

2019 FAQ - GENERAL REGISTRATION

Q1: When is the deadline for 2019 Registration?

A: The deadline to submit your 2019 Registration without incurring late fees is **Monday, December 31, 2018**. Forms must be postmarked or time stamped by 11:59 p.m. (HST) Monday, December 31, 2018.

Q2: How do I access the Registration Portal?

A: There is a **Register Now** Banner on our homepage at hsba.org. Simply click on the Banner to get into the Portal. If you are already signed in, you will be directed to the Landing Page for 2019 Registration. If you are not signed in, you will be directed to Sign-in. After signing in, you will be taken to the Landing Page for 2019 Registration.

Q3: How do I Sign-in?

A: You will need your correct username and password to log in. You may attempt to log in 5 times before you are locked out. If you are locked out, contact the HSBA via email at ARS@hsba.org with your full name and JD# and request to unlock your account or call 808-537-1868. *Due to the high volume of calls and emails we receive at this time, please allow at least 1 business day for a response.*

Q4: What is my username?

A: Your *username* is your JD# (without the preceding zeros) and your entire last name.

E.g. 1234Smith; 1234O'Leary; or 1234Sato-Jones

Q5: What is my password?

A: If you have not changed it before, your password is the first three letters of your last name (case-sensitive) and the last four digits of your SSN.

E.g. For the preceding examples, corresponding passwords would be Smi5678; Ole5678; or Sat5678

If you have changed it in the past or you are still having problems logging in, use the **Forgot My Password** link to reset and create a new password that you can remember. If you are unable to successfully log-in in 5 attempts you will be locked out of your account.

New 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 or Password1 are acceptable passwords

Q6: Can I save my progress during registration?

A: No. There is no "save" functionality, please complete your registration in **ONE** sitting. Before beginning make sure you have sufficient time to complete the entire form. It should take about 15-20 minutes. If you cannot complete it, you can exit and come back to it, but your progress will not be saved.

Q7: Can I submit paper registration? / Can I pay by check?

A: Yes. As in the years past you are able to complete the registration information online; download and print the completed form to review; and submit to the HSBA with a check by mail. *If you find any inconsistencies between your online registration responses, and the printed responses, please make the proper corrections before you sign and submit the form to us.*

Submit your completed, form with check payment to:

Hawaii State Bar Association
Alakea Corporate Tower
1100 Alakea Street, Ste. 1000
Honolulu, HI 96813
Attn: ARS

Q8: How do I make corrections to my 2019 Registration form if I paid and submitted online?

A: Print your 2019 form from your My Account [My Account → Annual Renewal Archive]. Make the necessary corrections in pen and submit to ars@hsba.org.

Q9: How can I confirm that the HSBA has received my 2019 Registration?

A: Once your payment has been successfully processed, you will receive an email receipt to your Communications email address.* The email receipt confirms our receipt of your 2019 registration and payment. Print or save this receipt for your records.

- If you submit your registration online: You should get your receipt via email within a few minutes of payment. Check your Communications* email address.

*If you change your Communications email address online when renewing for 2019, please send another copy of your receipt to your new Communications email address at the final Confirmation Screen.

- If you submit your registration by mail: You will receive your electronic receipt if your submitted registration is complete & processed. *It will take a few business days for your registration to be processed once received.* Your patience is appreciated. As long as your registration is postmarked by December 31, 2018 it will be deemed timely.

A list of MAILED in registration forms by JD Number will be published on our homepage. The list will be updated after 12 noon each business day. You can view the list to verify whether your mailed in registration form has been received. *Please keep in mind that it will take a few business days for our staff to process your mailed-in form.*

Q10: Can I print a copy of my 2019 Registration for my records?

A: Yes. Your 2019 registration form will be available to you in your HSBA My Account once your payment has been processed.

- If you submit your registration online: your 2019 registration form will download to your desktop or downloads folder after you submit payment. You can also access it by clicking on “My Account” → “Annual Renewal Archive”
- If you submit your registration by mail: The final registration form as processed by the HSBA will be available in your “My Account” → “Annual Renewal Archive” after you receive your email receipt.

FAQ - RULE 22 (CLE & ETHICS)

Q11: What are the CLE requirements?

A: Pursuant to Rule 22, which was revised by the Supreme Court effective January 1, 2015, **ACTIVE MEMBERS** of the Bar are required to complete at least three (3) credit hours of approved Continuing Legal Education (CLE) during each annual reporting period. At least once every three years **ACTIVE MEMBERS** shall complete one (1) credit hour of approved ethics or professional responsibility education. This credit hour shall count toward the annual CLE requirement.

Q12: When is the deadline to complete 2018 CLE requirements?

A: December 31, 2018. You must self-report and certify on the 2019 registration form whether you have completed your 2018 CLE requirement within the calendar year ending Dec 31, 2018.

Q13: Must I complete my 2018 CLE requirement before I complete the 2019 Registration?

A: The HSBA highly recommends that you complete the Rule 22 requirements **PRIOR** to submitting your 2019 registration so that you may certify on the 2019 registration form that you have completed the required 3 CLE credits in 2018.

You must respond either yes or no to the CLE questions. Answering no to either of these questions will trigger an automatic CLE Compliance Audit during 2019.

NOTE: Even though you may submit your 2019 registration with late fees after December 31, 2018, **CLE requirements** must be completed by Dec 31, 2018.

Please contact Blaine Kawakami, MCLE Administrator at bkawakami@hsba.org for general MCLE related questions and concerns.

Please Contact Nikolette Hartmann, CLE Assistant at nhartmann@hsba.org for questions about HSBA online seminars available.

Q4: How do I know how many CLE credits I have earned in 2018?

A: Hawaii is a self-reporting jurisdiction: It is the attorney’s responsibility to track the number of CLE credits earned each year. See Rule 22(d). Please do not call the HSBA to inquire about how many CLE credits you have earned from third party (including HSBA section) CLEs.

You can check the number of credits you have earned through **HSBA CLE Programs** by accessing your CLE Classroom online via the HSBA website. **Only certificates for HSBA CLE Programs will be available in your classroom.** The HSBA does not maintain credit certificates for third party CLEs (including section CLEs). If you have taken an HSBA CLE, view/download your Certificates of Completion by following these instructions.

How to Access Your HSBA CLE Certificate

1. Login to your HSBA Account, and go to your "**My Account**" page
2. Click on the words "**CLE Account**"
3. Click the "**CLE CLASSROOM**" button to access your CLE classroom
4. Click "**I Agree**"
5. Click on "**My Credit**" on the right side of the website

These instructions are also available on the HSBA CLE Webpage.

Per Rule 22(d), active attorneys should maintain records of approved CLE for three (3) reporting periods. Certificates need not be submitted to the HSBA unless otherwise requested pursuant to an audit or status change.

Q5: I'm changing from Active status in 2018 to Inactive status in 2019, do I still have to certify to earning CLE in 2018?

A: Yes. If you change your status to Inactive for the 2019 year, you are still required to complete your Rule 22 requirement for the year ending 2018.