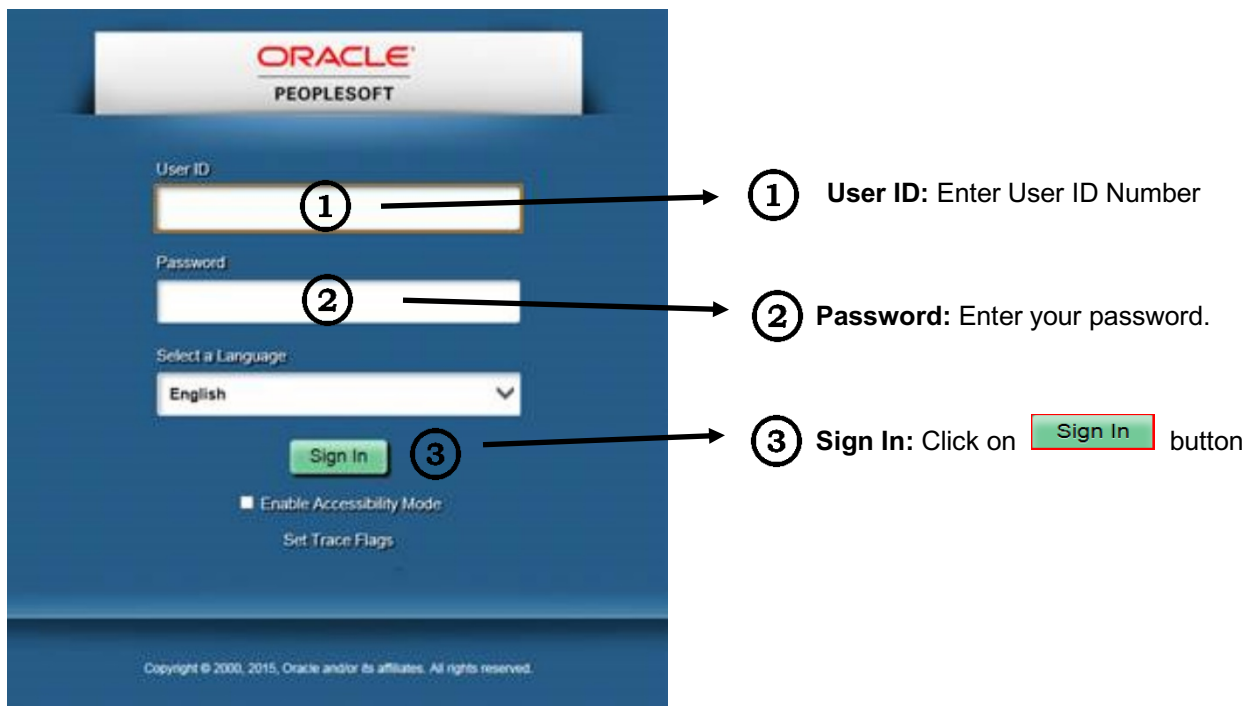# How to Submit Your Direct Deposit Information

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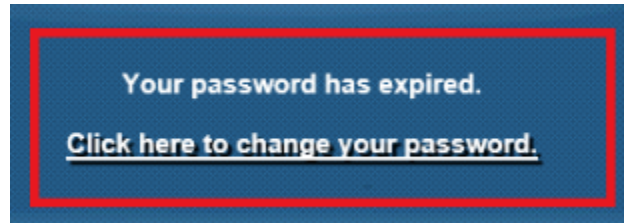
1. Log into the Hawaii Information Portal at **HIP.hawaii.gov**
2. At the log in screen, enter your User ID in the **User ID** field and Password in the **Password** field.
3. "English" will be defaulted in the **Select a Language** field.

4. Click on the **Sign In** button.
   - The first time you enter your assigned temporary password, the system will require you to create a new password.
   - If this is not the first time logging in, the Online Payroll Employee Self-Service Home page will display.

HAWAII Information Portal

5. Click on the link **Click here to change your password.** to change your password.

> Your password has expired.
>
> **Click here to change your password.**

NOTE: Your new password must contain *a minimum of 10 characters with at least one upper case letter, one lower case letter, one number (0 through 9), and one special character such as !, @, or $.*

HAWAII Information Portal

Change Password   Description

   User ID 0033421

*Current Password [   ]

   *New Password [   ]

*Confirm Password [   ]

[Change Password]

6. Enter the following information:
  - **Confirm Password:** Enter your temporary password into the **Current Password** field from the letter you received.
  - **New Password:** Enter your new password into the **New Password** field.
  - **Confirm Password:** Retype your new password into the **Confirm Password** field.
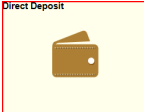
7. Click the [**Change Password**] Change Password button to change your password.

