OBTAINING A LOGIN

The system will allow only one account per email address. Every person that uses the system will need to obtain a login by clicking the “Sign Up button.”

The login that you obtain in the first step is the login just for the person to enter the registration system.
COMPLETING AN INITIAL REGISTRATION

1. When completing the initial registration, in Step 1 of the registration for the solicitor or fundraising counsel organization, we ask that you enter the email address of the solicitor or fundraising counsel and not use your or your firm's email address.

2. The system is programmed to accept a maximum of 2 registrations per FEIN therefore, an organization that has both solicitor and fundraising counsel contracts, separate registrations for a solicitor and fundraising counsel must be completed.
ADDING A CHARITY
This system is linked to the Hawaii Charity Registry database and the list of organizations that have been granted exemptions from registration. Therefore when adding the charities that the solicitor or fundraising counsel has contracts with, in Step 5 you would insert the date that services started for the charity and click “Add Charity.” A second screen will appear and you may search for the charity by word search or FEIN.
MANAGING / LINKING TO EXISTING REGISTRATIONS

Once the initial registration for a solicitor or fundraising counsel has been created, the registration, adding of contracts, bonds, submission of renewals, and financial reports may be done by anyone that has a login and who has “linked” to that solicitor or fundraising counsel’s registration.

EXAMPLE: Both Hugh and Kathy have logins to the Hawaii Professional Fundraiser Registration System. Tobby’s Friends is a professional solicitor account that is first assigned to Hugh and Hugh completes the initial registration for Tobby’s Friends. The account is then assigned to Kathy to manage. Kathy may gain access to Tobby’s Friends’ registration to upload contracts, submit financial reports and renewals by “linking” to Tobby’s Friends’ registration.
In order for a person with a login to “link” to an existing registration, they will need:

1. The link code from the registration.
2. The type of registration (professional solicitor or fundraising counsel)
3. The FEIN for the solicitor or fundraising counsel.

These 3 pieces of information are stated on the registration for the organization. A PDF copy of the registration may be printed out.
Each person with a login will be able to see all of the organization's whose accounts/registrations they have either created or linked to and the status.

To add documents to an existing registration click the Charity button on the left and charities that the solicitor or fundraising counsel have on file will come up. Under "documents" click "view/add."
You may upload additional contracts or a financial report. You may enter as many contracts as you wish for each charity. If the solicitor or fundraising counsel has a current contract that extends past June 30, 2015, you will need to upload a copy of the contract even if you have provided a paper copy to our office. After a registration is completed and when new contracts are signed, anyone that has a login and is linked to that organization's registration would login and "update" the registration and add a new contract to that associated charity.

All documents (.e. contracts, bonds, end of campaign reports) that are uploaded to the system remain in the system and will be made available for the public to access. You need not upload a multi year contract more than once however, if there are addendums or supplements executed for a contract you would need to upload the addedums or supplements as they become available.
END OF CAMPAIGN FINANCIAL REPORTS

When completing the end of campaign financial reports for professional solicitors, you will be prompted to enter the name, title, email address of an authorized agent for the professional solicitor and the names of 2 officials of the charity and the date that each signed off on the financial report. For each of these persons please enter an email address that is personal to that person and not your email address or the email address for your firm or another person.
SYSTEM GENERATED EMAILS
When you complete a registration 2 emails go out and this is who they go to:

1. confirmation that the registration has been submitted: goes to anyone that has a login and is linked to that registration and the solicitor or fundraising counsel at email address listed for the solicitor or fundraising counsel.
2. confirmation that the registration has been accepted: goes to the same people

There are certain questions in the registration just as it was on the paper form such as whether there have been legal actions against the solicitor or if they employ persons convicted of a felony having to do with misrepresentation - if those are answered "yes" those registrations are flagged for us to look at so the system does not automatically approve them. Our office will receive a notification that there is a pending application and will review it and may ask for additional information, accept the registration, or deny it through the system.

When an end of campaign report is submitted for a solicitor the system will send out an email that the report has been received to everyone that has a login that is linked to that solicitor's registration, the authorized agent for the solicitor and the 2 officers for the charity.

The system has a 30 minute inactivity period until the user is automatically signed out. This means that if the user does not interact with the system (click buttons, upload a file, navigate through pages, etc), it will automatically sign the user out. The user will need to then log back in to the system to access information again.
QUESTIONS ABOUT HOW TO USE THE SYSTEM

Live chat is available Monday–Friday, 7:30 AM to 4:30 PM Hawaiian Standard Time.

Email: info@ehawaii.gov
Phone: (808) 695-4620 | Toll-free: 1 (866) 448-0725