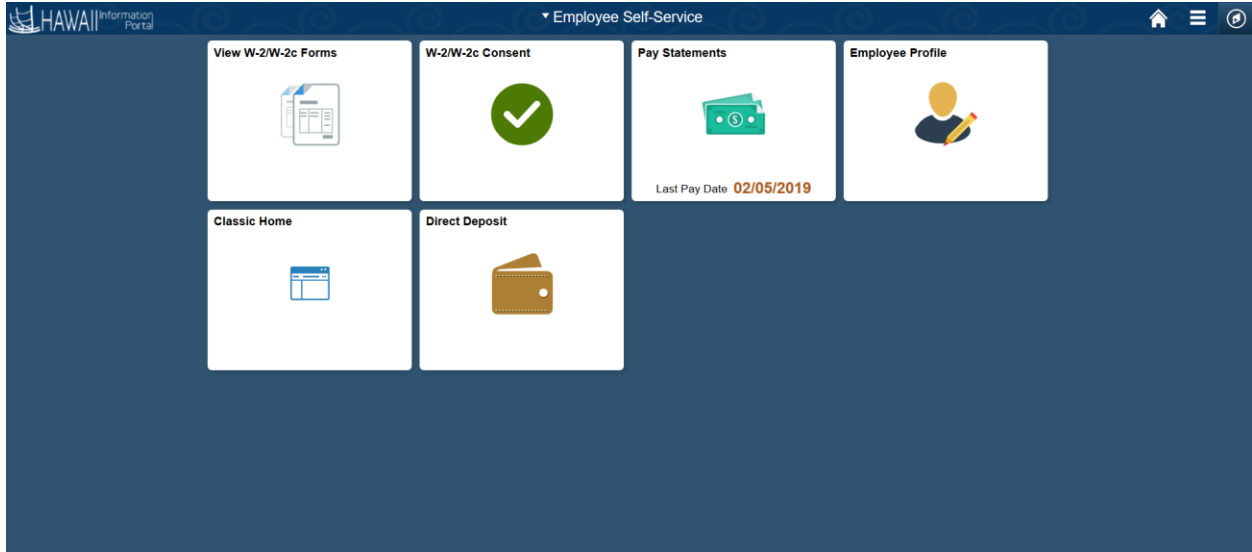


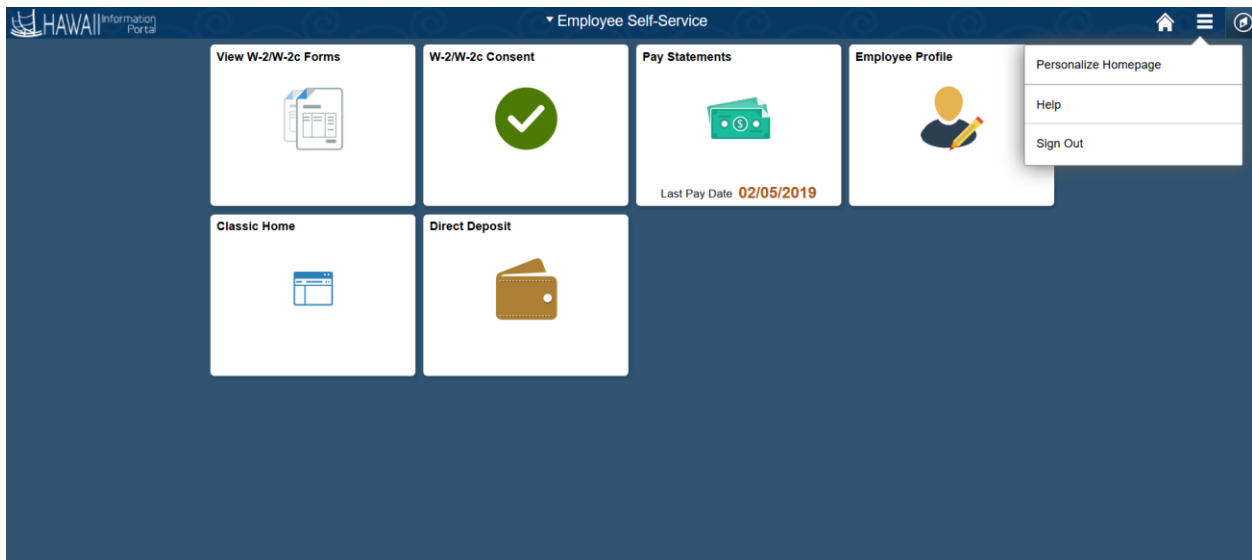
## How To Personalize HIP Homepage

Follow the instructions below to add new tiles to your homepage.

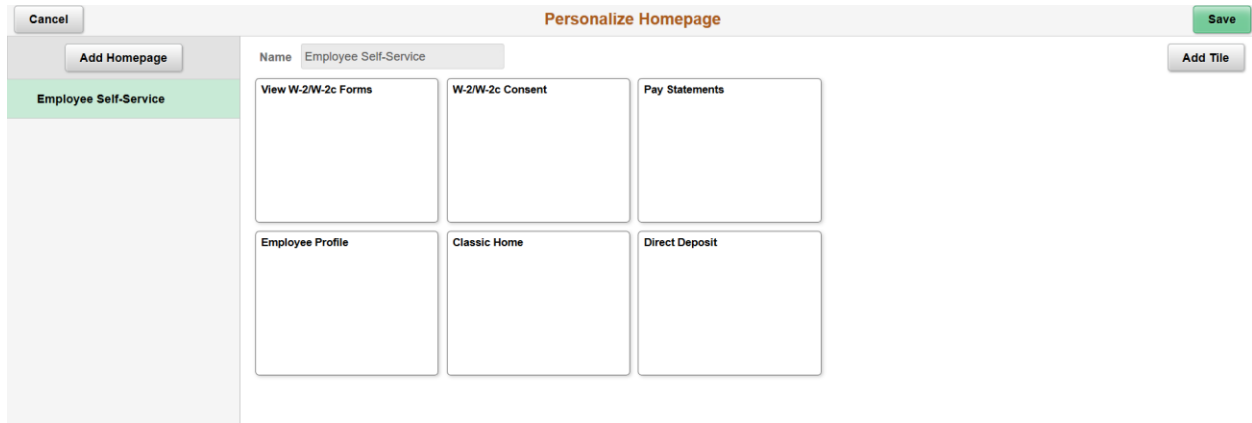
- Log in to HIP (hip.hawaii.gov)



