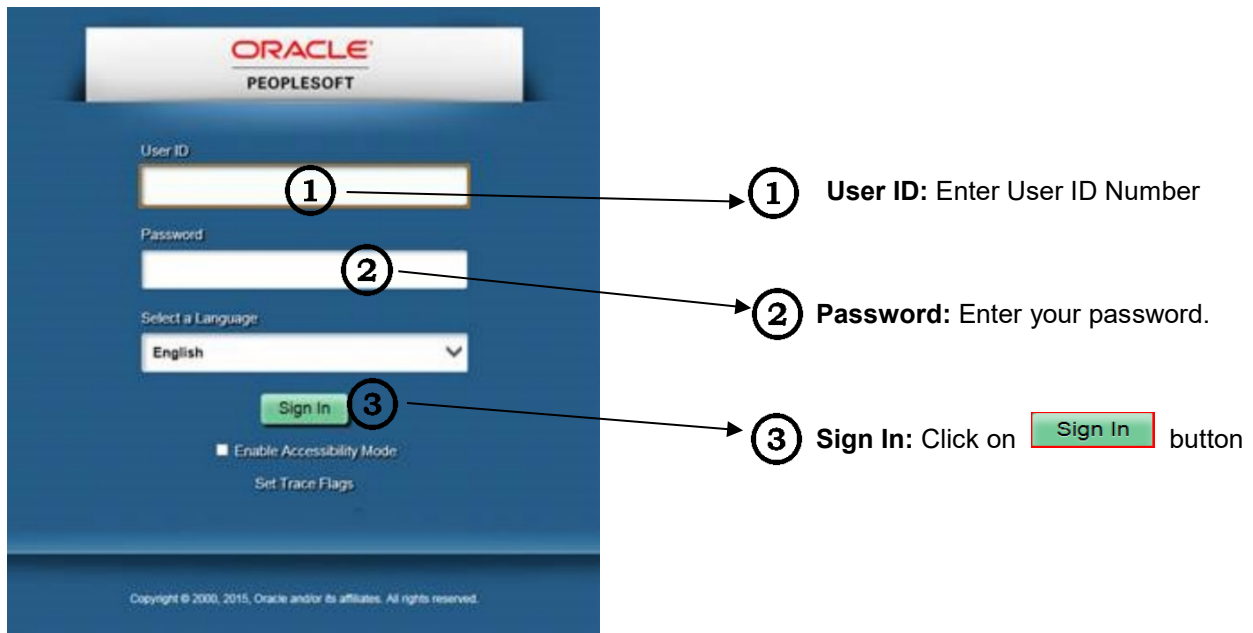# How to Change Your Address

First, log into System:

- Log into the Hawaii Information Portal at **HIP.hawaii.gov**
- At the log in screen, enter your User ID in the **User ID** field and Password in the **Password** field.
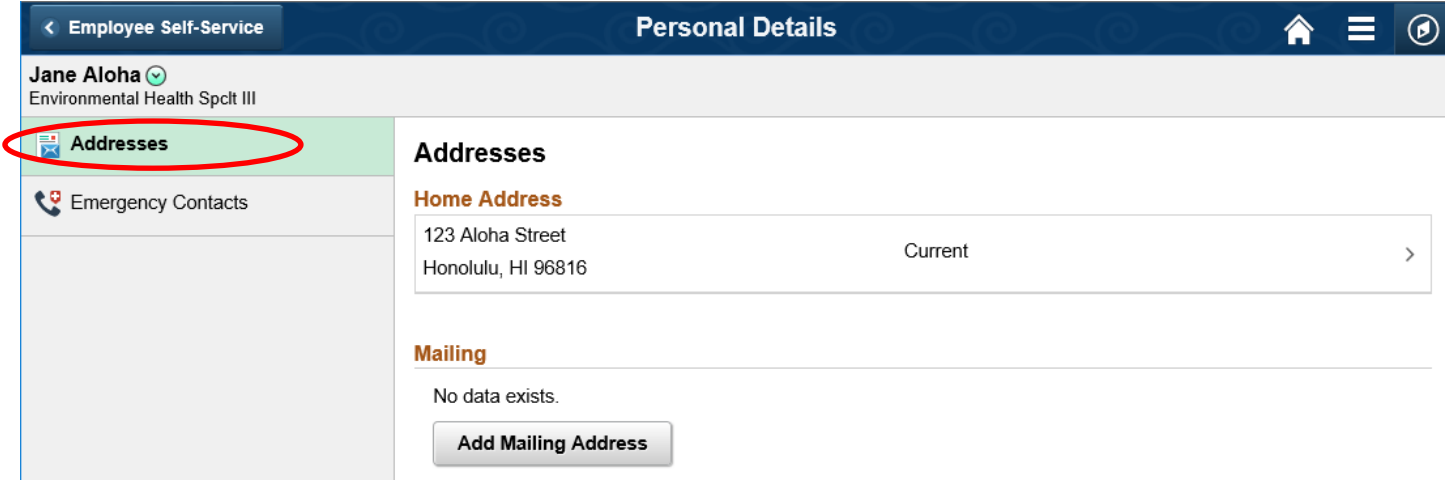- "English" will be defaulted in the **Select a Language** field.

