Attorney Renewal Registration Instructions

Reinew 2022 License Registration

2022 Attorney Renewal Registration Instructions

WEBSITE
www.hsba.org

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**Registration Instructions**

**Step 1:** Open up the HSBA website at www.HSBA.org

**Step 2:** On the HSBA Home Page, click on the "Sign In" button near the top right-hand corner of the page.

**Step 3:** Once you are redirected to the log-in page, use your HSBA Account Credentials to log into your Account.

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**Forget your Username?**
Your Username should be your JD Number combined with your entire last name.

**Forgot your Password?**
Please click "Forgot Password" to change your password.
**Step 4:** Once you are logged into your account, click on the "Renew Now" button on the bottom of the page to access your Registration Form.

***Alternative: If you are not redirected to the online Registration Form automatically, you may also access your form by doing the following:

- **Click on "My Account" at the top right-hand corner of the page.**

Alternative Access to form: Click on "My Account"
• Once you have clicked on "My Account," you should be redirected to your "About Me" page.
• Click on the "Start Renewal" button at the top-middle of the page to be directed to your Registration Form.

***Note: This is an example of an "About Me" Page. Your account should have your Name, Contact Information, and Current Status on top.

Click Below to Change Password

Step 5: Once you click on the "Start Renewal" button, you should be redirected to the Registration Form page.

***Note: This is what the beginning of the Registration Form should look like.
**Step 5 (continued):** Read through the Renewal Information. Once you scroll down to the very end of the page, you will find a check box confirming that you have read all the instructions.

Click on the Check Box to confirm that you have reviewed all the provided information.

Once you have clicked the Check Box, the "Start Application" button should appear. Click on the "Start Application" button to proceed to the next page of your Registration Form.
Step 6: Once you have clicked on the "Start Application" button, you should be redirected to the page below.

Here, please select your preferred Gender and make the necessary changes to your License Status.

If your License Status remains the same, please leave the "Change License Status" section blank. Once you are ready, click "Next" to proceed to the next page.

*Note: If you wish to keep your status the same, please leave this section BLANK.

If you wish to select a status that is not listed (i.e. Judge, etc.), please STOP here and contact HSBA Staff for assistance.
**Step 6 (Continued):** Once you are ready, click "Next" to proceed to the next page. If you would like to save your work and edit your form at a later time, click "Save."

Click "Save" to save your progress and come back later.

Click "Next" to proceed to the next page.

**Step 7:** You should be directed to the page below. Please fill in the required fields for each of the following:
- Preferred Communication
- Business Address
- Residential Address
- Services of Process Street Address

*Note: All fields with RED Asterisks are REQUIRED to be filled in order to continue on to the next page.*
**Step 7 (continued):** Once you have completed filling in the required fields for all addresses, click "Next" to proceed to the next page of your Registration Form.

Click "Next" to proceed to the next page.

Click "Prev" if you wish to go back to the previous page.

**Step 8:** You should be directed to the page below. Please fill out the required fields.
Step 8 (continued): For more information on each question, click on the gray dropdown that further explains each rule. Once you have completed this page, click "Next" to proceed to the next page.

Step 9: You will be directed to the page below. If you have a license in another State or Country, other than Hawaii, please fill out the section below.
**Step 9 (continued):** If your license is in another country, choose "Other Jurisdiction."

Another dropdown menu should appear where you should be able to select a country. Choose the option that best applies to you.

Select "OTHER JURISDICTION" if you are licensed in another country.

Use this dropdown to select the country you are licensed in.
Step 9 (continued): If you have more than one license in another state or country, click "Add New Admission Record" to add however many licenses you may have. If you wish to remove a license, simply check the box under "Remove from my record." Once you have completed this section, click "Next" to proceed to the next page.

Step 10: Once you click "Next," you will be directed to the following page below regarding any IOLTA accounts that you may have. Please select the option that best applies to you.

Please complete the following information:

- I maintain one or more IOLTA accounts.
- I never receive client funds that would require an IOLTA trust account, Rule 11(e)(1).
- I do not receive, maintain, or disburse client funds in Hawaii, Rule 11(e)(2). (Note: This selection is for those attorneys who practice in jurisdictions other than Hawaii.)
- I am in "inactive" status or a full-time judge, government attorney, or military attorney or Pro-Hac Vice, and have no client funds requiring an IOLTA trust account.

*Note: If you have an "inactive" status, please select the fourth option, "I am 'inactive' status..."
Step 10 (continued): If you selected the first option, "I maintain one or more IOLTA accounts," and would like to add another IOLTA account to your records, simply click the blue "Add Another" button. If you would like to remove an IOLTA account, simply click on the blue "X" button at the top-right of each account. Click "Next" to proceed to the next page.

Step 11: Once you have completed your form, you will be directed to the page below. Please click the checkbox to certify that you have read all the information and answered all the questions.

[See next page for graphic...]
Step 11 (continued): Once you have clicked the checkbox, the option to "Submit and Proceed" should be available. If you are confident that you have filled out your form correctly, then you may go ahead and click submit. If you would like to review your form before submitting, click "Previous" to go back to the previous page(s).

***Please Note: Once you have submitted your Registration and Renewal Form, you are NOT able to go back and revise your answers.
**Step 12:** Once you have submitted your form, you will be directed to the following page as shown below. The "Renewal Dues and Fees" page will show you a breakdown of the fees that apply to you depending on your License Status.