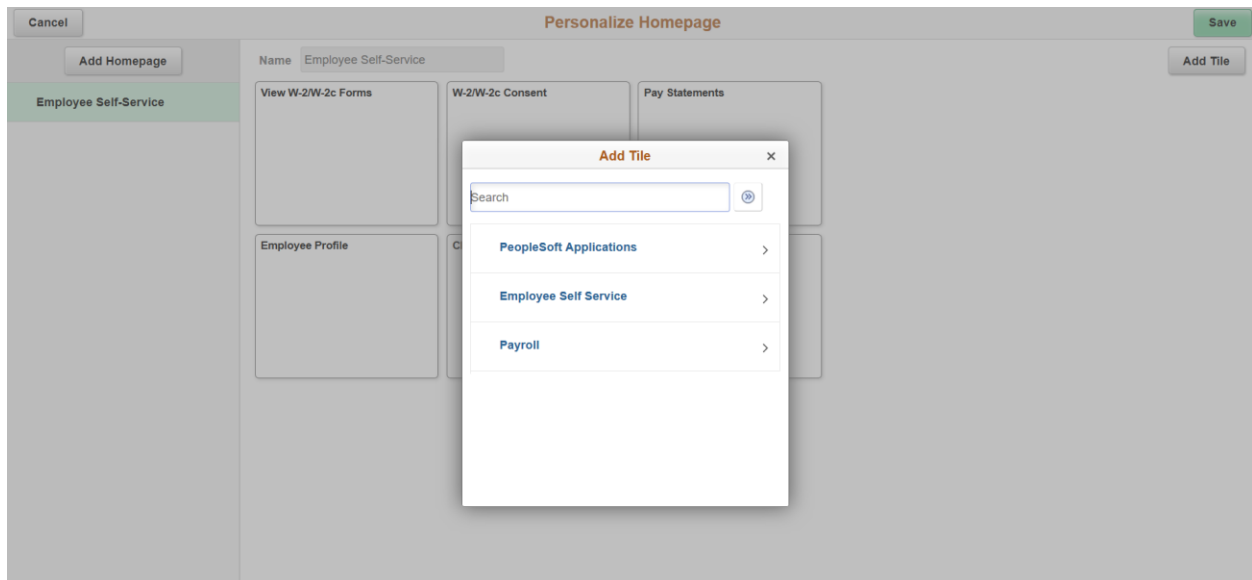
- Click on the top right drop down and select Personalize Homepage.



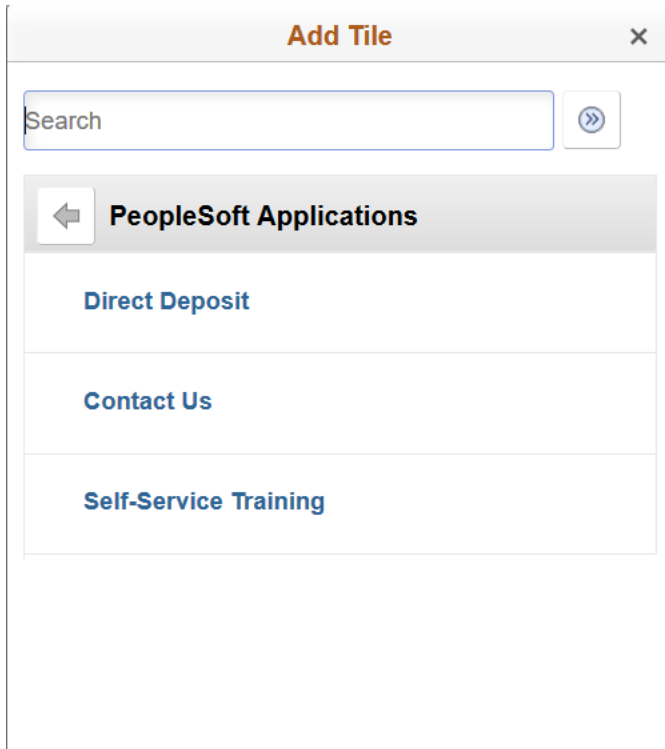
- The Personalize Homepage will be displayed.



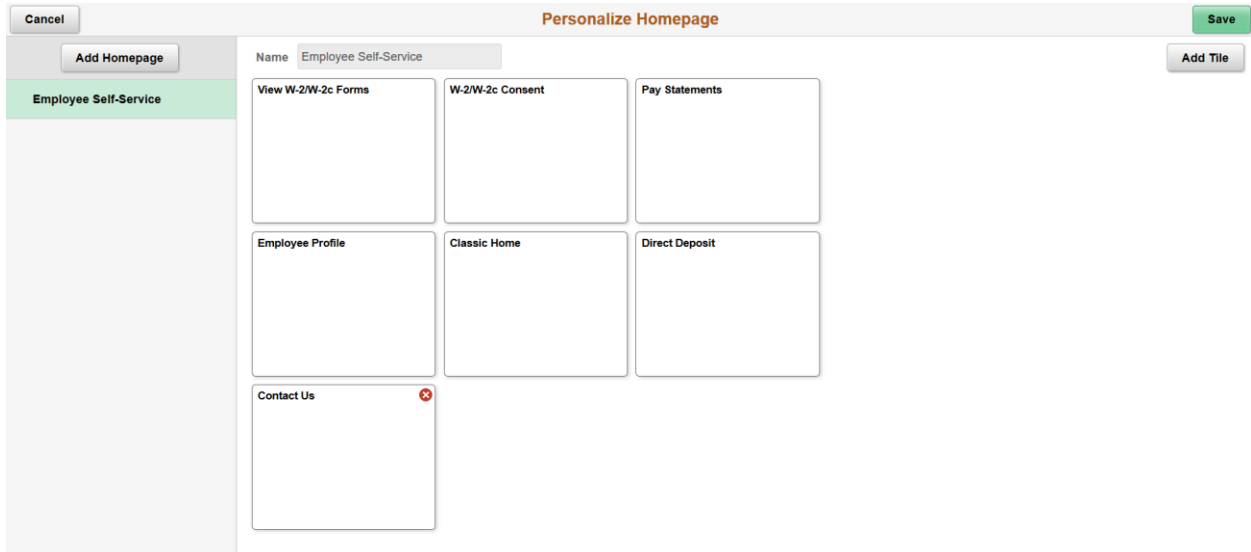
- Click on the top right Add Tile button. A prompt box will open.