① **User ID:** Enter User ID Number

② **Password:** Enter your password.

③ **Sign In:** Click on [Sign In] button

- Click on the [Sign In] 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*.

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.

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.
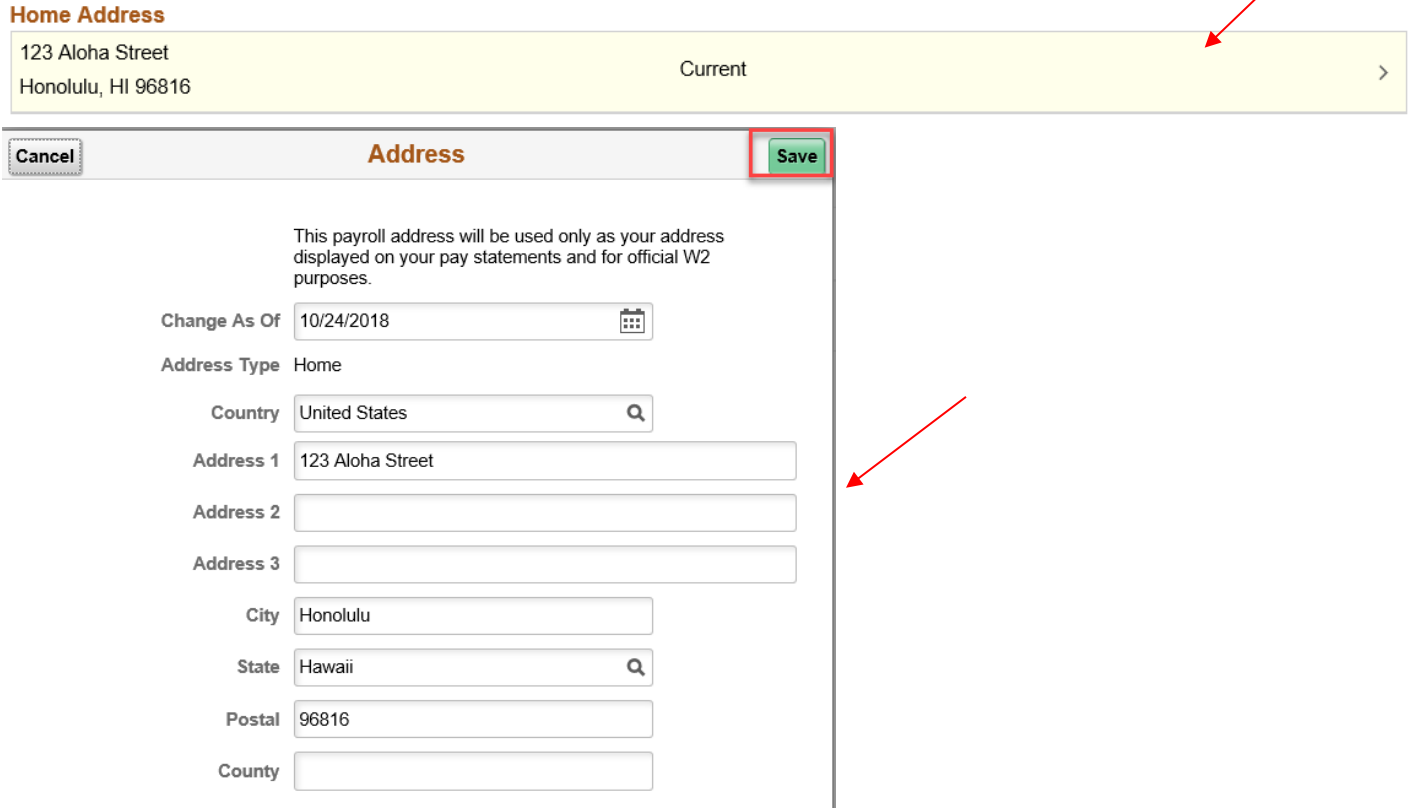
Mailing

No data exists.

Add Mailing Address

To log off system:

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

- Click on the Sign Out link