

2024 LICENSE RENEWAL REGISTRATION

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GENERAL REGISTRATION

1. **When is the deadline for 2024 License Renewal Registration?**

The deadline to submit your completed 2024 License Renewal Registration without incurring late fees is **Sunday, December 31, 2023**. Completed forms must be *received* via Mail or Online by 11:59 p.m. (HST) Sunday, December 31, 2023.

2. **How do I access the Registration Portal?**

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 to review instructions before beginning the 2024 License Renewal Registration form.

If you are not signed in, you will be directed to Sign-in. Then, after signing in, you will be taken to the Landing Page to review instructions for the 2024 License Renewal Registration.

3. **How do I Sign-in?**

You will need your **username** and **password** to log in. You may attempt to log in 5 times before you are locked out. **If you get locked out, contact the HSBA during normal business hours.** You may email us 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.

If you have not been able to access your account after 2 or more attempts, please use the **Forgot Username?/Forgot Password?** links to reset your credentials **BEFORE** you get locked out. Login credential assistance is e-mailed to your communications e-mail on file with the HSBA. If your preferred communications e-mail *has changed*, please contact the HSBA directly; do not use Forgot Username / Forgot Password.

You can also use the show/hide feature in the Password entry box to confirm that you have entered your password correctly.

Sign in Assistance available during the following hours:

Open: Monday - Friday, 8:00 a.m. - 4:00 p.m.

*December 25, 2023 and January 1, 2024 Holiday Office Closure

Closed: Saturday, Sunday, and Hawaii State Holidays*

*Exceptions: open on General Election Day; closed the day after Thanksgiving

4. **What is my username?**

Username: HSBA License or (without the preceding zeros) plus Last Name E.g. (1234Smith)

If you cannot remember your JD number, search your last name using the HSBA website directory or use the **Forgot Username?** link to retrieve your username. An email will be sent to your Communications email Address on file with the HSBA.

5. **What is my password?**

Password: First 3 letters of **Last Name** + 4 digits of SSN (case sensitive) E.g. (Smi1234)

If you have changed your password in the past or you are still having problems logging in, use the **Forgot Password?** link to reset and create a new password that you can remember.

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REMINDER: If you are unable to successfully log-in within 5 attempts you will be locked out of your account AND you will need to contact HSBA during our available contact hours to unlock and reset your password.

New Password security tips

- Your new password should be at least 8 characters long; and
- Include a combination of 3 of the following elements in your password: Uppercase, Lowercase, AND Symbol or Number.

6. Can I save my progress during registration?

While the HSBA recommends you complete your License Renewal Registration in **ONE** sitting, the License Renewal Registration form does have a save function. Before beginning make sure you have sufficient time to complete the entire form. It should take about 15-20 minutes.

7. Can I submit paper registration by mail?

Yes, you may submit the completed registration & mail-in payment. Log in to the renewal portal to complete the 2024 License Renewal Registration form online and select the "Mail-In" payment method option. Due to the USPS holiday schedule, allow enough time for the mail to be delivered to HSBA. Mail in form **MUST** be received by December 31, 2023 to be timely.

8. What documents should I mail with my payment?

- Go to your "My Account" and print your 2024 Registration form from the "Annual Renewal Archive"
- Go to the "Invoices/ Receipts" tab of your "My Account" and print out the 2023 Detailed Invoice
- If mailing in credit card payment, please print and complete the Credit Card Authorization form
- If mailing in check, make check payable to "Hawaii State Bar Association"
- Submit your completed registration form, detailed invoice, and payment by mail to the HSBA

Reminder: Completed forms and payment must be *received* via Mail or Online by 11:59 pm. (HST) Sunday, December 31, 2023.

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. Please initial your edits and Submit your completed form with your payment to:

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

9. How do I make corrections to my 2024 License Renewal Registration form after I paid and submitted online?

Print your 2024 License Renewal Registration from My Account [My Account → Annual Renewal Archive]. Make the necessary corrections in pen and submit to the HSBA by email (ars@hsba.org); mail (to the address above). Please initial your edits.

10. How can I confirm that the HSBA has received my 2024 License Renewal Registration?

Once your payment has been successfully processed, you will receive an email receipt to your Communications email address. The email receipt confirms our receipt and processing of your 2024 License Renewal Registration &

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Payment. These automated receipts are sent to the Communications email address on file prior to any update you may have made.

Print or save this receipt for your records. If you did not receive a receipt via email, please log in to My Account to view a copy of your email receipt under "My Receipts."

- **Payment Online:** You should receive your receipt via email within a few minutes of payment. Check your Communications* email address.

NOTE: If you changed your Communications email address online when renewing for 2024, please send another copy of your receipt to your new Communications email address at the final Confirmation Screen.

- **Payment by Mail:** You will receive your email receipt after your submitted registration is complete & processed by staff. *It will take a few business days for your registration to be processed once received.* Your patience is appreciated. 2024 License Renewal Registration form and payment must be received by 11:59 pm (HST) December 31, 2023 to be timely.

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

11. Why does my JD Number not appear on the Mailed-in Forms Received List on the Home Page?

The Mailed in Forms Received List on the home page *only lists the JD Numbers of those members who have decided to "Pay by Mail."* If you Paid Online, your email receipt serves as confirmation that the HSBA has received your 2024 License Renewal Registration form.

12. Can I send a copy of my email receipt to my employer?

Yes, there are several ways of doing the following:

- You can forward the email receipt you received to your employer.
- If you have paid online, you can choose to send a copy of your receipt to your employer at the final Confirmation Screen by entering your employer's email address.
- Go to My Account and click on My Receipts. You can choose to Resend the receipt from My Account.

