Employers with Legacy Accounts
(Low Earnings Report (LER) and Appeals)
Current Admin user logs in to the new employer website.

http://uiclaims.hawaii.gov
Current Admin user logs in to new employer website.
If you are not the business owner, select ‘No’ and certify.

You will be taken to the Legacy dashboard.
If you are the business owner, select ‘Yes’ and certify. You will be taken to the new employer web dashboard.

Go to User Management to setup sub-users rights.
Add the Business Owner and Set as Admin
The current Admin logins.
Legacy Employer - Add Business Owner and Set as Admin

If you do not recognize your security image and phrase, click on 'Cancel' below.

Password

Security Phrase:

Security Image:

Forgot Password?  Cancel

The current Admin logins.
Check ‘No’ and Certify. On the dashboard, click on Edit Users.
Legacy Employer - Add Business Owner and Set as Admin

Current Admin in Legacy will appear here. Click on ‘Add User’ to add the business owner.
Legacy Employer - Add Business Owner and Set as Admin

Add User Disclaimer

As the primary account holder, you will receive any and all appeal notices and documents via the e-mail address you have registered, and will be able to submit online requests including, but not limited to, postponing or rescheduling a hearing; subpoenaing individuals or documents for a hearing; withdrawing an appeal request; and reopening an appeal decision.

Any additional secondary account holders you register will also receive these same notifications and have the same ability to submit online requests. By registering a secondary account holder, you acknowledge that that individual has the right to receive appeal information and make appeal-related requests on behalf of your company or business entity. You also acknowledge that it is your responsibility to delete any secondary accounts already created when that individual separates from employment or is otherwise no longer authorized to represent your company or entity.

If you have any questions about registering a secondary account for unemployment appeal purposes before proceeding further, please visit our website at http://labor.hawaii.gov/esaro, or contact the Employment Security Appeals Referees' Office at (808) 586-8930.

☐ acknowledge that I understand and will abide by these terms.

Continue

Read and acknowledge.
Legacy Employer - Add Business Owner and Set as Admin

Enter the business owner, partner/member or corporate officer's information.
The new user will be listed here. Click on Name to edit user.
To make the business owner the new Administrator, click “Set Admin”
New Admin/Business Owner Logins to New Employer Website
Now, the new Admin/Business owner logs in to the employer website:

http://uiclaims.hawaii.gov
Legacy Employer - New Admin/Business Owner Logins to New Employer Website

If you do not recognize your security image and phrase, click on 'Cancel' below.

Password

Security Phrase:

Security Image:

Forgot Password?  Cancel

New Admin/Business Owner logins.
Select ‘Yes’ and certify. You will be taken to the New Employer website dashboard.

Go to User Management to setup sub-users rights.