

# HAWAII LABORERS' TRUST FUNDS

## MEMBER PORTAL INSTRUCTIONS & GUIDE

### 1. Login Screen

From the <https://hilabtrustfunds.com> website, click on Member Log In

- First time accessing your information: go to Step 2 Register an Account
- If you've already registered: skip to Step 3 Logging Into Your Account



### 2. Register an Account

If you have never used the website, you will first need to create an account. You will need an email address to Register.

- On the login page next to the login button, click Register.
- After you have clicked on the Register link, you will be prompted to fill in the following:
  - Social Security Number
  - Date of Birth
  - Zip Code
- Click Register button
- A new window will appear. Enter your email address.
- A passcode will be sent to this email address.
- Enter the passcode that was emailed to you.
- Follow prompts to create a password
- Once you have registered your account you may login to your account to view your information.

### 3. Logging Into Your Account

Once at the Participant login screen, you will be prompted to enter your email address and password. Your email address is the email address you used to register your account.

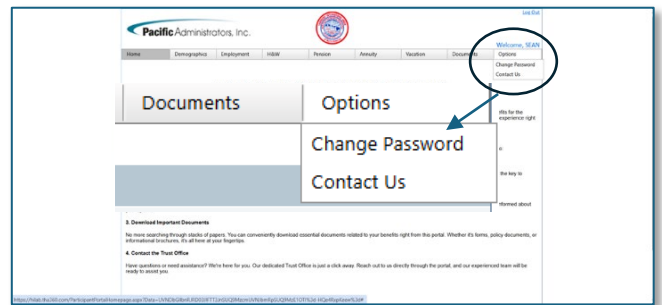
### 4. Forgot Password

If you have already registered your account and forgot your password, click on "Forgot Password".

## 5. Changing Your Password

At any time while you are logged in, you may change your password. Remember to keep your password secure to prevent unauthorized access to your account.

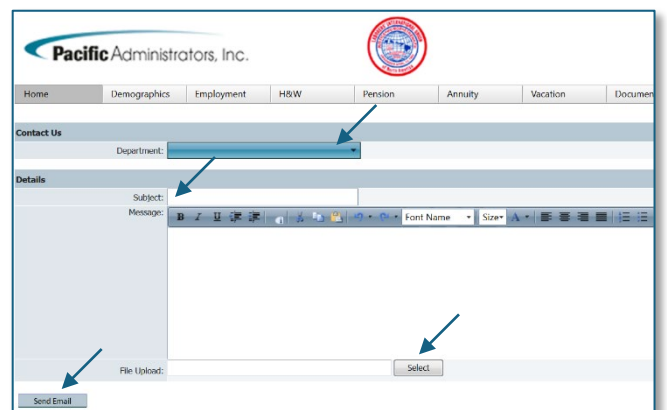
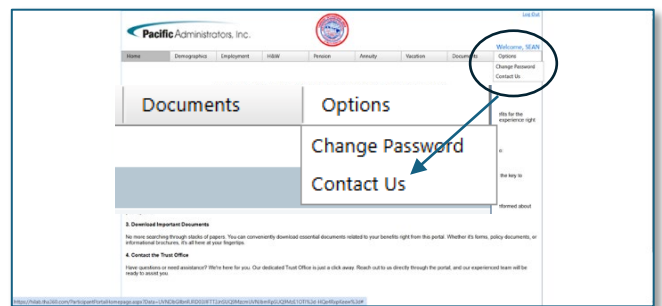
- To change your password, click on the “Change Password” link under the “Options” menu in the top right corner of the screen
- You will be prompted to enter your old password once and your new password twice for confirmation. When done, click on the “Update” button. Your new password is set.



