State of Hawaii
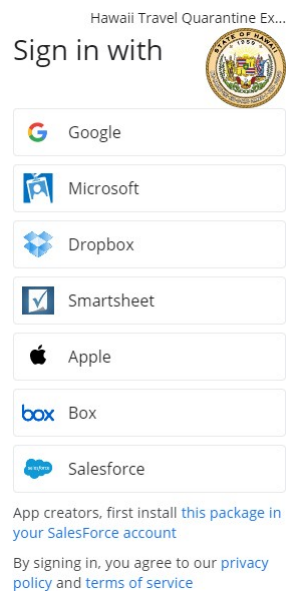# Travel Quarantine Exemption Application User Guide
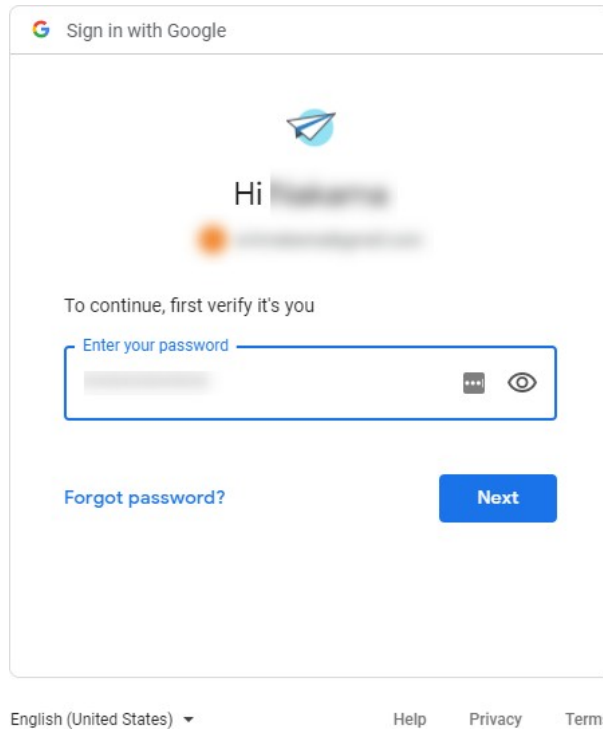
Getting Started:

1. Open up a browser and navigate to http://ag.hawaii.gov/travelexemption.

2. Choose one of the following sign-in methods to create an account:
   ==*Users are required to use an existing account from the following providers. Or create a new account under one of the providers below before signing up*==
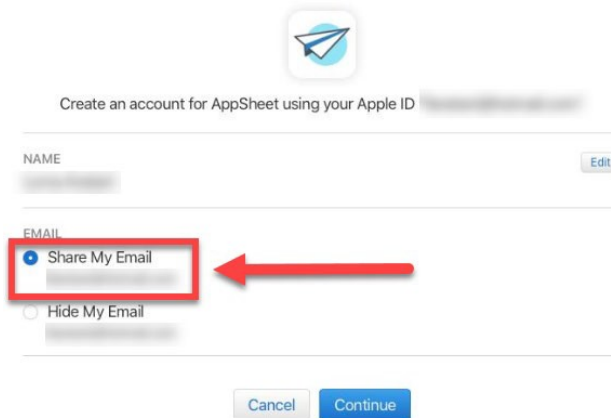
3. Sign in

4. Review the terms and select "Accept" to agree and continue using the app.

Hawaii Travel Quarantine Ex...

Travelers entering the State of Hawai'i can apply for a limited exemption from the mandatory 10-day self-quarantine.

You permit the State of Hawaii to collect, analyze, share, disclose, and otherwise use in any way allowed by applicable laws (Use) the data or personal information (Data) that you enter or upload to this website or that you submit to the Office of the Attorney General of the State of Hawaii. The State of Hawaii may Use the Data, whether actual, in aggregate, or anonymized with any state, federal, or county agencies, entities, or political subdivisions, and their respective executives, commissioners, trustees, officers, directors, and employees, and their agents, consultants, and representatives. In addition, Data may be used by law enforcement for civil or criminal prosecution.

More Information

When you use this app, the app creator (webapps@hawaii.gov) may receive:

• Your email address and name
• Your locale, timezone, and device identifier
• Your app usage information

The app may also utilize the input and local storage features of your device. Please review the terms of use and privacy policy of the app and AppSheet before you proceed.