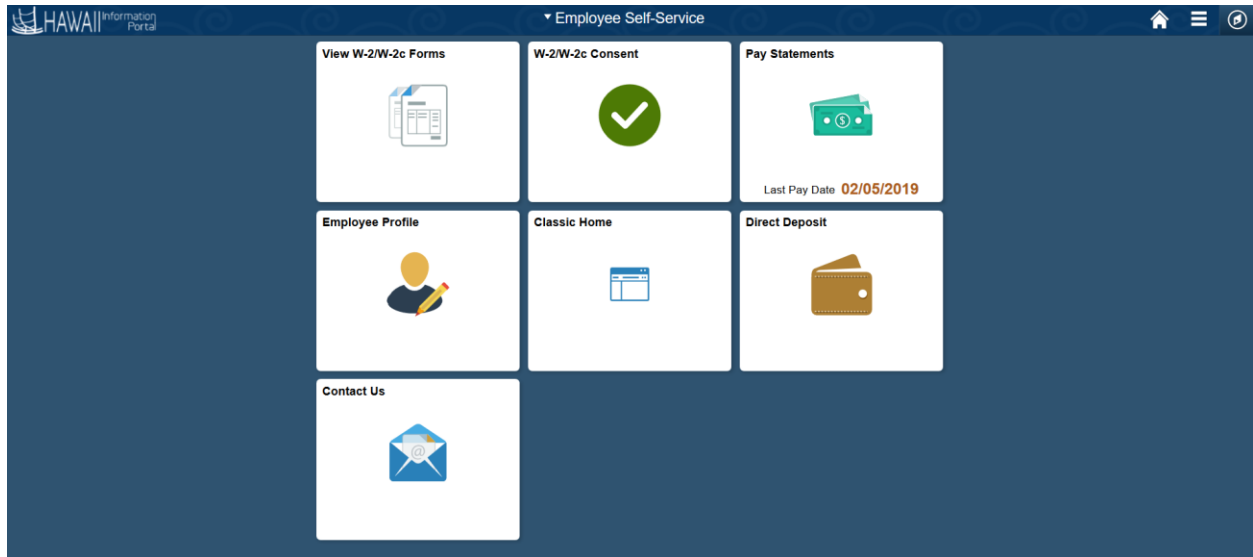
- Select navigation that you'd like to add as a new tile. (ex. Contact Us)



- The new tile will appear as seen below. Click on the Save button in the top right corner.



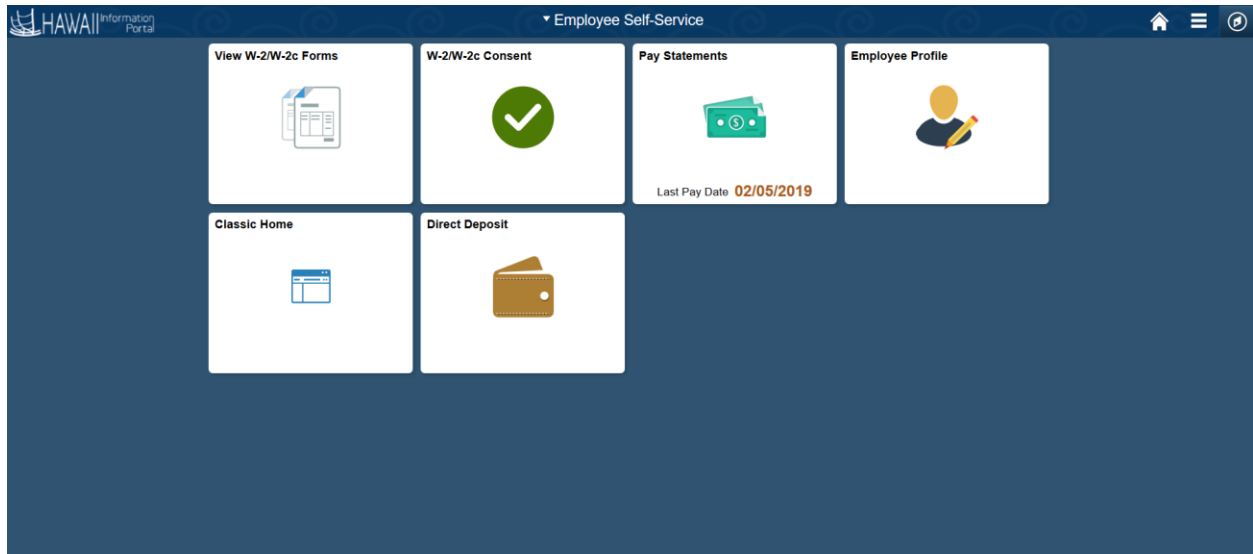
- Once saved, you will be directed back to your login page where you will see the new tile added.