## 6. Contact Us

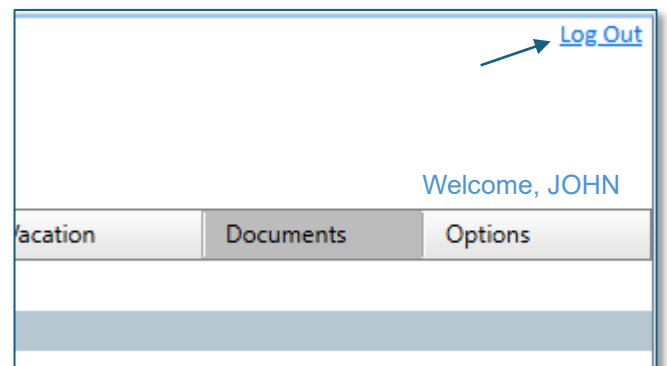
You may contact the Administrator’s Office from the website by simply clicking on the "Contact Administrator" link under the "Options" menu in the top right corner of the screen.

- The "Contact Administrator" link will direct you to a page where you can send your question or comment to the desired fund department.
- Use the drop-down arrow on the department category, to select the Fund you wish your question or comment to be directed. The categories include: Health & Welfare, Pension & Annuity, or Vacation.
- Enter your subject matter in the “Subject Field,” followed by your question or comment in the "Body" box.
- If you want to upload files, click on the Select button to select files to attach
- When you are done, click on the "Send Email" button and the Administrator’s Office will respond to your email as soon as possible.



## 7. Log Out

To log out, from any screen, click on the “Log Out” button in the upper right corner of the screen.



# WEBSITE PAGE EXPLANATIONS

**Demographics-** This page displays your personal information such as: Name, Address, Phone Number, etc. If any information displayed is incorrect, please contact the Administrator’s Office to update your records.

**Pacific Administrators, Inc.** [Log Out](#)  
Welcome, JOHN

Home Demographics **Employment** H&W Pension Annuity Vacation Documents Options

**Demographics**

**General**

First Name: JOHN	Date of Birth: 01/05/1970 (Age: 55)
Middle Name: K	Date of Death:
Last Name: ALOHA	Gender: Male
Suffix:	Unique ID: NVC00207
Marital Status: Married	Local: Local 368

**Primary Address**

Country:	Most Recent Employer: ABC CONSTRUCTION, INC.
Address Line 1: 123 KAHU STREET	Most Recent Work Date: 06/01/2025
Address Line 2:	
Address Line 3:	
City: KAPOLEI	
State: HI	
Zip Code: 96707	

**Current Employment**

**Email Addresses**

Email Addresses	Phone Numbers	Type
(Primary) alohaj@gmail.com	(808) 123-4567	Home
	(808) 987-6543	Mobile

**Employment-** This page displays the different Funds your employer is contributing to on your behalf each month. Each Fund represents a benefit you are eligible for.

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**Employment History**

Filters

**Remittance Details**

Work Month	Report Date	Employer	Fund	Job Level	Hours	Contribution
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Annuity	Conversion	52.50	\$221.03
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Supp Dues Hourly	Conversion	52.50	\$57.75
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Constr. Hourly	Conversion	52.50	\$572.25
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	LECET	Conversion	52.50	\$10.50
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Pension	Conversion	52.50	\$275.63
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Training	Conversion	52.50	\$31.50
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Vacation	Conversion	52.50	\$267.75
06/2025	07/25/2025	ABC CONSTRUCTION, INC.	Vacation Admin	Conversion	52.50	\$2.63
05/2025	06/20/2025	ABC CONSTRUCTION, INC.	Annuity	Conversion	196.00	\$825.16
05/2025	06/20/2025	ABC CONSTRUCTION, INC.	Supp Dues Hourly	Conversion	196.00	\$215.60
05/2025	06/20/2025	ABC CONSTRUCTION, INC.	Constr. Hourly	Conversion	196.00	\$2,136.40
05/2025	06/20/2025	ABC CONSTRUCTION, INC.	LECET	Conversion	196.00	\$39.20

**Health & Welfare-** This page displays the current plans you are enrolled in, dependents enrolled, the effective (start) and end dates of coverage, and your monthly eligibility status based on hours worked and/or your Hour Bank.