13. Can I get a copy of my receipt?

Yes. If you cannot find your email receipt, email ARS@hsba.org and we will resend the receipt to you. Your original email receipt was sent to the Communications email address on file prior to any update you may have made during your renewal registration.

14. I cannot find my Mail-in Form, can I re-download it?

Yes. If you have completed your form in the portal and elected to Pay by Mail, you cannot re-enter the portal, but you can re-download your form from the lockout notice page. Please re-download your Mail-in Form from a device that will allow you to print the form for mailing.

15. Can I print a copy of my 2024 License Renewal Registration for my records?

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Yes. Your 2024 License Renewal Registration form will be available to you in your HSBA My Account once your payment has been processed.

- **Payment Online:** Your 2024 License Renewal 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"
- **Payment by Mail:** After you receive your email receipt, the final 2024 License Renewal Registration as processed by the HSBA will be available in your "My Account" "Annual Renewal Archive."

16. Why do I have to provide 4 addresses?

HSBA collects addresses/contact information on behalf of the Supreme Court and the Office of the Disciplinary Counsel (ODC). There are 4 types of addresses we collect:

1. Communications Address

- a. This information is required and confidential and used by HSBA for communication purposes only. This information is available to the Supreme Court and ODC for their respective business purposes.
- b. Members may provide a P.O. Box, mailbox or a drop box address if desired.
*Your communication email address will be shared with any Section, Neighbor Island Bar Association, or Specialty Bar Association you elected to join.

2. Business Address

- a. This information is for publication in the HSBA online and printed member directory.
- b. Members are encouraged, but not required to provide this information except when you are **electing Government status**; All fields are optional.

3. Residential Address

- a. This information is required and confidential. This information is available to the Supreme Court and the Office of the Disciplinary Counsel for their business purposes.
- b. Members must provide a physical **STREET** Address. Do not provide a mailbox/drop-box address or an address to a UPS Store.

4. Service of Process Address

- a. This information is required and confidential. This information is available to the Supreme Court and the Office of the Disciplinary Counsel for their business purposes.
- b. Members must provide a physical **STREET** Address. Do not provide a mailbox/drop-box address or an address to a UPS Store.

17. I work for the government as an attorney, why do I need to provide business information?

LFCP is waived for members employed by U.S. Federal government or the State of Hawaii or a County within the State of Hawaii and who do not engage in the private practice of law, compensated or uncompensated, other than pro bono service.

18. I'm retiring or I'm retired, do I need to renew my license?

Per RSCH 17, to maintain good standing, your license must be renewed annually.

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- 19. Why do I have to pay the annual LFCP assessment when I change my status from Government to Active?**
Members who chose to maintain Government membership status who work exclusively for the federal government, the State of Hawai'i, or any political subdivision of the State of Hawaii and who engage in no private practice of law are exempt from paying the LFCP fees. When changing status to Active, members must pay the required fee as mandated by the Hawaii Supreme Court.
- 20. My membership was paid for the year. Why do I change and pay any dues and fees when I retire as a Government attorney?** Members maintaining Government membership status paid reduced dues and fees. Members who change status must pay the dues and fees associated to the new membership status.

RULE 22 (CLE)

1. What are the CLE and Ethics requirements?

Pursuant to Rule 22, **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.

Please see RSCH 22 for additional details regarding the annual CLE requirements
https://www.courts.state.hi.us/docs/court_rules/rules/rsch.htm#Rule%2022

2. When is the deadline to complete 2023 CLE requirements?

December 31, 2023. You must self-report and certify on the 2024 registration form whether you have completed your 2023 CLE requirement within the calendar year ending Dec 31, 2023.

3. I'm changing from Active status in 2023 to Inactive Voluntary status in 2024, do I still have to certify that I earned the required CLE in 2023?

Yes. If you change your status to Inactive Voluntary for the 2024 year, you are still required to complete your Rule 22 requirement for the year ending 2023.

4. Must I complete my 2023 CLE requirement before I complete the 2024 Registration?

Since you must certify on the 2024 registration form that you have completed the required 3 CLE credits in 2023, the HSBA highly recommends that you complete the Rule 22 requirements **PRIOR** to submitting your 2024 registration.

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You must respond either Yes or No to the CLE question. Answering No to the question will trigger an automatic CLE Compliance Audit for 2023.

NOTE: You may submit your 2024 registration with late fees after December 31, 2023; however, CLE requirements must be completed by Dec 31, 2023.

Please contact Lyn Flanigan at lflanigan@hsba.org for MCLE questions.

Please check <https://hsba.org/CLELibrary> or contact Nikolette Hartmann, CLE Assistant, at nhartmann@hsba.org for questions about available HSBA online seminars.

5. **How do I know how many CLE credits I have earned in 2023?**

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 a third party (including HSBA sections and Neighbor Island Bar Association) 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 and Neighbor Island Bar Associations CLEs). If you have registered and completed an HSBA CLE seminar view/download your Certificates of Completion by following these instructions.

6. **How to Access Your HSBA CLE Certificate?**

- Login to your HSBA Account, and go to your "My Account" page
- Click on the words "CLE Account"
- Click the "CLE CLASSROOM" button to access your CLE classroom
- Click "I Agree"
- 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.

Have Other Questions? Contact Us!

HSBA Contact Hours:

Open: Monday - Friday, 8:00 a.m. - 4:00 p.m.

*HSBA will be closed on Monday, December 25, in observance of Christmas
& closed on Monday, January 1, in observance of New Year's Day

Closed: Saturday, Sunday, and Hawaii State Holidays*

***Exceptions: open on General Election Day; closed the day after Thanksgiving**