



Payroll • HR • Retirement • Insurance

Give Paychex Authorization to File Hawaii State Unemployment Insurance Tax

Clients must have a Hawaii SUI online account to be on Taxpay. If the Hawaii Department of Labor and Industrial Relations, Unemployment Insurance division doesn't receive authorization, Taxpay won't be able to file and remit payments for clients. Clients can follow these steps to create an online account, accept access request, and grant access rights:

Creating an online profile:

1. Go to <https://huiclaims.hawaii.gov/>.
2. Under **For Employers**, select **Get Started** or Employer Services.
3. Click **Create Online Profile**, you must have an existing Hawaii UI account number
4. Click **Continue**.
5. Enter your **UI account number, FEIN, and Business Name**.
6. Provide the **total gross wages** for the quarter requested. The wage information must match what the agency has for the quarter requested to proceed to the next step. You have four attempts to enter the total gross wages for the quarter requested.
7. Enter required fields for the **contact/representative**.
8. Create and enter your **Online Business ID**.
9. Select and answer three **security questions**. Select a **security image** and enter a **security phrase**.
10. Check your email for a **temporary password**.
11. Enter your **Online Business ID** and your **email address** in the **EMPLOYER LOGIN**.
12. Enter your **temporary password** to create a new password
13. You will be directed to your **online account dashboard**.

After an online account is created, clients can be set up on Taxpay. Taxpay will run a report on a weekly basis to identify new clients so they can request access to clients' online accounts. Taxpay will request employer account access every Monday of the week and will work with the client to grant permission to file and pay.

Accepting access request:

1. Clients will receive an email from the agency with notification that Paychex is requesting approval to access online Unemployment Insurance account.
2. From the email, click link to **log into account** to approve the request.
3. Clients will receive another email from the agency with notification of authorization

Grant access rights:

1. Log into your online account to grant access rights
2. Select **User Management**
3. Click **Edit** for Service Company
4. Click the following rights:
 - Account Inquiry,
 - Enter Quarterly Wage Data,
 - Submit Quarterly Wage Data,
 - Payment, Forms,
 - Appeals and Notifications
5. Click **Save User**
6. Click **Logout**