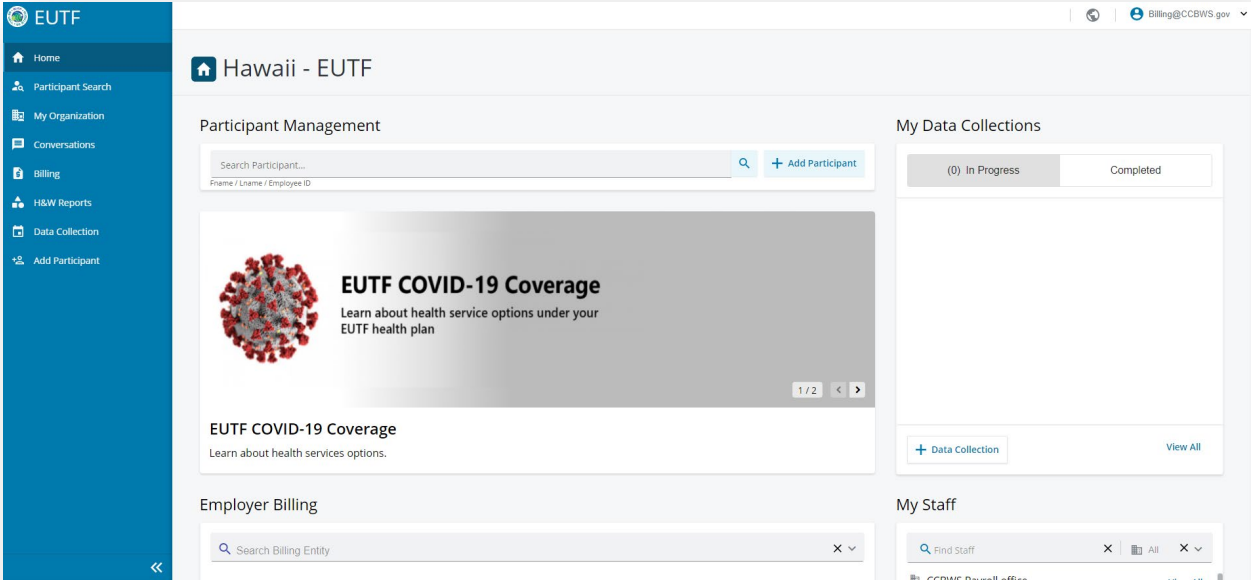


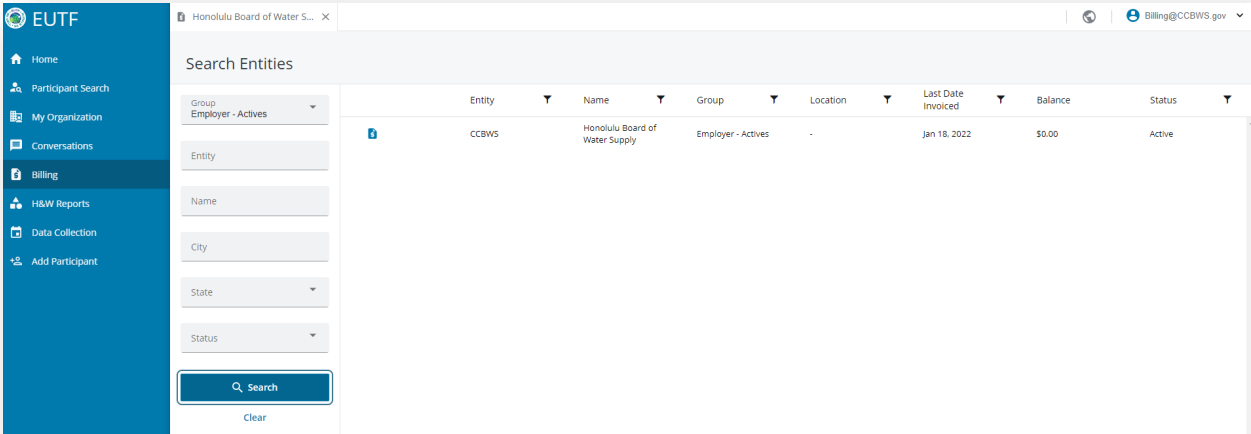
# Instructions on how to access monthly employer billing invoices for actives and retirees