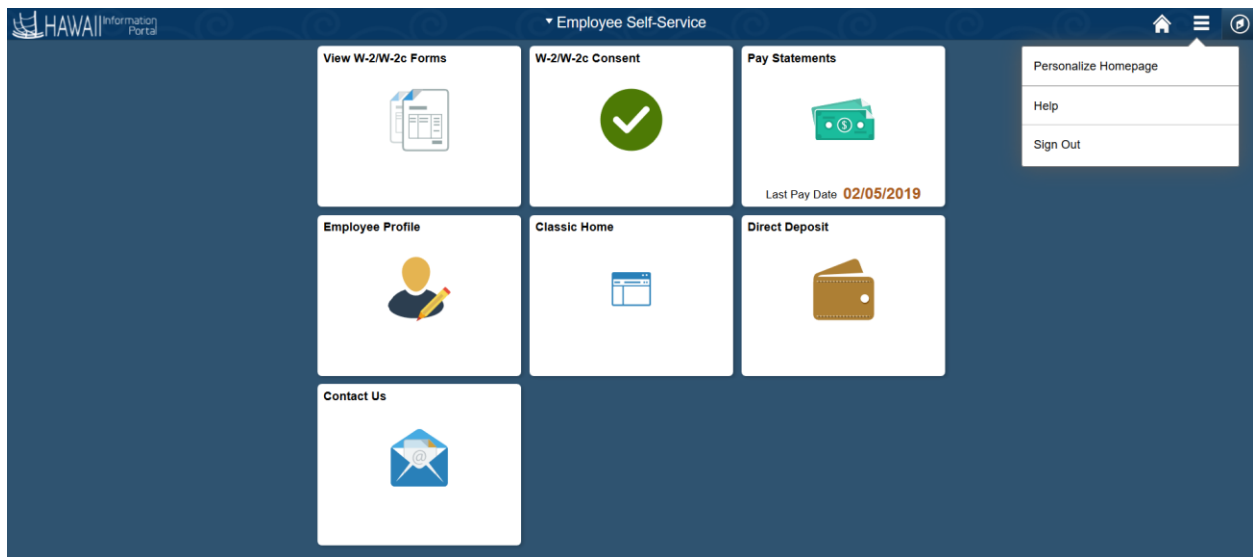
Follow the instructions below to remove tiles from your homepage.

\*\*\*note – you can only remove tiles that you have added. You can't remove tiles delivered by the project.

- Log in to HIP ([hip.hawaii.gov](http://hip.hawaii.gov))



- Click on the top right drop down and select Personalize Homepage.



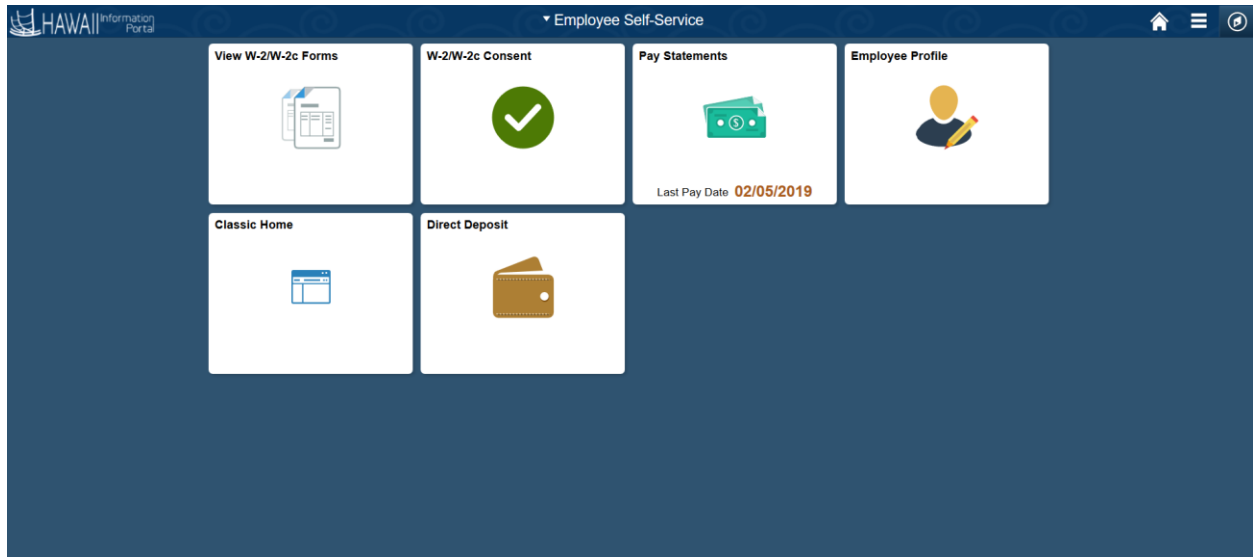
- The Personalize Homepage will be displayed. Click on the **X** on the tile that you want to remove.

The screenshot shows a web interface titled "Personalize Homepage". At the top left is a "Cancel" button, and at the top right is a green "Save" button. Below the title bar, there is a "Name" field containing "Employee Self-Service" and an "Add Tile" button. On the left side, there is a sidebar with a green header "Employee Self-Service" and an "Add Homepage" button. The main area contains a grid of six tiles: "View W-2/W-2c Forms", "W-2/W-2c Consent", "Pay Statements", "Employee Profile", "Classic Home", and "Direct Deposit". Below these is a "Contact Us" tile with a red "X" icon in its top right corner.

- Tile will be removed. Click Save in the top right corner.

