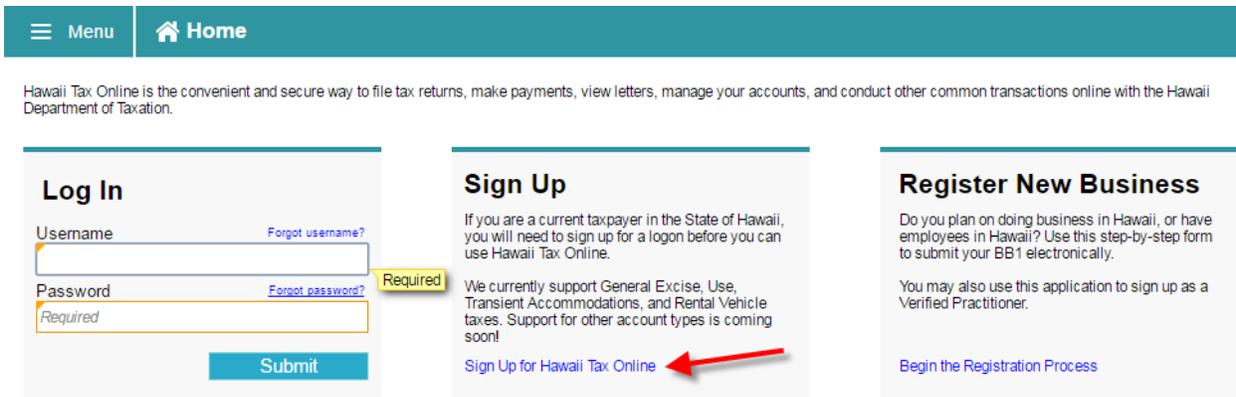


GUIDE ON HOW TO SIGN UP TO HAWAII TAX ONLINE

1. Go to Hawaii Tax Online System - <https://hitax.hawaii.gov>.
2. Click “Sign up for Hawaii Tax Online” and click “Next”.



Hawaii Tax Online is the convenient and secure way to file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions online with the Hawaii Department of Taxation.

Log In

Username [Forgot username?](#)
Password [Forgot password?](#) **Required**
Required

Submit

Sign Up

If you are a current taxpayer in the State of Hawaii, you will need to sign up for a logon before you can use Hawaii Tax Online.

We currently support General Excise, Use, Transient Accommodations, and Rental Vehicle taxes. Support for other account types is coming soon!

[Sign Up for Hawaii Tax Online](#)

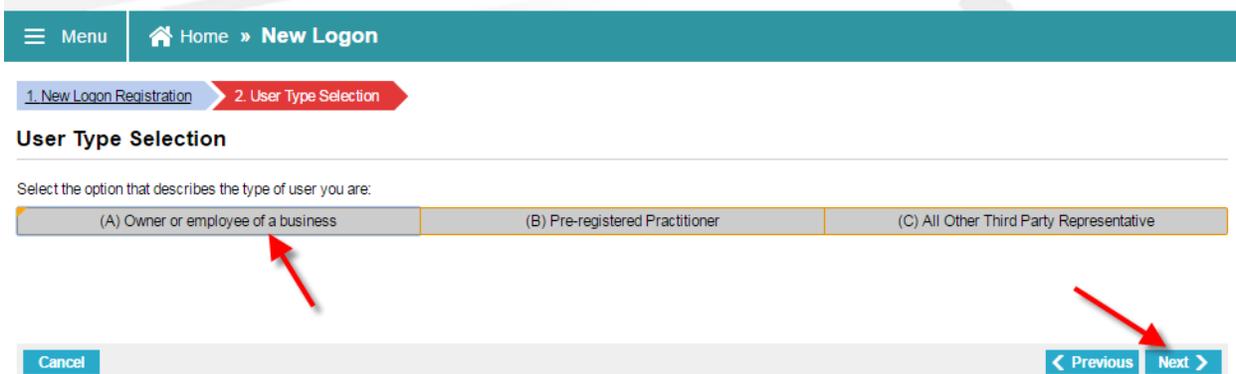
Register New Business

Do you plan on doing business in Hawaii, or have employees in Hawaii? Use this step-by-step form to submit your BB1 electronically.

You may also use this application to sign up as a Verified Practitioner.