1. On the Home screen, select “Billing” on the left blue navigational bar.

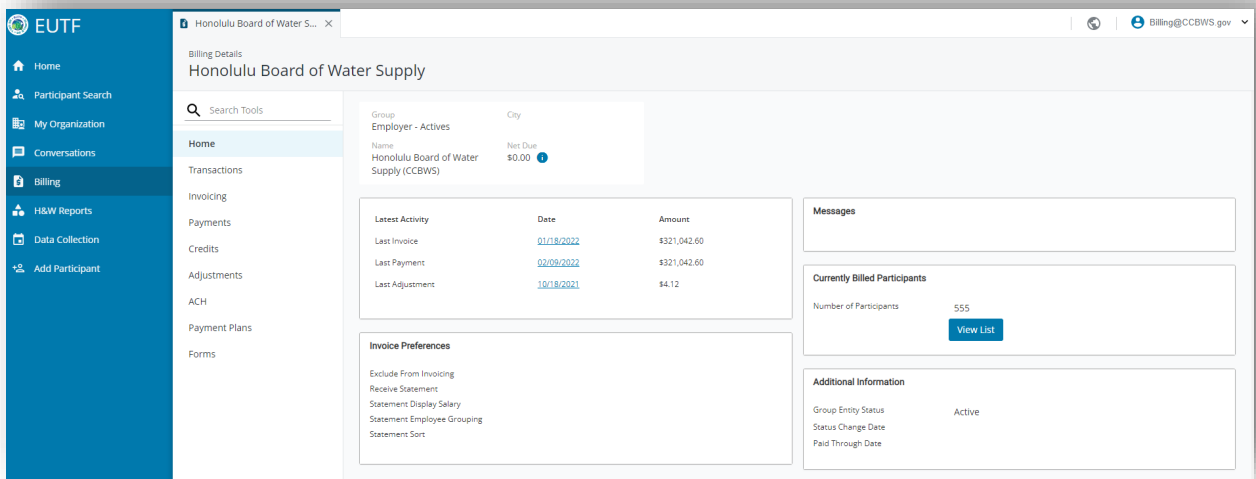


2. The Search Entities screen appears. Click on the “Group” field for a dropdown selection. To access employer billing invoices for active employees, select “Employer – Actives.” To access employer billing invoices for retirees, select “Employer – Retirees.”

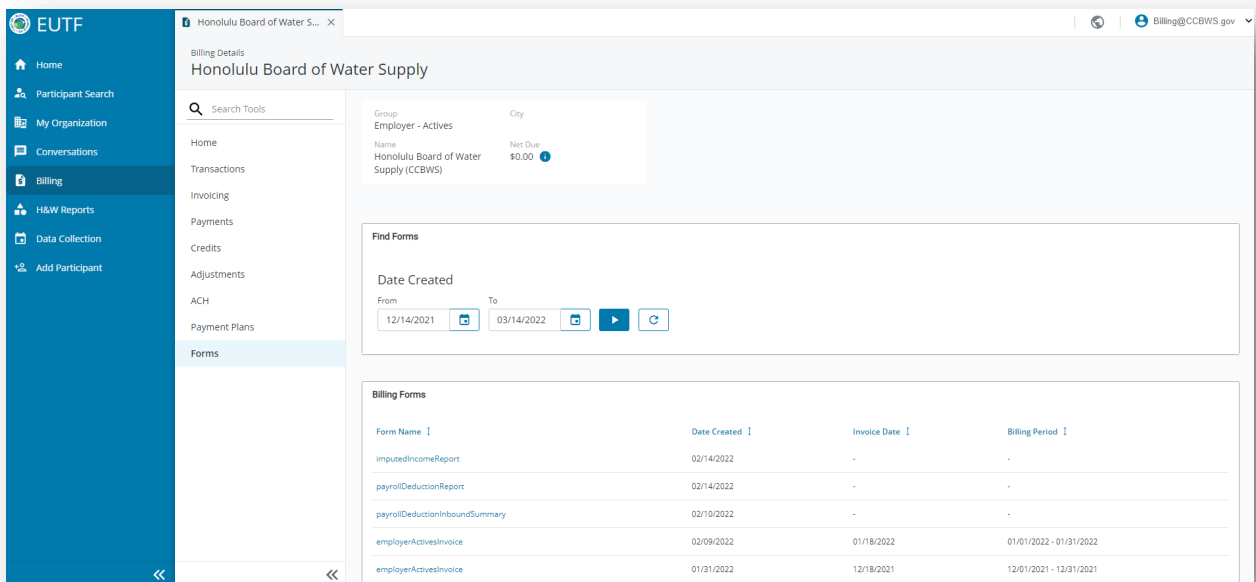
In this example, the group for Honolulu Board of Water Supply is displayed. Click on the dollar sign icon to view the Employer-Actives billing group.



3. On the Employer-Actives billing group home screen, click on “Forms” on the left white navigational bar.




4. On the Forms page, click on “employerActivesInvoice” under the *Billing Forms* panel for a copy of the billing invoice or go to the *Find Forms* panel and enter “From” and “To” dates to find a billing invoice for a specific billing period.



5. Select the billing invoice and a PDF of the document will open in a new browser tab. You can download and save a copy to your computer or print a copy.

Microsoft Word - June 2020 - ER Active\_ARC Details 1 / 2 100%



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
 201 Merchant Street, Suite 1700  
 Honolulu, HI 96813  
 Oahu: (808) 586-7390  
 Toll Free (800) 295-0869  
<https://eouf.hawaii.gov>

DAVID Y. IGE  
GOVERNOR

**BOARD OF TRUSTEES**  
 DANIELA FERRE, CHAIRPERSON  
 JAMES WATANABE, VICE CHAIRPERSON  
 ERNEST WAGNER, SECRETARY/TREASURER  
 ANDREW HIGASHI  
 CHELSEA T. K. NUP  
 DAMIEN ELEFTANTO  
 JACQUELINE FURUKAWA-MAYAMOTO  
 LAUREN JONIKOW  
 OSA TU  
 ROSEMARY BECKER  
 ADMINISTRATOR  
 DENISE M. MCCHIE  
 ASSISTANT ADMINISTRATOR  
 DONNA A. TOMAS

02/09/2022

To: Honolulu Board of Water Supply  
 From: Derek M. Mizuno, Administrator  
 Re: January 2022 Employer Contributions

Previous Balance	Amount Invoiced	Adjustments	Payments	Credits	Total Amount Due
\$321,042.60	\$321,042.60	\$0.00	(\$321,042.60)	\$0.00	<b>\$321,042.60</b>

Please remit \$321,042.60 to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) at 201 Merchant Street, Suite 1700, Honolulu, Hawaii 96813 for the following contributions as required by Chapter 87A and HRS:

	01/15/2022	01/31/2022	Total
Active	\$160,521.30	\$160,521.30	\$321,042.60
<b>Total Active</b>	<b>\$160,521.30</b>	<b>\$160,521.30</b>	<b>\$321,042.60</b>
<b>Grand Total</b>			<b>\$321,042.60</b>