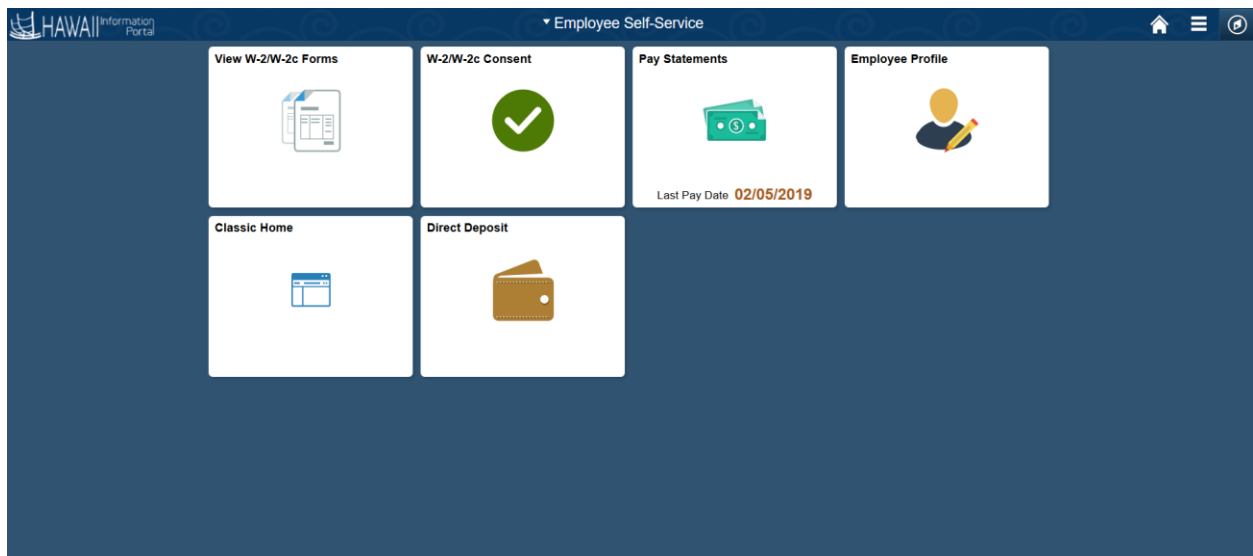
This screenshot shows the same "Personalize Homepage" interface as the previous one, but the "Contact Us" tile has been removed. The grid now consists of five tiles: "View W-2/W-2c Forms", "W-2/W-2c Consent", "Pay Statements", "Employee Profile", and "Direct Deposit". The "Save" button remains in the top right corner.

- Once saved, you will be taken back to your Homepage. Notice the tile has been removed.

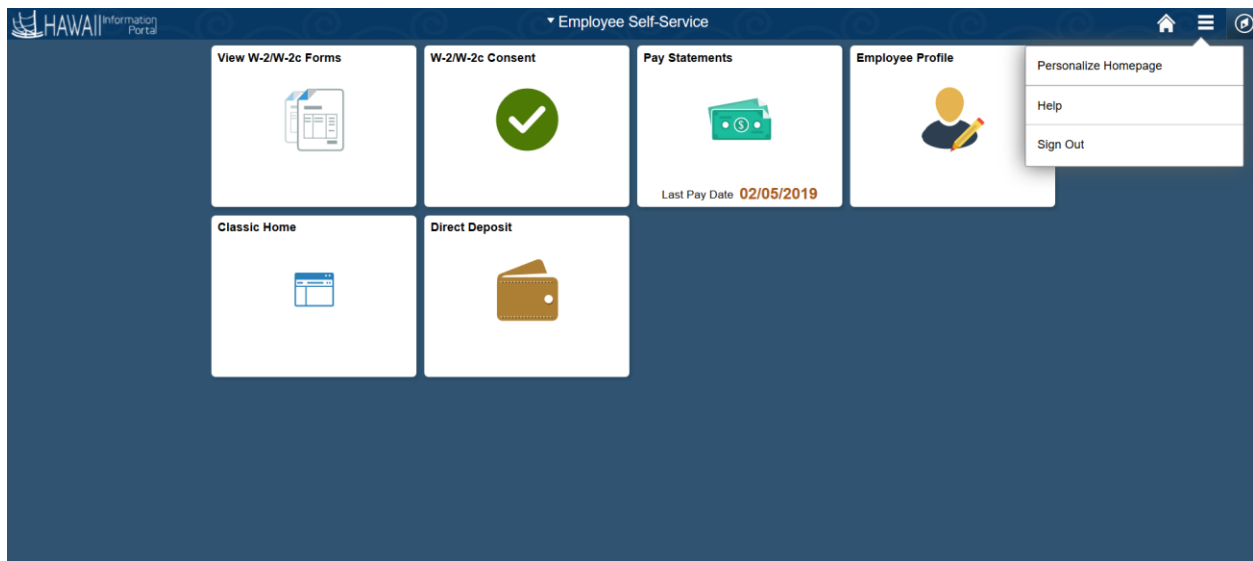


Follow the instructions below to add a new Homepage.

- Log in to HIP (hip.hawaii.gov)

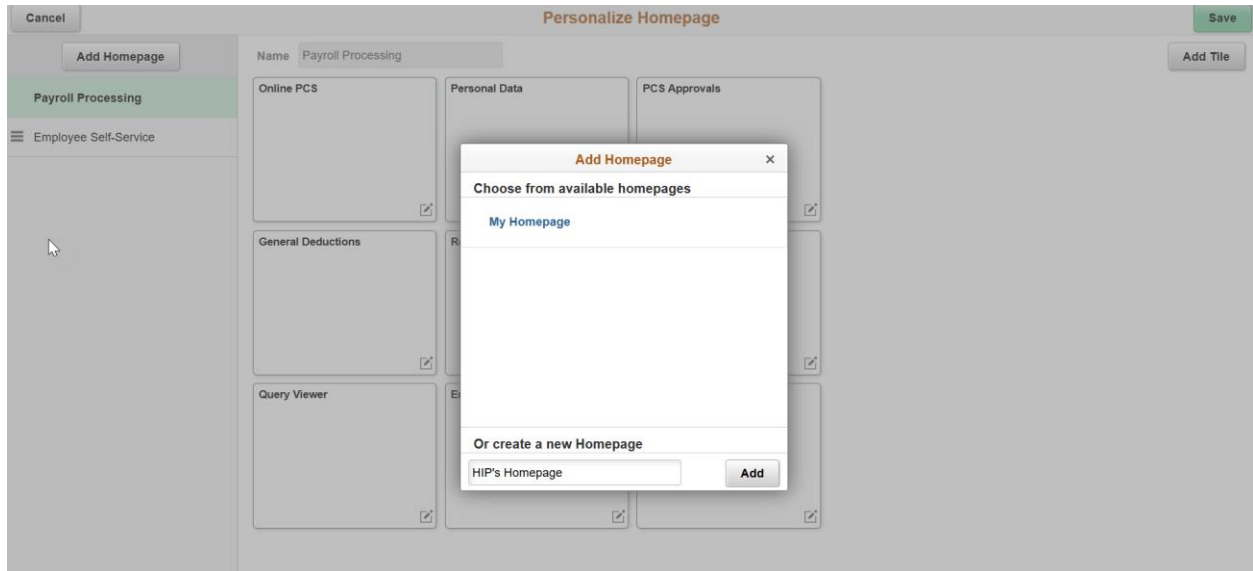


- Click on the top right drop down and select Personalize Homepage.