Cancel   Accept

5. At the bottom of the page select "Complete Your Account."

My Account   Complete Your Account

6. Fill out the name and company fields to complete your account and save.

Requestor First Name *
_____

Requestor Last Name *
_____

Email *
_____

Company
_____

Cancel   **Save**

Submitting an Exemption Application Form:

1. On the bottom right of the application select "Apply for Exemption."

My Account   Requests   Apply for Exemption

2. Select the exemption category that best describes your reason for the request.

Exemption Category

○ CISA Federal Critical Infrastructure Sector

○ Recreational Boat Arrival

○ Recovered from COVID

○ Other

3. Describe in detail the purpose for your exemption request.
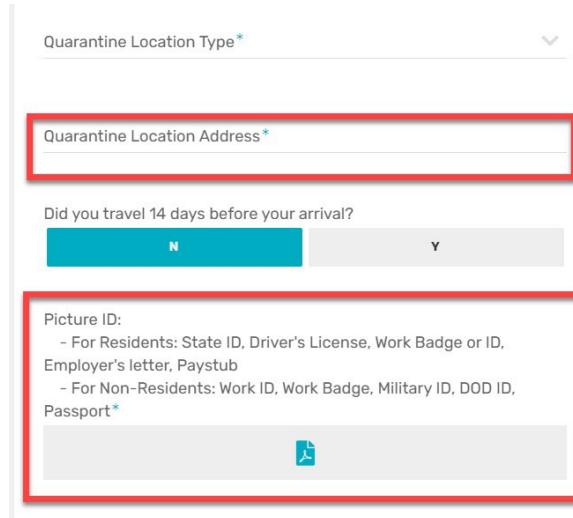

4. Upload the necessary documents that are requested and any additional documents if needed.

5. You may add one or more travelers by selecting "New" within the Travelers section on your request. ==*If you, as the requestor, will be traveling, you will need to fill out one for yourself as well.==
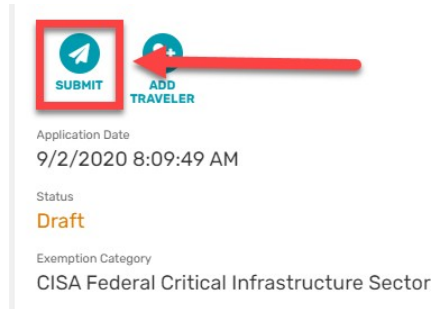
Travelers

                                    New

6. Fill out all the required fields relating to your traveler(s). Each field required will have a "*" next to it. It is important to type in the full address of the traveler's quarantine location and provide a picture ID. Once completed go ahead and click "Save."

Quarantine Location Type*

Quarantine Location Address*

Did you travel 14 days before your arrival?

| N | Y |

Picture ID:
  - For Residents: State ID, Driver's License, Work Badge or ID, Employer's letter, Paystub
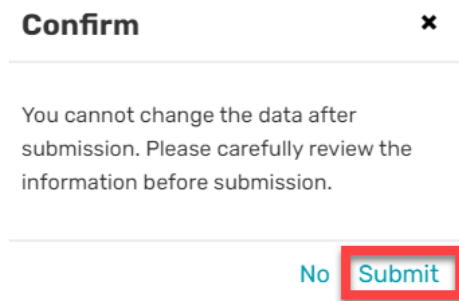 - For Non-Residents: Work ID, Work Badge, Military ID, DOD ID, Passport*

7. After saving the information for the traveler, you may select the "New" option to add additional travelers if needed. ==*You will need to provide information for each additional traveler individually*==

Travelers

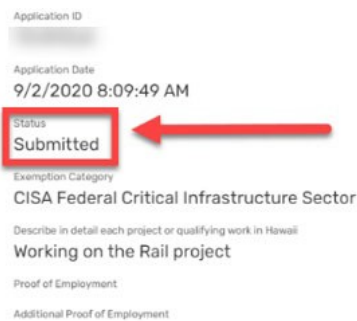| Traveler Last Name	Traveler First Name	Arrival Date
		9/9/2020

New
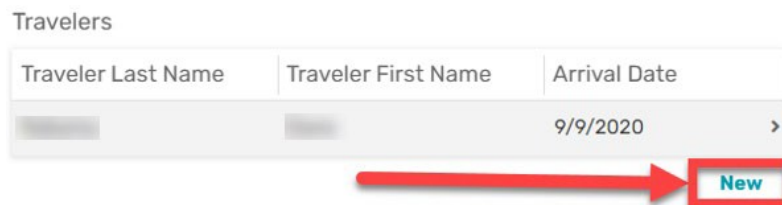
8. When you have completed filling out your request and traveler information, click "Save". To finalize and submit your request you will need to select the "Submit" button at the top of the form.

Application Date
9/2/2020 8:09:49 AM

Status
Draft

Exemption Category
CISA Federal Critical Infrastructure Sector

9. You will be prompted to confirm that the form will be submitted and changes will not be allowed after selecting "Submit."

Confirm   ✕

You cannot change the data after submission. Please carefully review the information before submission.

No   Submit

10. You can verify your submission was successful by referring to the Status on your request.

Application ID

Application Date
9/2/2020 8:09:49 AM

Status
Submitted

Exemption Category
CISA Federal Critical Infrastructure Sector

Describe in detail each project or qualifying work in Hawaii
Working on the Rail project

Proof of Employment

Additional Proof of Employment

11. You will receive a confirmation email that includes your Application ID to reference, an assistance contact, and references to county rules. *Your confirmation email does not mean your request has been approved*

12. Congratulations on completing your first exemption request 😊😊! To track your submission(s) go to the "Requests" area on the bottom menu.

