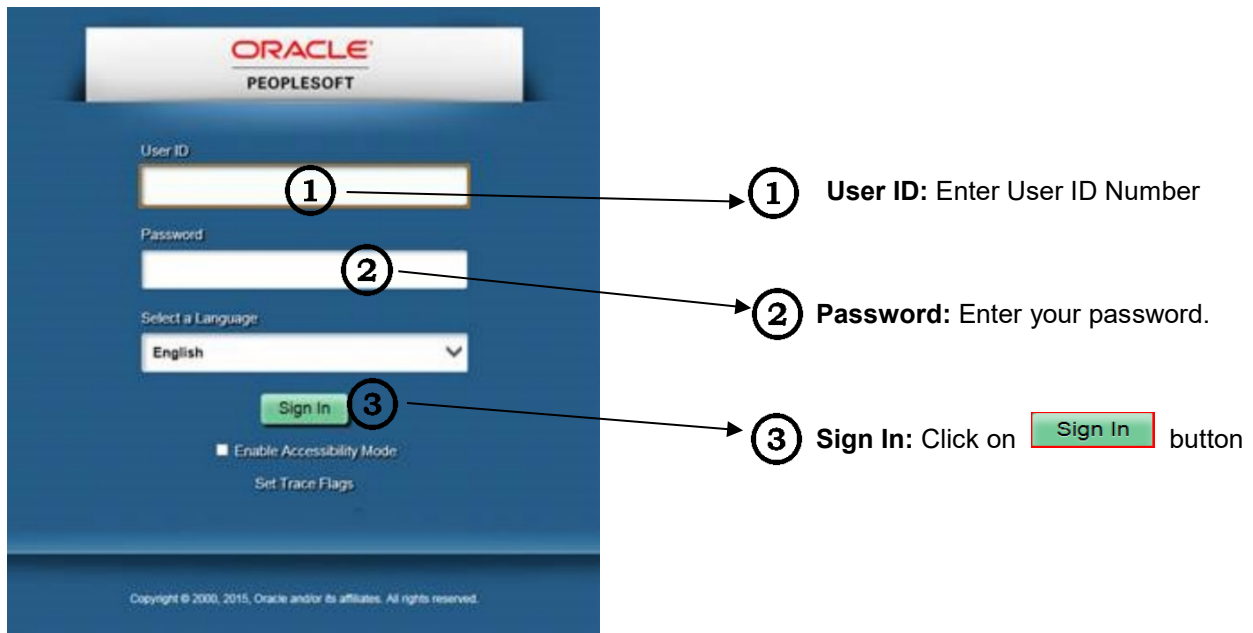


## How to Change Your Address

### First, log into System:

- Log into the Hawaii Information Portal at [HIP.hawaii.gov](http://HIP.hawaii.gov)
- At the log in screen, enter your User ID in the **User ID** field and Password in the **Password** field.
- “English” will be defaulted in the **Select a Language** field.




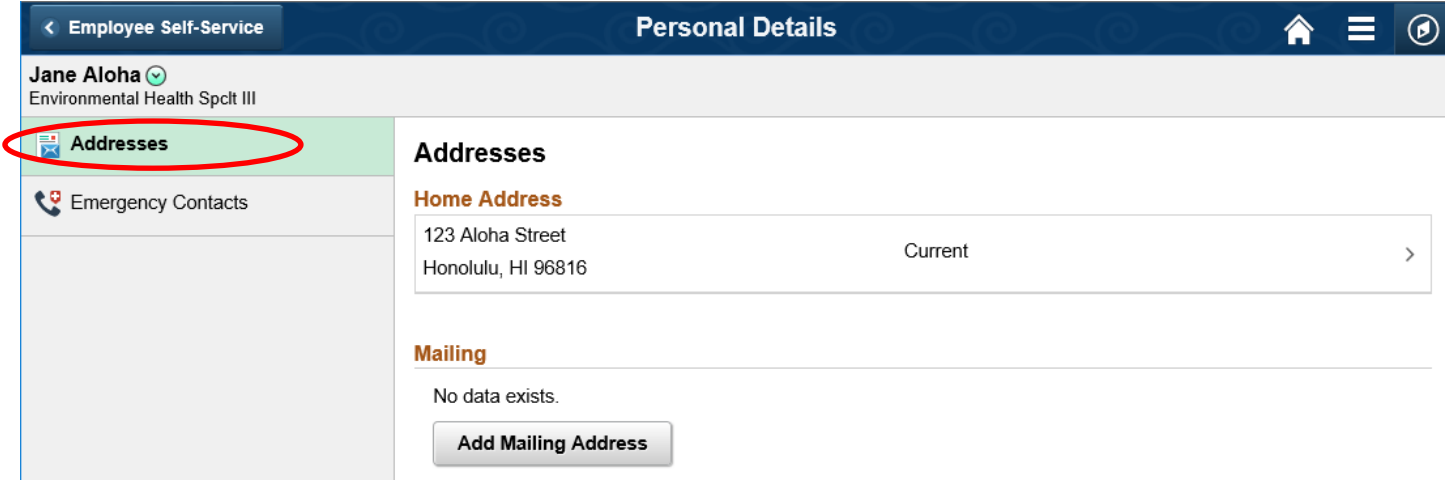
- Click on the  button.



To enter or update your address Information, click on the **Employee Profile** menu tile.



