





Employee Web Services

Welcome to Hawaii Human Resources, Inc. (HiHR). The web services overview will guide you through the HiHR Employee website, touching upon the various options that are available to you 24 hours a day.

1. Enter the following address in your web browser: <http://hihrhawaii.com/>

2. Click the  tab located at the top right of the page and select 

3. 

The screenshot shows the HiHR Hawaii Human Resources logo at the top. Below the logo is the text "Employee Login". There are two input fields: "Username" and "Password". Below the "Password" field is a link for "Password Reminder". At the bottom of the form are two buttons: "Register" and "Login".

You must 1st **Register**.

Please click the **Register** tab.

4. 

The screenshot shows the HiHR Hawaii Human Resources logo at the top. Below the logo is the text "Registration". There are six input fields: "Last Name", "Birth Date", "Soc-Sec-Num (last 4 digits)", "Email", "Confirm Email", and "Create Username". At the bottom of the form are two buttons: "Back" and "Continue".

Enter the requested information that is listed under the Registration page.

Once complete select the **Continue** tab.





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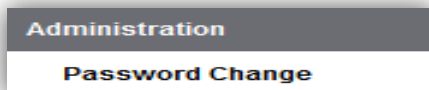
5.



If you have successfully registered you will receive the notification message to the left. Please check your email account that you entered, an email with your temporary password will have been sent. Please use the assigned code when you first login.

Once you login utilize the three main tabs on the left of the screen to access your personal and benefit information.

6.



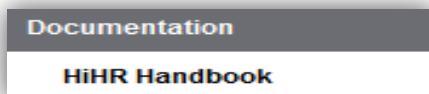
If you would like to change your password, the option to do so is located under the **Administration** tab.

7.



The **Inquiries** tab lists the information you might be participating in. So depending on your company you may have information listed under each tab or a few but there will always be information under check stub. All options are available to view and print for your records.

8.



The final tab, **Documents**, houses your HiHR Handbook.

We continue to expand our web capabilities so check-in frequently for updates to your account. Should you have any questions please feel free to contact us: clientrelations@hihrhawaii.com.

