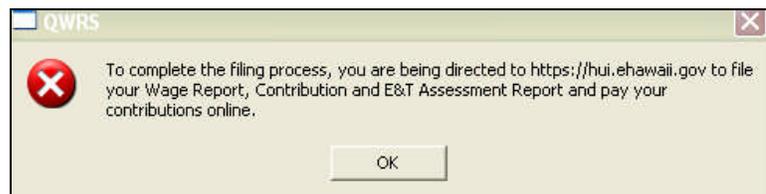
### Using the QWRS software to file reports and make payment

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 <http://hui.ehawaii.gov/hui/app/welcome.html> 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 <http://hui.ehawaii.gov/hui/app/welcome.html> 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.

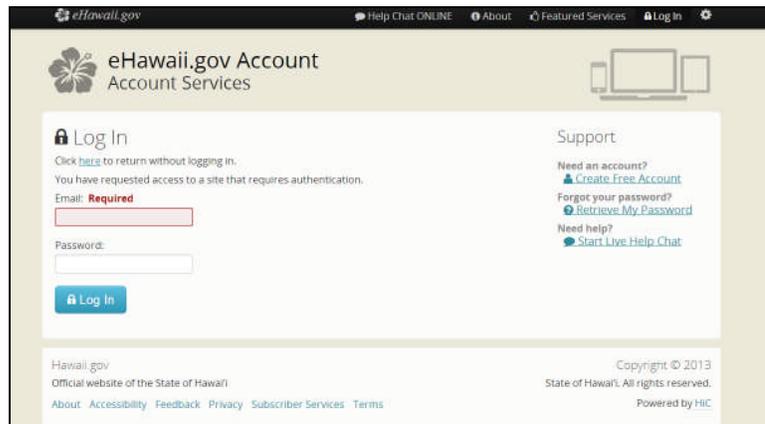
### B. Do you have a Hawaii Unemployment Insurance (HUI) Express account? Page

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 Email address 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 Email address 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\_2009\_Q1.zip

Multiple filers: SV12345678\_2009\_Q1.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, 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 your report with payment.

Hawaii.gov/Labor  Department of Labor & Industrial Relations  
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**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.

**Menu**

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ FAQ

**Quarterly Reports**

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

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**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.

**Menu**

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ FAQ

**Quarterly Reports**

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

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](mailto:dlir.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.

Hawaii.gov/Labor  
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
 Department of Labor & Industrial Relations  
 Hana Lokahi, Working Together

**Menu**

- ▶ Logout
- ▶ My Account
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- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ FAQ

**Quarterly Reports**

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

**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.

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: [dliir.ui.empsvc.tax@hawaii.gov](mailto:dliir.ui.empsvc.tax@hawaii.gov)

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

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

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

If making payment, the Submit Payment page opens with a summary of the report(s) being filed and remittance amount. To change the remittance amount or account selected, click on the **Back** button. Select payment type (eCheck or Credit Card). Click **Make Payment** button. Enter the payment information and then click on **Continue**. The Confirmation 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.

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

**Submit Contribution Report(s) (UC-B6)**

Click on the checkbox to the left of your account number to Submit and Pay your UC-B6 filing. You can pay multiple UC-B6's at one time. 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

**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
<b>Sub Total:</b>			\$ 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

### Check Payment

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

ITEM	REFERENCE NUMBER	PRICE
0123456789 AN APPLE A DAY	216-FPNQ00HY1	\$18,751.91

**Total: \$18,751.91**

---

**Contact Information**

**Name:** John Smith

**Phone Number:**

**Area code required**

**Email Address:** johnsmith@ehawaii.gov

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:**

### 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.

# 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

## 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
<b>Total:</b>			\$ 315.31	\$ 13083.50	\$ 13083.50	\$ 315.31	

[Submit](#) more contribution reports.

eHawaii.gov: The Official State Of Hawaii Internet Portal

Please keep a copy of this payment receipt for your records.

You may access this receipt online at:

<https://test-kala.ehawaii.gov/kala/receipt.html?hashedId=CRORFVTKygVmA13q1TSTyg%3D%3D>

The online receipt may also contain a button that will return you to the service that this payment was applied to.

Mahalo for your payment!