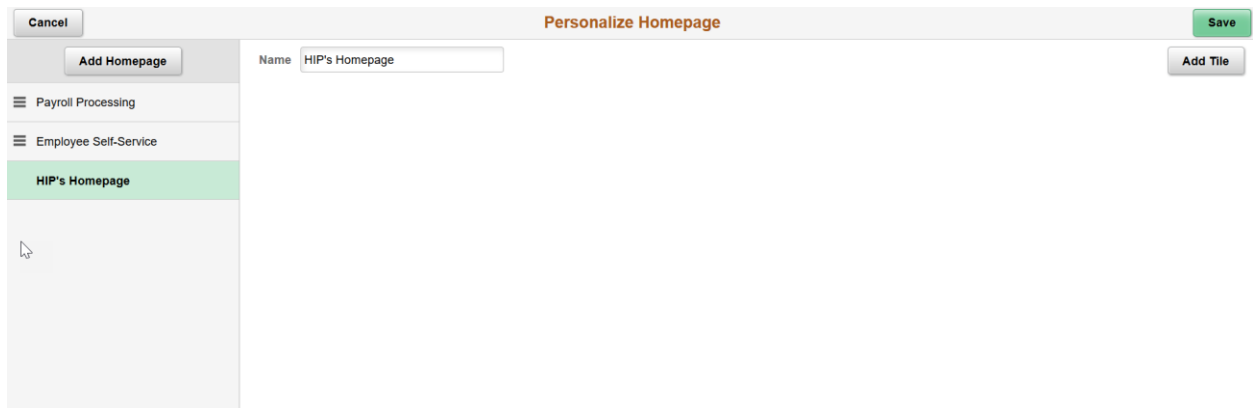




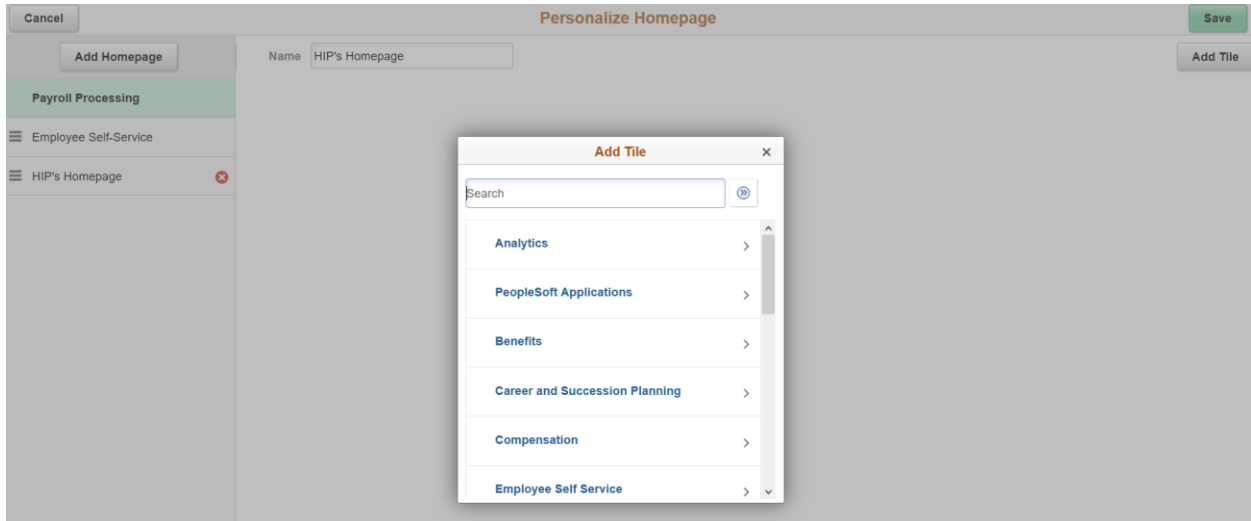
- Click on Add Homepage in the top left corner.
- A Pop Up screen will appear.
- You can select the system default “My Homepage” or click in the box at the bottom and add a custom Homepage name. (ex. HIP’s Homepage as seen below)
- Click Add



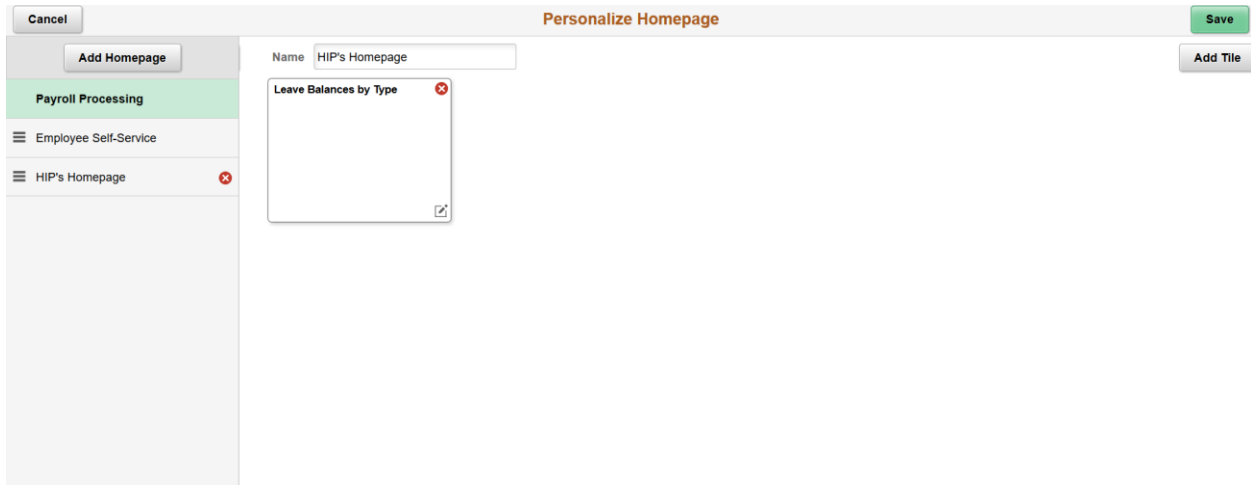
- A blank Personalize Homepage will appear.
- Click Add Tile