[Begin the Registration Process](#)

3. Choose the user type and click next. (Always choose Owner or Employee)



Menu Home » **New Logon**

1. New Logon Registration 2. User Type Selection

User Type Selection

Select the option that describes the type of user you are:

(A) Owner or employee of a business (B) Pre-registered Practitioner (C) All Other Third Party Representative

Cancel [Previous](#) [Next](#)

GUIDE ON HOW TO SIGN UP TO HAWAII TAX ONLINE

4.1 Choose ID type, whether FEIN/SSN/ITIN. By default, FEIN is required except for the following wherein you can supply other details:

- 4.1.1 Sole Proprietor – requires ITIN or SSN
- 4.1.2 Single Member LLC – requires FEIN, ITIN, or SSN

➤ Please take note of the ID format.

4.2 Select the Letter ID, Payment or Refund to validate your registration.

- 4.2.1 You can use any Letter ID found in the Letters received from Hawaii Tax Department *except* the Tax License Letter.
- 4.2.2 Payment amount should be the last 3 payments for the previously filed GET/TAT.

Menu Home » **New Logon**

1. New Logon Registration 2. User Type Selection 3. **Taxpayer Identification**

Taxpayer Identification

TAXPAYER INFORMATION

Enter the following information for the individual taxpayer or business you wish to create a logon for.

ID Type	SSN	
ID		
Zip	98136	Required
Taxpayer Type	Business Individual	Format: 999-99-9999
First Name		
Last Name		

Are you trying to access a **jointly owned business**? If so, your SSN may be used for the ID. The remaining details should be filled out with the business' information.

Are you trying to access a **Single-Member LLC**? If so, your SSN or FEIN may be used for the ID. The remaining details should be filled out with the LLC's information.

VALIDATION QUESTION

Select one of the following sources to validate your taxpayer information.

Letter Id

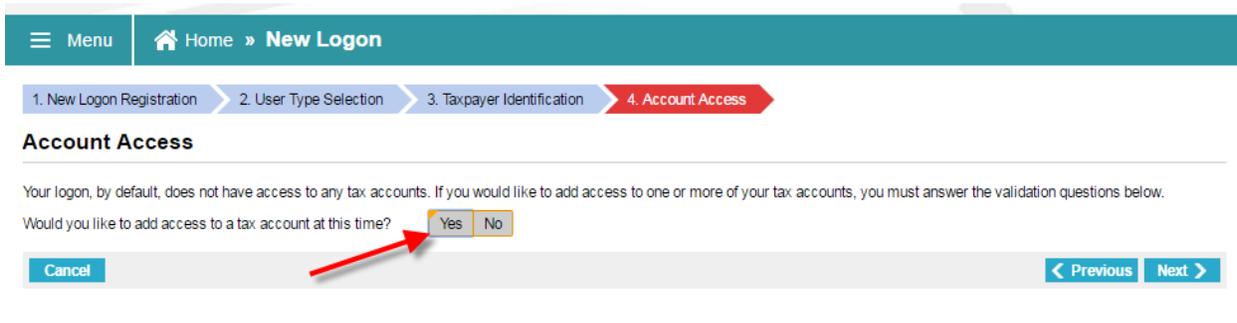
Payment

Refund

Cancel Previous Next

GUIDE ON HOW TO SIGN UP TO HAWAII TAX ONLINE

5. Add Account access to your GET/TAT .



Menu Home » **New Logon**

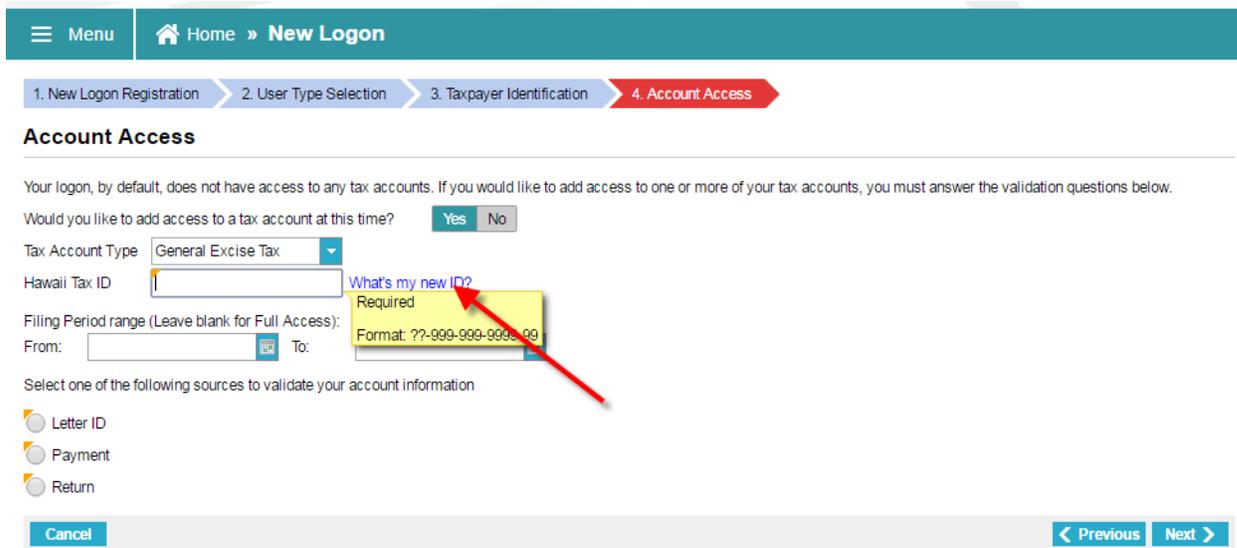
1. New Logon Registration 2. User Type Selection 3. Taxpayer Identification 4. **Account Access**