-----  
Transaction Information  
-----

Reference ID: 219-FRMD508P2  
Authorization Code: 48526  
Transaction Date: 26 Feb 2009 15:19 HST  
Transaction Amount: \$316.35  
Description: HUI Contribution Report

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

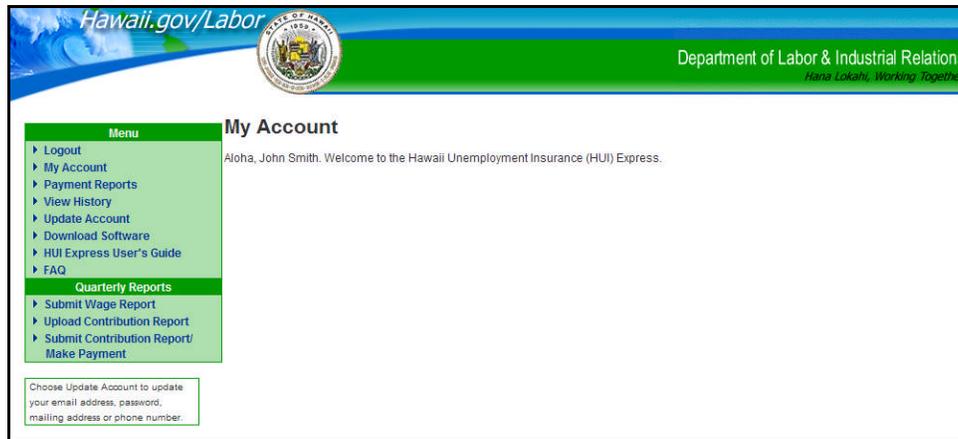
If you have any questions, please contact us at [info@ehawaii.gov](mailto:info@ehawaii.gov) or 808-695-4620.

## V. ACCOUNT MAINTENANCE AND NAVIGATION

Login at <http://hui.ehawaii.gov/hui/app/welcome.html>, 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 free QWRS software program and view frequently asked questions.

### A. My Account

Login and 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. 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 I.D.:** Enter the reference identification from the payment transaction to display the contribution payment report.

**View payments History 1**

**View Payments History 2**

## C. View History

You can view your online activities for HUI Express by selecting **View History** form 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.

### 4. 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.

## 5. 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 (🔍).

## 6. 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 (🔍).

## 7. 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 (🔍).

## 8. 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 (🔍).

The screenshot shows the Hawaii.gov/Labor website interface. At the top, there is a header with the text "Hawaii.gov/Labor" and the Department of Labor & Industrial Relations logo, which includes the text "STATE OF HAWAII 1959" and "Hana Lokahi, Working". Below the header, there is a "Menu" section with links: Logout, My Account, Payment Reports, View History, Update Account, Download Software, and FAQ. Underneath the menu is a "Quarterly Reports" section with links: Submit Wage Report, Upload Contribution Report, Submit Contribution Report, and Make Payment. A small box below the menu says "Choose Update Account to update your email address, password, mailing address or phone number." The main content area is titled "View History" and contains the following text: "View a log of reports submitted to HUI Express by entering the received dates the reports were submitted. Select the status of reports to view all reports, successfully transmitted reports or failed reports. View all reports by clicking on the 'Search' button." Below this text are three input fields: "Received Date: From:" and "To:" (both empty text boxes), "Status:" (a dropdown menu with "Any" selected), and "Type of activity:" (a dropdown menu with "Any" selected). A "Search" button is located to the right of the "Type of activity:" field.

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

**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	<a href="#">1234567890_2008_Q4.zip</a>	<input type="checkbox"/>	Success
01/12/2009	11:07	Uploaded Contribution Report	<a href="#">0123456789_2008_Q4.tax</a>	N/A	Success
01/12/2009	11:08	Removed Contribution Report	<a href="#">Deleted all. Number of reports: 1</a>	N/A	Success
01/12/2009	11:09	Uploaded Contribution Report	<a href="#">0123456789_2008_Q4.tax</a>	N/A	Success
01/12/2009	13:01	Submitted Payment	<a href="#">Number of reports: 1. Reports paid: 1. Payment Amount: 18751.91</a>	N/A	Success

Records 1 - 5

[Back](#)

**Menu**

- ▶ Logout
- ▶ My Account
- ▶ Payment Reports
- ▶ View History
- ▶ Update Account
- ▶ Download Software
- ▶ HUI Express User's Guide
- ▶ FAQ

**Quarterly Reports**

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

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

## D. Update Account

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

eHawaii.gov Account Services

## Update Account

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without updating.  
 All fields are **required** unless otherwise noted. [Collapse/Expand All](#)

