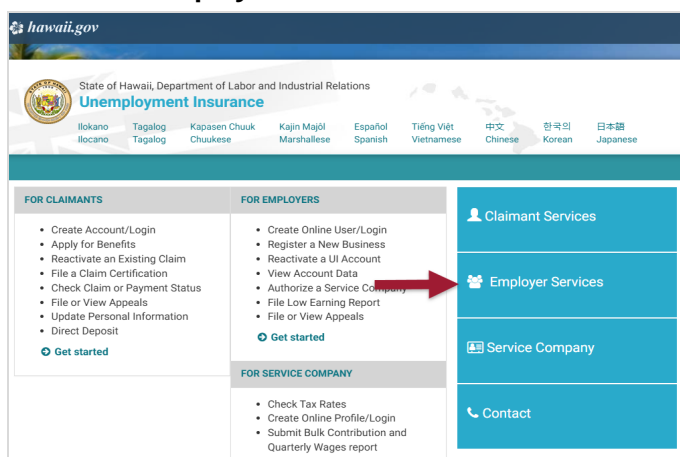


Pulling Hawaii Charges from the State Portal

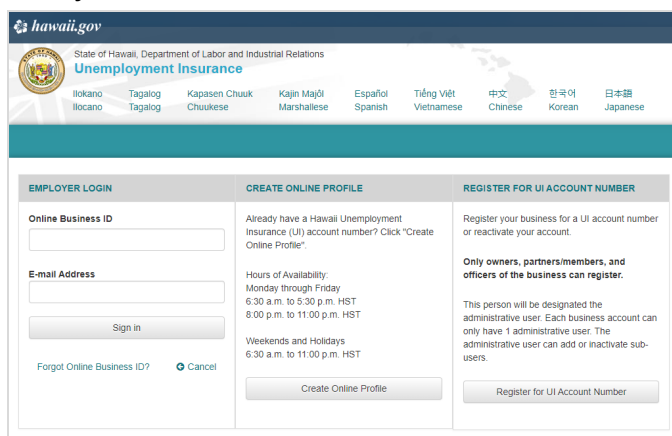
This document is intended to provide instructions for pulling charges from the Hawaii State Portal. Equifax® will not be mailed monthly reimbursing or quarterly merit rated benefit charge statements as your TPA (Third Party Administrator). However, Equifax may be able to receive audit benefit charges on your behalf to provide you with accurate rate projections as well as contest any erroneous charges.

Instructions for retrieving the statements

1. Login to <https://huiclaims3.hawaii.gov/>.
2. Click on the **Employer Services** tab.



3. Enter your **Online Business ID** and **Email Address**, and click **Sign In**.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

4. Enter your **password** and click **Login**.

The screenshot shows the 'EMPLOYER LOGIN - PASSWORD' page on the Hawaii Department of Labor and Industrial Relations website. It includes a header with the state logo and language options. The login section has fields for 'Password' and 'Security Phrase' (with 'Kitty' entered), a 'Security Image' (a cat), and a 'Login' button. There are also links for 'Forgot Password?' and 'Cancel'.

5. You may click on **any notices at the top** or click on **Account Inquiry**.

The screenshot shows the 'ACCOUNT SETTINGS' page. At the top, a yellow banner reads 'Your account is delinquent. Click Here ->'. Below this are four sections: 'Fraud Reporting', 'Refusal to Accept Work Report', 'Account Inquiry' (which is selected), and 'Notifications'. The 'Account Inquiry' section provides a link to view employer account information. The 'ACCOUNT SETTINGS' sidebar on the right includes an 'Edit Profile' link and instructions on how to change account details.

6. Under **Employer Information**, click on **Quarterly Report**.

The screenshot shows the 'Account Inquiry' page with the 'Quarterly Report' tab selected. It displays 'EMPLOYER INFORMATION' and an 'ACCOUNT SUMMARY' table. The 'Quarterly Report' section shows the report year as 2023 and quarter as QTR 2. The 'ACCOUNT SUMMARY' table compares 2022 and 2023 data.

	2022	2023
2022 Schedule:	0	
Taxable Wage Base:	\$51,600.00	
Contribution Rate:	1.000%	
E & T Assessment Rate:	0.010%	
YTD Benefits Charged:	-\$99,358.35	

The 'Quarterly Report' section also displays the following information:

- Report Year: 2023
- Report Quarter: QTR 2
- Quarterly Report Received Date: No Report Received
- Wage Source: No Report Filed
- Contribution Rate: 2.200%
- E & T Assessment Rate: 0.010%
- Total Wages: \$0.00
- Excess Wages: \$0.00
- Taxable Wages: \$0.00
- Contribution Assessed: \$0.00

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

7. Choose the **Report Year** and **Report Quarter** needed.

Home / Account Inquiry

Account Inquiry

EMPLOYER INFORMATION

Account Number:
Federal ID Number:
Registered Name:
DBA:
Mailing Address:

Phone:
Liability Date:
Status: Active

ACCOUNT SUMMARY

2022
Schedule: D
Taxable Wage Base: \$51,600.00
Contribution Rate: 1.000%
E & T Assessment Rate: 0.010%
YTD Benefits Charged: -\$99,358.35

Quarterly Report | Rate

Report Year: 2023
Report Quarter: QTR 2

(It may take 24-48 hours for any reports and payments to display.)

Quarterly Report Received Date: No Report Received
Wage Source: No Report Filed
Contribution Rate: 2.200%
E & T Assessment Rate: 0.010%
Total Wages: \$0.00
Excess Wages: \$0.00
Taxable Wages: \$0.00
Contribution Assessed: \$0.00

8. Click on the **link** in the lower left for **benefit charges** to go to **Notifications**.

Home / Notifications

Notifications

Filter Results: Show 10 Entries

Sent Date	Subject	Last Viewed Date	Last Viewed By	Actions
03-08-2021 14:15:16 (HST)	CONTRIBUTION RATE NOTICE	03-09-2021 12:49:23 (HST)		View
03-15-2023 05:15:03 (HST)	CONTRIBUTION RATE NOTICE	04-06-2023 14:38:06 (HST)		View
03-15-2022 15:34:09 (HST)	CONTRIBUTION RATE NOTICE	03-14-2023 12:23:09 (HST)		View
07-04-2021 08:04:31 (HST)	STATEMENT OF BENEFIT CHARGES	07-06-2021 14:34:50 (HST)		View
03-08-2020 08:39:44 (HST)	CONTRIBUTION RATE NOTICE	04-01-2020 21:09:54 (HST)		View

< Previous 1 Next >

Cancel and Exit

For reimbursing accounts, the document name is Request For Reimbursement and will be available approximately four days after every month end.

For merit rated accounts, the document name is Statement of Benefit Charges and will be available approximately two days after every quarter end.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Sending the Benefit Charges to Equifax for Proper Handling

You have two options for sending the benefit charge statements to us for proper handling:

1. Attach a copy of the benefit charge statement PDF file to a secure email to Equifax at equifaxchargedocuments@equifax.com. Please do not copy and paste the benefit charge statement image into an email.
2. Fax a copy of the benefit charge statement to **888.313.2851**.

Note: It is recommended to place a reminder on an online calendar for this process.

Setting up a New Employer Portal Account

If you are needing assistance with setting up your employer access, please access the state's Employer User Guide available online at <https://labor.hawaii.gov/ui/files/2019/02/ISP-.pdf>.

Once the setup is complete, please follow the instructions listed above.

More Training is Available!

More Unemployment Claims training is available on our [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel. Links to sources may be to third party sites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third party sites or services.

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