Account Access

Your logon, by default, does not have access to any tax accounts. If you would like to add access to one or more of your tax accounts, you must answer the validation questions below.

Would you like to add access to a tax account at this time?

6. Supply the GET/TAT number using the new format. If you don't know the new format of your GET/TAT License number, click the "What's My New ID". Supply your old tax license and click search.



Menu Home » **New Logon**

1. New Logon Registration 2. User Type Selection 3. Taxpayer Identification 4. **Account Access**

Account Access

Your logon, by default, does not have access to any tax accounts. If you would like to add access to one or more of your tax accounts, you must answer the validation questions below.

Would you like to add access to a tax account at this time?

Tax Account Type: General Excise Tax

Hawaii Tax ID: [What's my new ID?](#) Required

Filing Period range (Leave blank for Full Access):
From: To: Format: ??-999-999-9999-99

Select one of the following sources to validate your account information

Letter ID
 Payment
 Return

GUIDE ON HOW TO SIGN UP TO HAWAII TAX ONLINE

Tax License Search ✕

ACCOUNT ID SEARCH Search

Use one of the following fields to search for a tax license.

Customer ID (new format) Customer ID (W format) Taxpayer Name DBA Name Search

Format: T-999-999-999

TAX LICENSE SEARCH Filter

New Account ID	Name	Address	Old Account ID	Account Type	Business Start	Business End	Status
GE-01			-01	General Excise Tax	01-Jan-2015		Open
TA-01			-01	Transient Accommodations	01-Dec-2015		Open

2 Rows

- Validate your registration by supplying the Letter ID or the Payment amount. If you're adding access to your GET, please use the amount paid for GET on the Payment section to validate. If you're adding TAT, use the amount paid for TAT instead.

Menu Home » New Logon

1. New Logon Registration 2. User Type Selection 3. Taxpayer Identification 4. Account Access

Account Access

Your logon, by default, does not have access to any tax accounts. If you would like to add access to one or more of your tax accounts, you must answer the validation questions below.

Would you like to add access to a tax account at this time? Yes No

Tax Account Type

Hawaii Tax ID [What's my new ID?](#)

Filing Period range (Leave blank for Full Access):
 From: To:

Select one of the following sources to validate your account information

Letter ID

Payment Enter one of your last three payment amounts to the exact cent

Return

Cancel < Previous Next >

GUIDE ON HOW TO SIGN UP TO HAWAII TAX ONLINE

8. Create your Log in Details by supplying the data. You can also create a secret question in case you forget the password. Please take note of your username and password because the Hawaii Tax Department won't email your credentials but only the authentication code.
- ❖ If Elite will file for your taxes - please use team-ep1@vertaccount.com as the email for authentication and provide the username and password to Elite.
 - ❖ If Owner will file for his/her taxes – use the owner's email address instead.

Logon Creation

AUTHENTICATION DETAILS

Username	<input type="text"/>
Confirm Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

PERSONAL DETAILS

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Contact Phone	<input type="text" value="Business Phone"/> <input type="text"/>
Alternate Phone	<input type="text" value="Home Phone"/> <input type="text" value="Phone"/>

IN CASE YOU FORGET YOUR PASSWORD

Secret Question	<input type="text" value="In what city or town was your first job"/>
Secret Answer	<input type="password"/>

TWO FACTOR AUTHENTICATION

For extra security, we require you to enter a special code when logging in from an unknown computer.

Email	<input type="text" value="team-ep1@vertaccount.com"/>
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