Revision Date: 08/30/18

Enter Direct Deposit Information

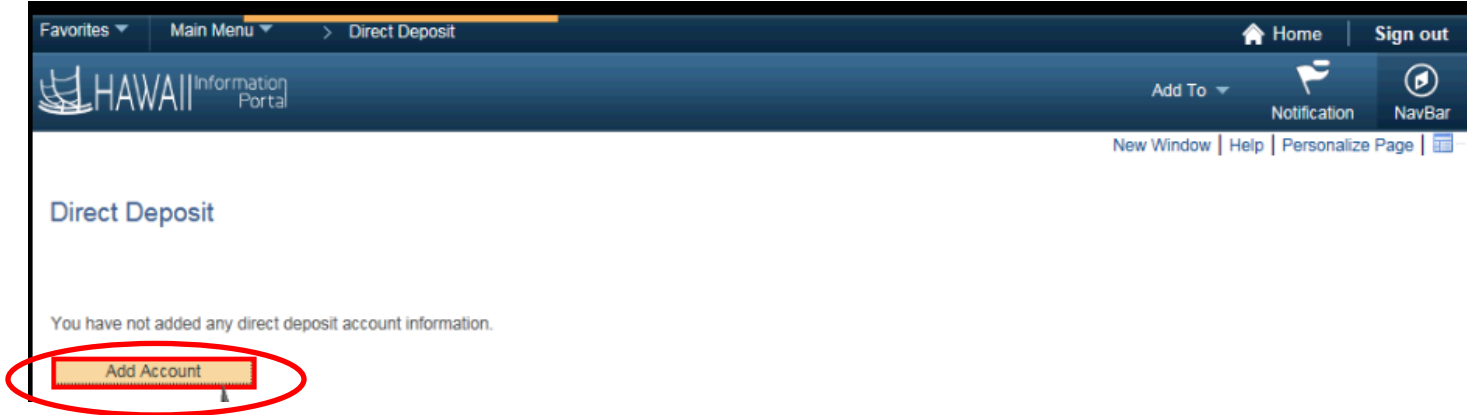8. After logging in to the system, you should see the **Direct Deposit** menu tile.

PLEASE NOTE:

If you do not see the **Direct Deposit** menu tile, and only the **Pay Statements** menu tile, you are not using a State networked computer as shown below. To proceed forward and access the **Direct Deposit** menu tile, please use a State networked computer.
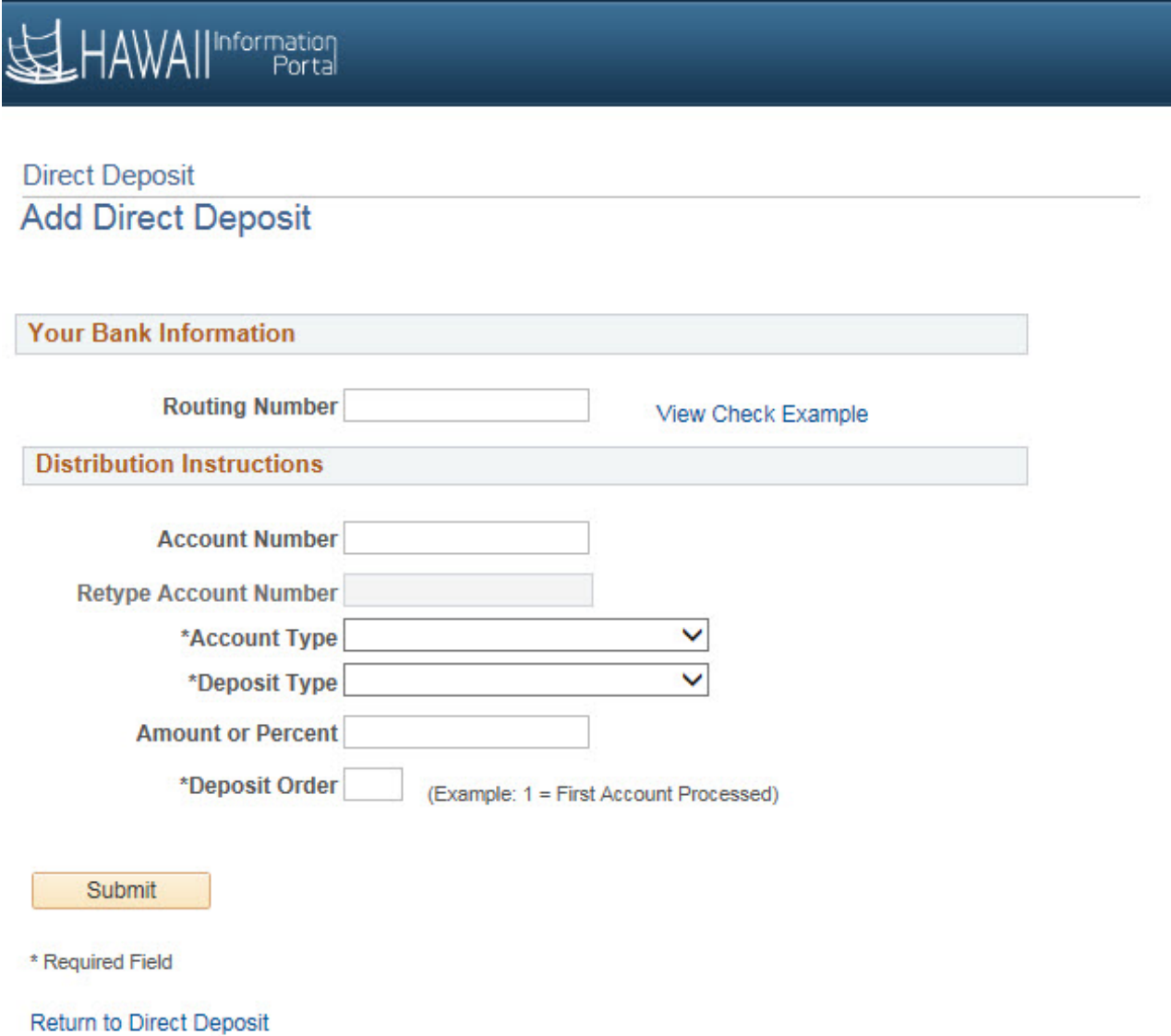