**Name**

First Name: John Middle: OPTIONAL Last Name: Test Suffix: OPTIONAL III

**Email & Password**

Email: johntest@hawaii.rr.com

New Password [Strong]: Retype Password:

Secret Question: What street did you live on in third grade? Secret Answer: smith

**Contact Information**

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.**

Address: 1 punchbowl st Address Line 2: OPTIONAL

Country: United States City: honolulu State: Hawaii Zip: 96813

Work Phone: (808) 123-4567 Home Phone: OPTIONAL (808) 123-4567

Mobile Phone: OPTIONAL Mobile Phone Provider: OPTIONAL AT&T Mobility

I agree to the [Terms of Use](#).  
 Email me about important dates pertaining to services I use.  
 Email me about new eHawaii.gov services as they become available.

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Enter Your Current Password

Enter Your Current Password

### E. Download Software

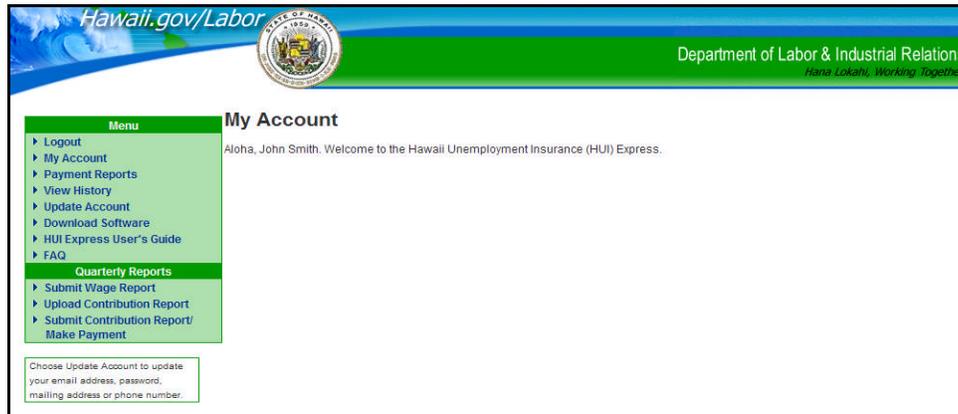
Choose the **Download Software** from the Menu box to download the QWRS software program and follow the instructions on the web page to download.

### F. HUI Express User's Guide

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

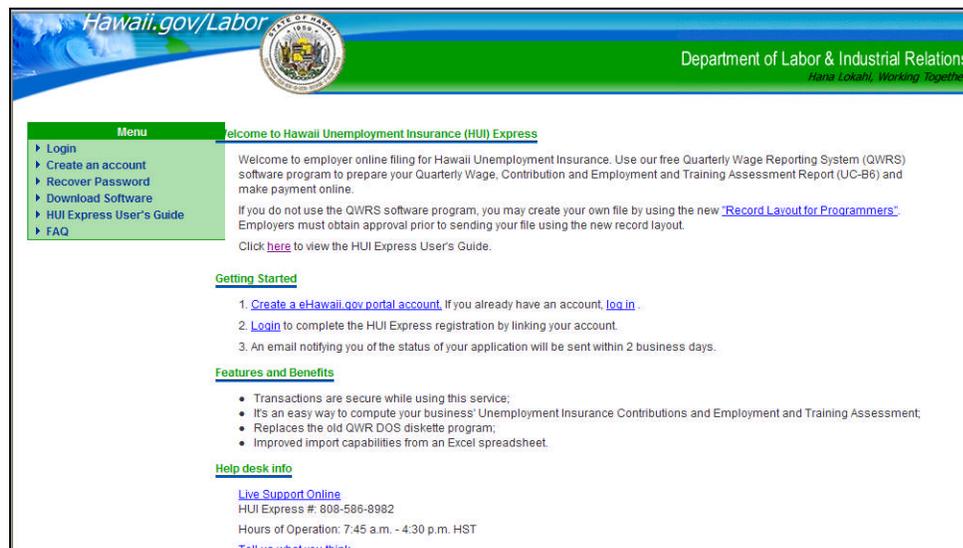
## G. Frequently Asked Questions

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.





### Retrieve Password

Return to [Hawaii Unemployment Insurance \(HUI\) Express](#) without retrieving password.  
Please enter your email address.

Email: **Required**

Retrieve Password

### Support

Change your password?  
[Update My Account](#)  
Need help?  
[Start Live Help Chat](#)

Hawaii.gov

Official website of the State of Hawai'i

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