My Account   ☰ Requests   ⬆ Apply for Exemption

How to revise a returned request:

1. If your request requires more information, you will receive an email informing you that an update to your application has been requested, with a link direct to the request within the app. Refer to the email comments to see what updates are being required.

    Dear ████████,

    Please provide more information or documents to address the issues below:

    ████████████████████████████████
    ████████████████████████

    To update your application and submit additional information and documentation, use the following link Link to Your Application

    Your application will not be processed until you provide the additional information.

    Mahalo,
    State of Hawaii

2. Once logged into the application, under "Requests," you will see the request that requires an update and it will be shown in red.

    ### Requests

    Submitted
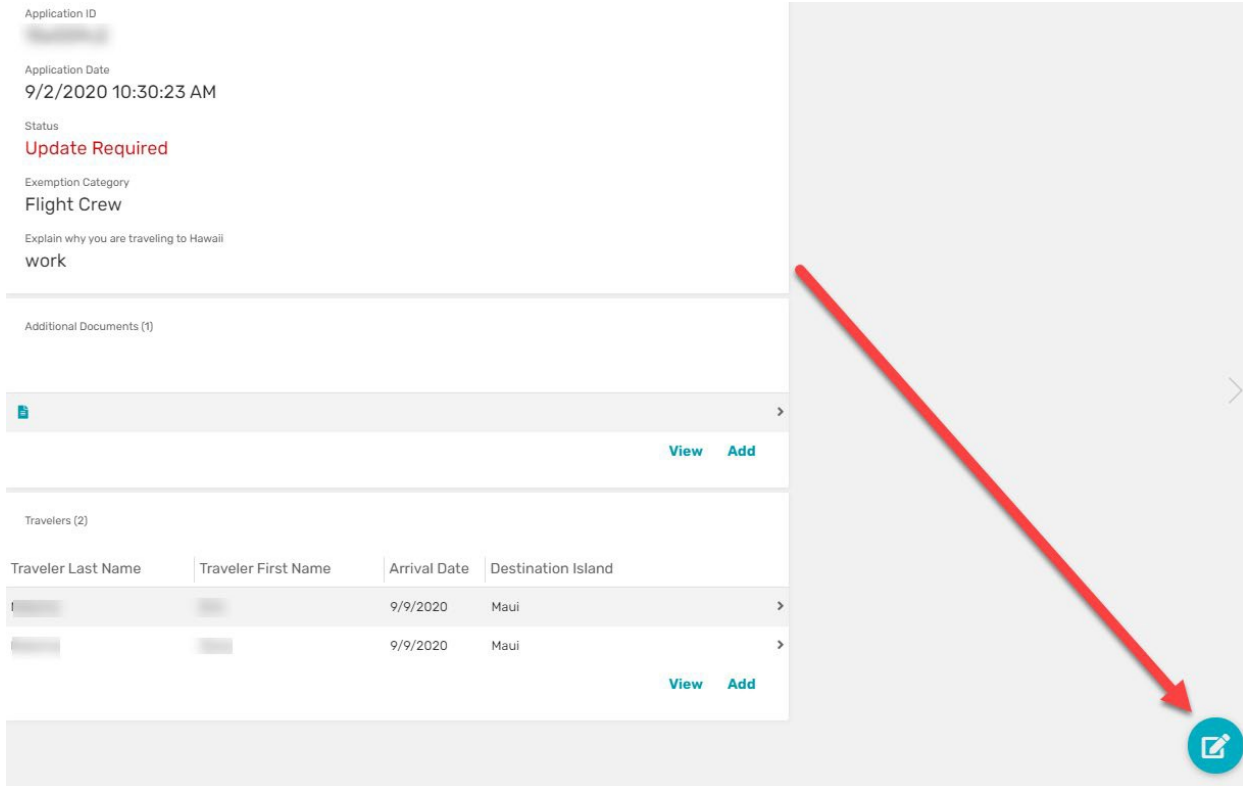
    9/2/2020 8:09:49 AM
    Submitted

    Update Required

    9/2/2020 10:30:23 AM
    Update Required

3. To update your application, open the request and select the icon located in bottom right corner.
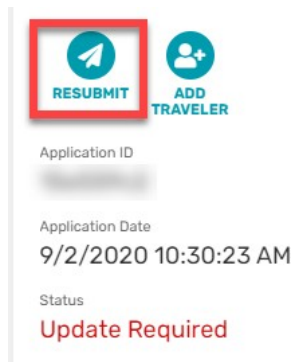
4. After updating, go ahead and re-submit the request by clicking the "Resubmit" button.

5. You will receive a confirmation email when your request has been successfully re-submitted. *This does not confirm that your request has been approved. Re-submissions of updates will need to go through evaluation again*

Status notices of submitted requests

Denied 🙁 : You will receive an email to inform you if your request has been denied with a reference to the Application ID.

Approved 😊😊 : You will receive an email to inform you if your request has been approved including an Approval ID and terms to abide by.

Other Resolution: You will receive an email with a response from the Attorney General's Office.

You can track the status of your request within the application in the "under "Requests"" area.