9. Click the **Direct Deposit** menu tile.

10. Click the [Add Account] button.

Revision Date: 08/30/18

11. The Add Direct Deposit page appears.

Direct Deposit
Add Direct Deposit

Your Bank Information		

Routing Number [ ]   View Check Example

Distribution Instructions		

Account Number [ ]
Retype Account Number [ ]
*Account Type [▼]
*Deposit Type [▼]
Amount or Percent [ ]
*Deposit Order [ ]   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

To Set-up your Primary Direct Deposit (Balance of Net Pay) Account:

See how to find my routing and account information on page 7.

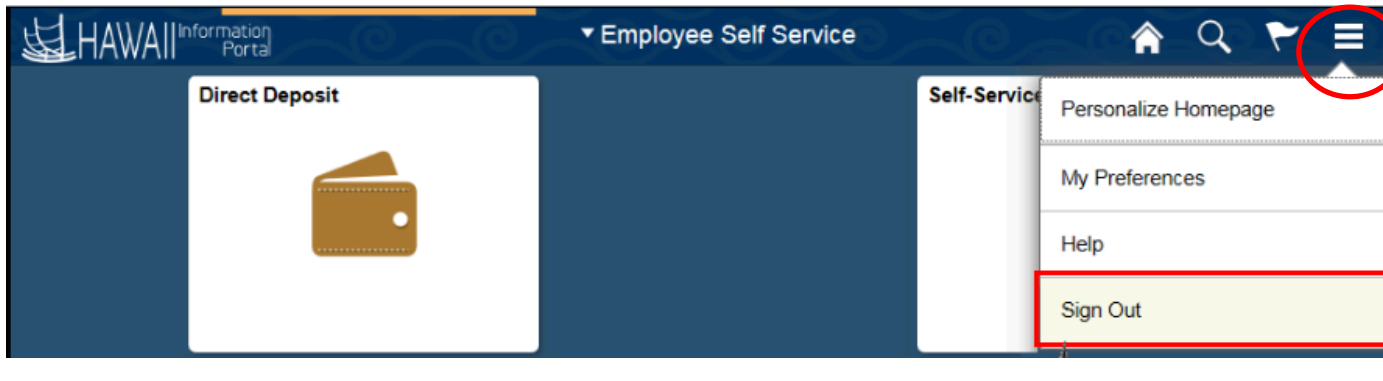| Fields	Enter Primary Direct Deposit Account
Routing Number	Enter your financial institution's 9-digit routing number. Click in next field. (*If you get error message for routing number, see page 6*)
Account Number	Enter your account number. Tab to next field. *(Do not enter any special characters such as dashes or spaces)*
Retype Account Number	Retype your account number.
Account Type	Click the drop-down arrow [⌄] to select Checking Savings
Deposit Type	Click the drop-down arrow [⌄] to select Balance of Net Pay Balance of Net Pay means that your remaining money after taxes and deductions will be deposited into the specified bank account. *Note: All employees must have a Deposit Type - Balance of Net Pay.*
Amount or Percent	Leave blank.
Deposit Order	Deposit Order – The payroll system automatically assigns 999.
[button]	Double check information entered. Click on the submit button.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	121301015	XXXXX4321	Balance of Net Pay		999	🖉	🗑