The  **Addresses** information page will open. There you will see the detail lines of your **Home** and **Mailing** address information. Note: You must have a home address, it is required as this is the address printed on your pay statement and W-2. Your mailing address is *optional*.



**Employee Self-Service** Personal Details

Jane Aloha  
Environmental Health Spclt III

**Addresses**

Emergency Contacts

**Home Address**

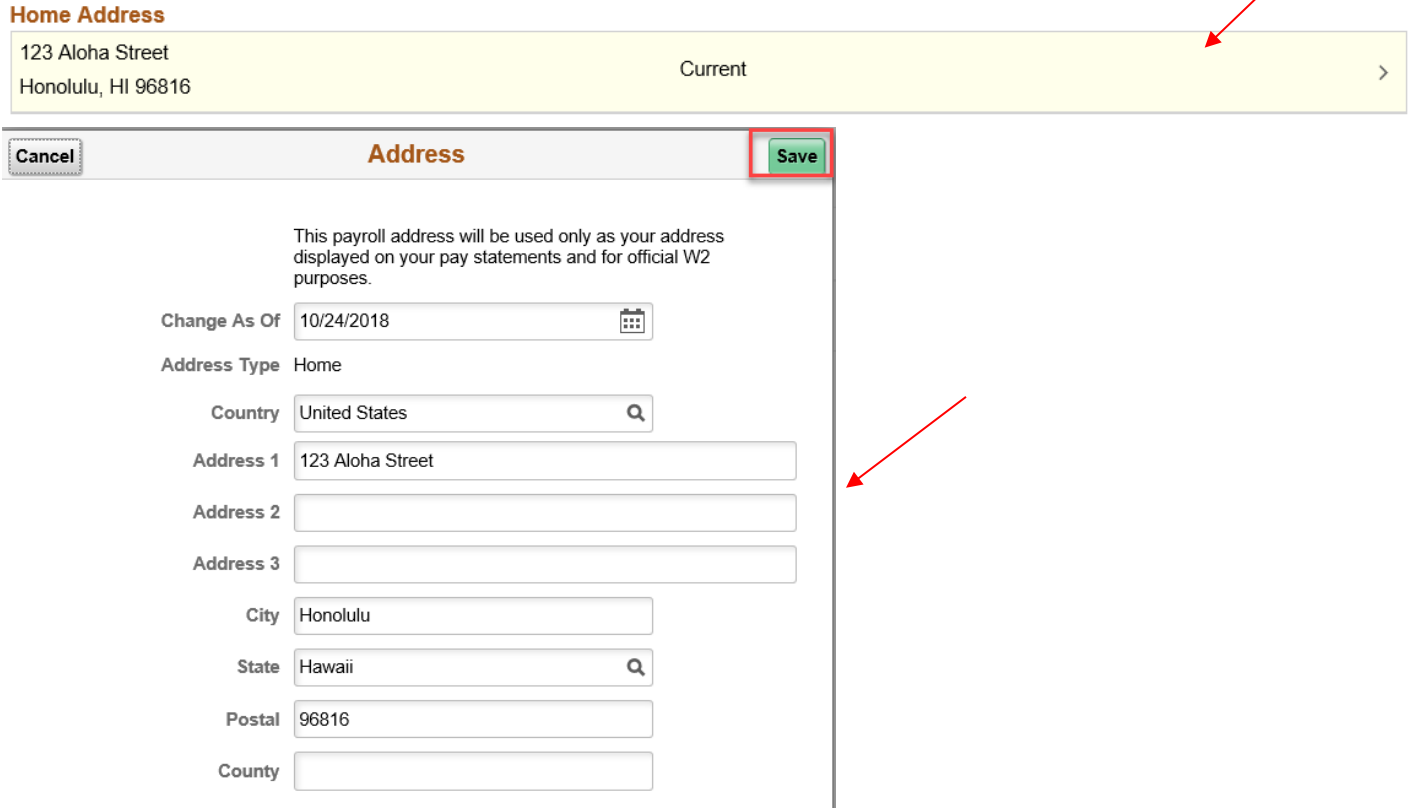
123 Aloha Street  
Honolulu, HI 96816 Current

**Mailing**

No data exists.

**Add Mailing Address**

To update the Home address, click anywhere on the **Home** address line. A pop-up window will appear. Enter or update your **Home** address information within the fields then click Save.



**Home Address**

123 Aloha Street  
Honolulu, HI 96816 Current

**Address**

This payroll address will be used only as your address displayed on your pay statements and for official W2 purposes.

Change As Of: 10/24/2018

Address Type: Home

Country: United States

Address 1: 123 Aloha Street

Address 2:

Address 3:

City: Honolulu

State: Hawaii

Postal: 96816

County:

**Add Mailing Address**

To enter a mailing address, click on the **Add Mailing Address** button to open the mailing address information fields. Enter or update your **mailing** address information within the fields, then click save.

\*Please note: If you have no mailing address, you may leave blank.

**Mailing**

No data exists.

**Add Mailing Address**

**Address**

Change As Of: 10/24/2018

Address Type: Mailing

Country: United States

Address 1: [ ]

Address 2: [ ]

Address 3: [ ]

City: [ ]

State: [ ]

Postal: [ ]

County: [ ]

Buttons: Cancel, Save

**To log off system:**

- To log off, click on the Actions menu bar.
- Click on the link

