HSBA
Hawaii State Bar Association

HSBA ONLINE ACCOUNT

WHY DO I NEED AN ONLINE ACCOUNT?

- **Annual Renewal Registration** is conducted online; you will need to access your Account to renew your license in December of every year.

- **Review your Personal Information**: Addresses, Section memberships, Past Renewal Forms

  - *Changes* to Personal Information must be sent to Liberty Castillo at lcastillo@hsba.org to update.

- **CLE PROGRAMS:** HSBA is a Provider of CLE Programs, we offer affordable live CLE Programs throughout the year and also have a library of on demand recorded CLE Programs for purchase.

  - *Register* for live and live webcast HSBA CLE Programs

  - *Purchase* on demand HSBA CLE Programs

  - *Access CLE certificates* for completed HSBA CLE Programs

    - NOTE: Your CLE Account **will only** maintain CLE Certificates for HSBA CLE Programs.

HOW DO I ACCESS MY ACCOUNT?

It's easy to Access your HSBA Account!

Username: Your username is your JD Number (without the preceding zeros) and your entire last name.

- **e.g.** If your last Name is Johnson and your JD Number is 011111; your Username will be: **11111Johnson**

Password: Your initial password is the first 3 letters of your last name plus the last 4 of your social security number. IMPORTANT: Passwords are case sensitive and the first letter of your last name MUST be capitalized.

- **e.g.** If your last Name is Johnson and the last 4 of your social security number is 1234; Your Password will be: **Joh1234**

If your last name contains punctuation please include it for your Username only.

- **e.g.** If your last name is O'Leary your Username/password combination will be 11111O'Leary/Ola1234

IMPORTANT: **After you successfully log in for the first time, it is recommended you change your password.**

HOW TO CHANGE YOUR PASSWORD

- Go to your HSBA Account by clicking on "My Account" at the top right corner of your screen.
- Locate the "Change password" link on the left side of the screen; you may have to scroll down slightly to see it.
- Enter your new password and click "Save."

Password security tips:

Your new password should be at least 8 characters long
Include a combination of 3 of the following elements in your password: Uppercase, Lowercase, AND Symbol or Number
e.g. P@ssword | Password1