If you only have one direct deposit account, you have completed your direct deposit set up and may log off the system (see below).
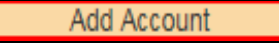
Log Off System:

1. To log off click on the [☰] Actions menu bar.

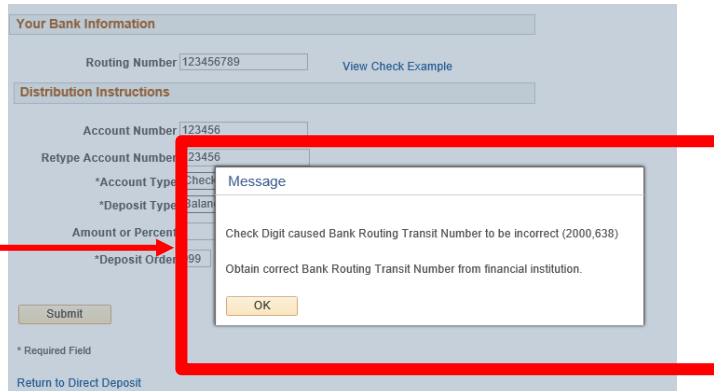2. Click on the _____Sign Out_____ link

Optional - Additional Direct Deposit Accounts Set-Up:

After you have completed your Primary Direct Deposit Account set up, follow these instructions for additional Direct Deposit Accounts set up.

Screen Fields	Enter Additional Direct Deposit Accounts
Add Account	Click on add account button to add an additional direct deposit account
Routing Number	Enter the financial institution's 9-digit routing number. Click in next field. *If you get error message for routing number, see page 6.*
Account Number	Enter your account number. (Do not enter any special characters such as dashes or spaces) Tab to next field.
Retype Account Number	Retype your account number.
Account Type	Click the drop-down arrow _____ to select your Account Type: • **Checking** • **Savings**
Deposit Type	Click the drop-down arrow _____ and select either: • **Amount** • **Percent**
Amount or Percent	This Amount or Percent will be deposited every pay day. If you selected "**Amount**" as the Deposit Type then enter an amount (example 10.50). If you selected "**Percent**" as the Deposit Type then enter a percent (example 20). The percentage of your pay that you want deposited needs to be less than 100%.
Deposit Order	Enter the order of the deposits (1, 2, etc.). You are directing the system to deposit your pay in this order 1st, 2nd, etc. and then 999 will be deposited last.
	Double check information entered. Click on the submit button. When you are finished entering all direct deposit accounts, see log off system instructions on page 5.

Error Message for Routing Number:
o   If you receive the message below, this means that the Routing Number entered does not exist in our system. Please contact the Hawaii Information Portal (HIP) Service Center to assist you at (808) 201-SERV [7378] or email at hip@hawaii.gov and provide the routing number, bank name, address, and phone number.

HOW DO I FIND MY CHECKING AND SAVINGS ACCOUNT NUMBER AND ROUTING NUMBER?

Checking – Please refer to your personal check to locate routing and account numbers as shown below. Do not use a deposit slip as your reference numbers on the bottom may differ.

Employee Name	Date _____ **1001**
Home Address	
Honolulu, HI 96813	
PAY TO THE ORDER OF _____ $ [ ]	
_____ DOLLARS	
BANK NAME	
Bank Address	
Honolulu, HI 96813	
800-800-8888	
Memo: _____	_____

⑆121301028⑆ 000111222333⑈▪ 1001

Routing Number   **Account Number**   **Check Number**

Savings - For account number, see sample below. For routing number, please contact your bank or credit union.

$First Bank of Aloha   Account: 885100126 ⬅

Last Statement: February 28, 2018	Page 1 of 1
This Statement: March 31, 2018	Number of Enclosures (0)
Total days in statement period: 31	Direct Inquiries to: (808) 123-4567

John Q. Doe

1151 Punchbowl Ave., Apt. 501

Honolulu, HI 96813

Revision Date: 08/30/18