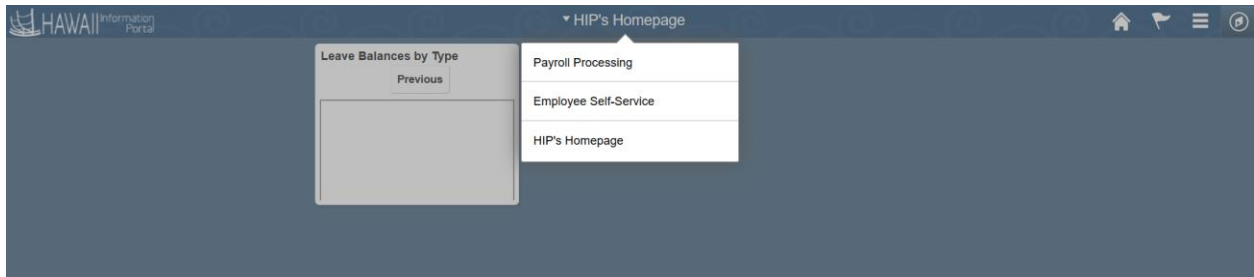
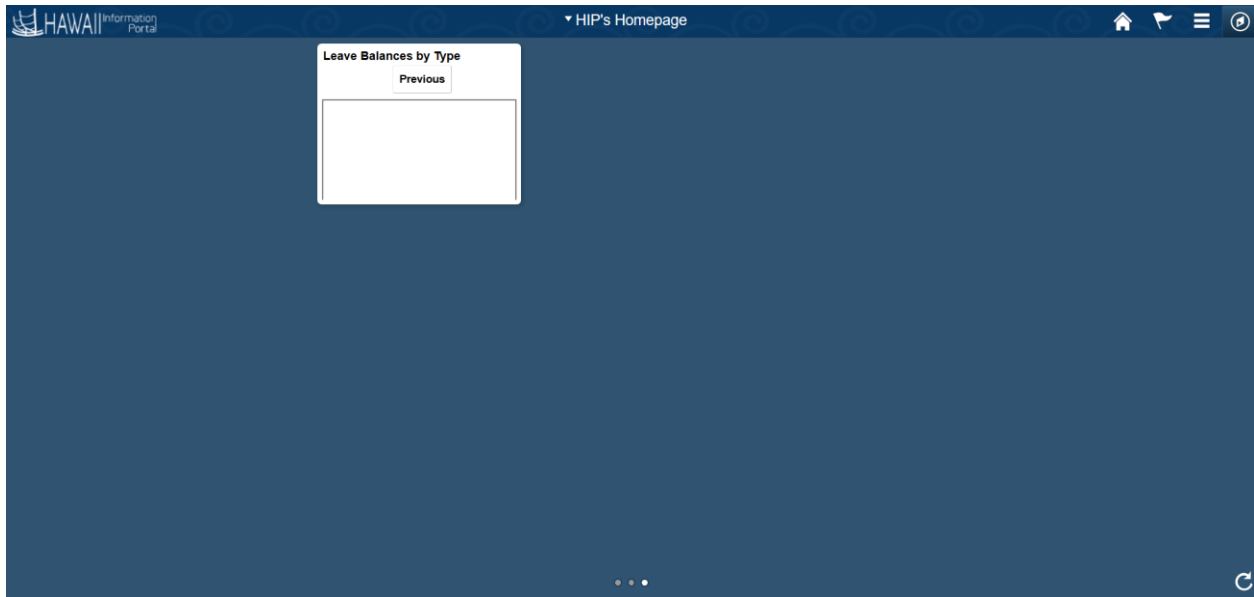
- Add Tile pop up box will appear.
- Navigate to the section you want to add as a tile. (ex. Analytics – Leave Balances by Type)



- New tile will appear.
- Click Save box in top right corner.

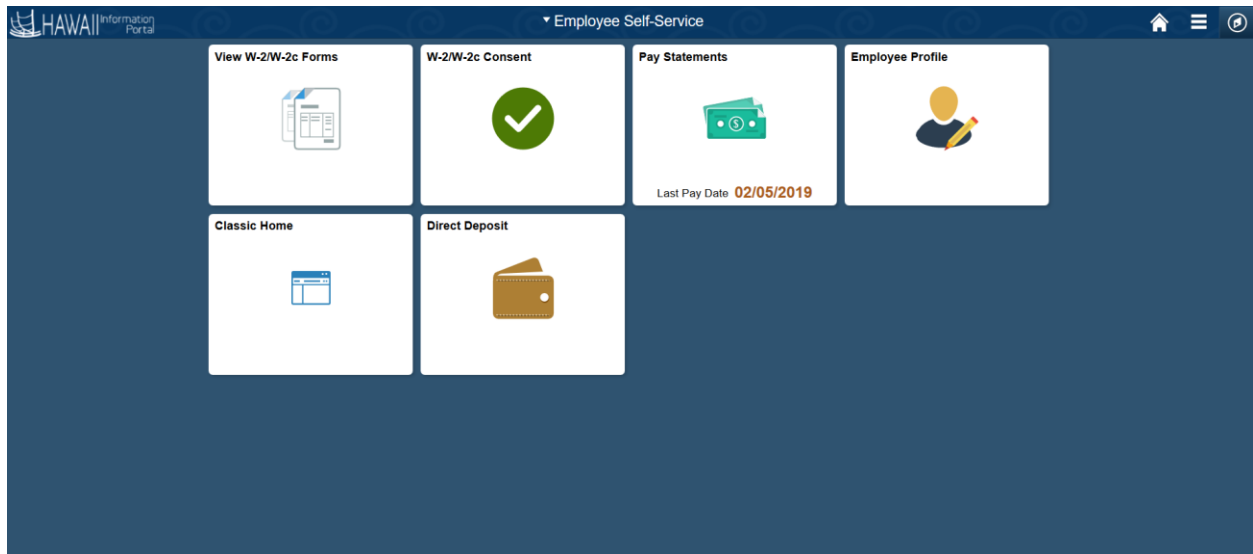


- Once saved, you will be taken to your new Homepage.