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*Note: This is just an example of what the your fee breakdown will look like. Fees are determined based on your License Status.

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Scroll down the page to view any additional fees that may apply to you.

Under the Volunteer Section Fees, please click the checkbox next to the sections that you wish to be a member of. Please note that some sections do have a Section Fee. If a section does not have a fee, you must click on the checkbox next to the section to join.

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*Note: You must click on the checkbox next to the Sections that you wish to join regardless if they have a fee or not.
**Step 12 (continued):** Once you have selected all the fees that apply to you, you will find a "Voluntary Donations" option at the end of the page. If you wish to submit a donation, please click the checkbox and type in the dollar amount that you wish to donate. If you do not wish to make a donation, please leave the amount at zero "0.00".

Once you have selected all the Dues and Fees that best apply to you, click "Add to Cart" at the bottom-right corner of the page to proceed.

Once you have selected "Add to Cart," the button will then change to "Update Cart." Next to the "Update Cart" button, you will see a hyperlink labeled "View Cart." To proceed with your payment, click the "View Cart" hyperlink.

[See next page for graphic...]
Click "View Cart" to proceed to your payment page.

***Note: Your "Cart" refers to your payment page.

**Step 13:** Once you have clicked "View Cart," you will then be directed to your "Shopping Cart." Here, you will be able to make your License Renewal Payment.

***Note: If you select "Mail in Form and Payment, please jump to Page 19."

If you choose to pay online via credit card, please proceed to the next page.
**Step A:** If you select "Visa," "Mastercard," "Discover," or "American Express," please fill in the required payment information.

*Note: If you choose one of the Credit Card options, you will be paying for your License Registration online.*

Once you have inputted all the required payment information, please **REVIEW** your payment amounts **BEFORE** you click "Submit Order."

**Step A (continued):** Click "Submit Order," when you are ready to complete your payment.

[See next page for graphic...]
Step B: Once you have clicked "Submit," you will be directed to your "Order Confirmation" page. If you would like to print out a hard-copy of this confirmation, click the blue "Print" button at the right side of the page.

*Note: Please do not forget to REVIEW all your information BEFORE submitting payment.

Click "Submit Order" to complete your Credit Card payment.

Click "Print" to print out your "Order Confirmation" page.

STOP. This is the end of this section. Congratulations on completing your 2022 Attorney License Renewal Registration!
Payment Method: Mail in Form and Payment

If you select "Mail in Form and Payment," please remember to mail in your completed Registration and Renewal Form along with your Invoice and Payment. Your License Registration will not be complete until we have received your payment.

To ensure that you complete your form correctly, please review the following steps:

**Step A:** Once you have clicked "Mail in Form and Payment," click "Submit Order" at the bottom-right corner of the page to proceed.

*Note: Please do not forget to REVIEW all your information BEFORE submitting payment.*

Click "Submit Order" to proceed.
**Step A (continued):** Once you have clicked "Submit Order," you will be directed to your "Invoice." If you wish to print this page for your records, click the blue "Print" button at the top-right of the page.

*Note: Your Renewal is NOT COMPLETE until your Form, Invoice, and Payment are received in the Mail by HSBA.*

**Step B:** After you have printed your invoice, click on the hyperlink labeled "here" to review, print, and access your mail in registration forms.

Click "here" to proceed with your mail in payment.
**Step B (continued):**

***Alternative, If you are not redirected to the next page automatically, you may also access your mail in registration forms by clicking "My Account" at the top-right of the page.

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**Step C: Once you are redirected to your "My Account" page, click on the "Invoices/Receipts" tab.**

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**Step C (continued):** Once you are redirected to the "Invoices/Receipts" page, click the hyperlink under "Click Link to View." Please be sure that you are selecting the link next to your "2022" Transaction Date.

*Note: This will display "Receipt" if you paid online, or "Invoice" if you selected "Mail in Form"*

A window of your Invoice will pop up. Click the blue "Print" button at the top-right corner of the page. You will need to include a hard-copy of this invoice in your Mail In payment.

*Note: Make sure you select the hyperlink under the correct year.*

*Note: This document is REQUIRED when submitting your Mail In payment.*
Step C (continued): Once you have printed your Invoice, click the "x" button at the top-right of the page to close the Invoice Window.

Step D: Once you have exited your Invoice Window, click on the "Annual Renewal Archive" tab.

Click on the "x" to exit out of your Invoice Window.

Click on "Annual Renewal Archive" tab to view your Registration and Renewal Form.
**Step D (continued):** Once you are redirected to the "Annual Renewal Archive" page, click on the hyperlink labeled "2022" under "Renewal Year".

Once you click on "2022," you should be directed to the page shown below. To print this page, click on the blue "Print" button on the top-right corner. You will need to attach a hard-copy of this page to your Mail In payment.

If you would like to review your information, scroll down to see your form answers.
Step E: Once you print out your Registration and Renewal Form AND your Invoice, please attach your payment to the documents and mail it to the HSBA Office:

Hawaii State Bar Association
ATTN: License Registration
1100 Alakea St., Ste. 1000
Honolulu, HI 96813

***Note: If you are paying via Check, please attach your Check to the documents. If you are paying via Credit Card, please attach the provided Credit Card Form to the required documents.

CONGRATULATIONS!
You have reached the end of the 2022 Attorney Renewal Registration Instructions!

If you have any questions or concerns, please feel free to contact the HSBA Office at (808) 537-1868.

Mahalo!