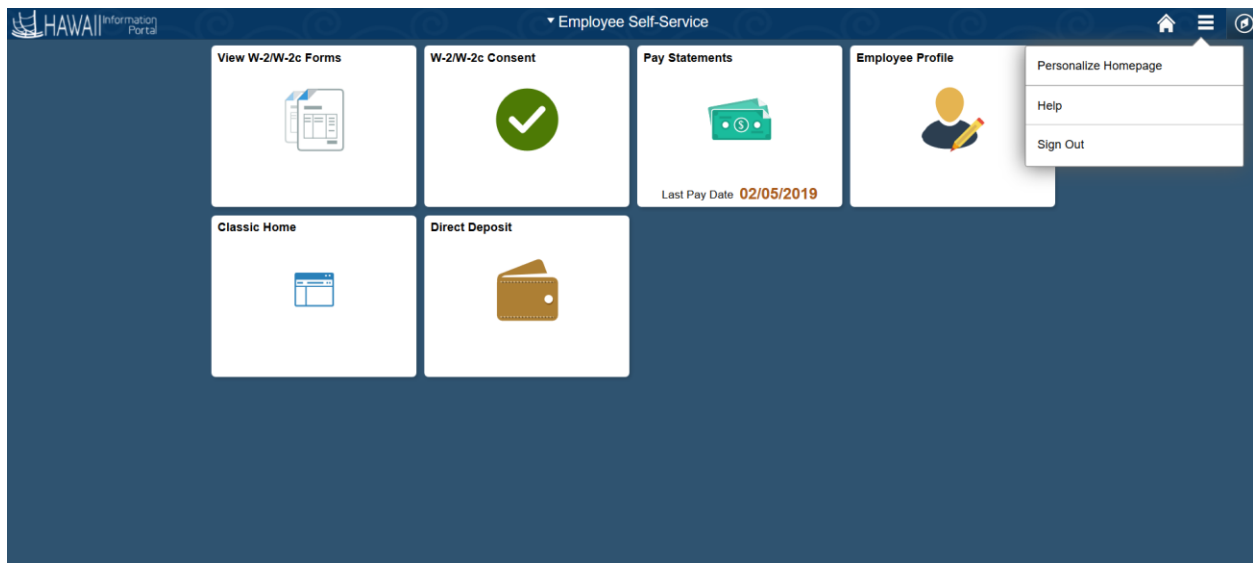


Follow the directions below to remove your custom Homepage

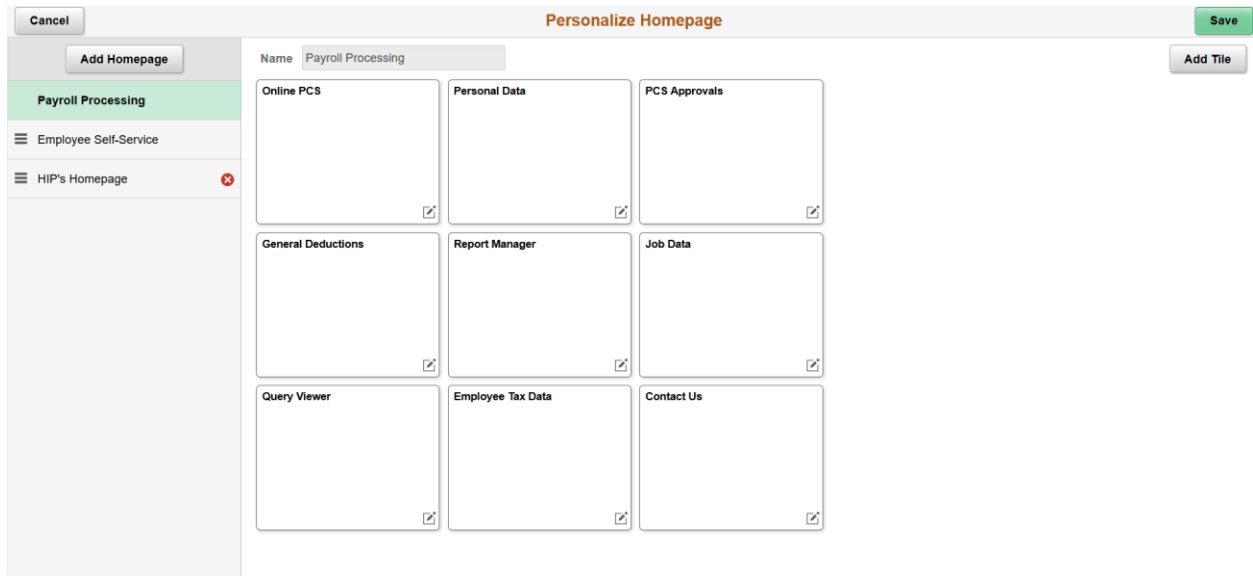
- Log in to HIP (hip.hawaii.gov)



- Click on the top right drop down and select Personalize Homepage



- An **X** will appear next to any Homepage that you can remove.
- Click on the **X** next to the Homepage you'd like to remove.
- Click on the Save button in the top right corner.



- You will be taken to your Homepage.

\*\*\*notice that your custom HIP's Homepage no longer exists below.