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**Plan Elections**

Effective Date	End Date	Package	Coverage Type
07/01/2018		C_A_LH_F	Family

**Plans**

Plan	Plan Type	Member Information
Laborer's Indemnity Medical	Major Medical	
Hawaii Dental Services	Dental	
Indemnity Vision	Vision	
VSP	Vision	
Catamaran	Prescription Drug	
Pacific Guardian Life	Life	
Pacific Guardian Life Temporary Disability	Long-Term Disability	

**Member Information**

Member	Member Type	Effective Date	End Date
ALOHA, JOHN	Subscriber	07/01/2018	
ALOHA, LORI	Spouse	07/01/2018	
ALOHA, KAHAU	Dependent	07/01/2018	
ALOHA, KEIRA	Dependent	07/01/2018	

**Eligibility**



Eligibility Month	Eligible	Employer	Hours Worked	Hours Bank Change	Hours Bank	Status
08/2025	Yes		196.00	76.00	489.50	Active
07/2025	Yes		82.00	(18.00)	413.50	Active
06/2025	Yes		0.00	(100.00)	431.50	Active
05/2025	Yes		0.00	(100.00)	531.50	Active

**Callouts:**

- When your coverage starts and ends:** Points to the Effective Date (07/01/2018) and Package (C\_A\_LH\_F) in the Plan Elections table.
- Carrier Name:** Points to the Plan names in the Plans table.
- Type of Coverage:** Points to the Plan Type names in the Plans table.
- Dependents enrolled:** Points to the dependent names (LORI, KAHAU, KEIRA) in the Member Information table.
- Dependents' coverage dates:** Points to the Effective Date (07/01/2018) for dependents in the Member Information table.
- Months you are eligible for coverage:** Points to the Eligible status (Yes) for months 05/2025 through 08/2025 in the Eligibility table.
- Hours worked and Hours Bank:** Points to the Hours Worked, Hours Bank Change, and Hours Bank columns in the Eligibility table.

**Pension-** This page displays your years of Credited Service, Vesting Service credits, and the equivalent hours earned through employer contributions based on hours worked.

- **You need 5 Vesting Service credits or 10 years of Credited Service to be eligible for Pension benefits.** You earn 1 Vesting Service credit for every 1,000 hours worked.
- **The total number of years of Credited Service you work determines the amount of your Pension payout when you retire.** You earn 0.25 years of Credited Service for every 300 hours worked or 1 year of Credited Service for every 1,200 hours worked.



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**Plan Year Accruals**

Plan Year End	CS Hours	VS Hours	Credited Service	Vesting Service	BIS	Plan Year End	Cum CS	Cum VS	Vested
02/28/2006	1,236.00	1,236.00	1.00	1.00	N	N	1.00	1.00	No
02/28/2007	1,848.00	1,848.00	1.00	1.00	N	N	2.00	2.00	No
02/29/2008	1,902.00	1,902.00	1.00	1.00	N	N	3.00	3.00	No
02/28/2009	1,805.00	1,805.00	1.00	1.00	N	N	4.00	4.00	No
02/28/2010	1,015.00	1,015.00	0.75	1.00	N	N	4.75	5.00	Yes
02/28/2011	1,283.50	1,283.50	1.00	1.00	N	N	5.75	6.00	Yes
02/29/2012	1,065.50	1,065.50	0.75	1.00	N	N	6.50	7.00	Yes
02/28/2013	1,192.50	1,192.50	0.75	1.00	N	N	7.25	8.00	Yes
02/28/2014	770.50	770.50	0.50	0.00	N	N	7.75	8.00	Yes

**Annuity-** This page displays the employer contributions made to your individual Annuity account including any withdrawals, net investment earnings, and adjustments.

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**Plan Year Accruals**

Plan Year End	Opening Balance	Contributions	Withdrawals	Interest	Adjustments	Ending Balance
08/31/2005	\$0.00	\$538.00	\$0.00	\$40.29	\$120.61	\$457.58
08/31/2006	\$457.58	\$3,747.00	\$0.00	\$120.06	\$113.99	\$4,210.13
08/31/2007	\$4,210.13	\$7,744.48	\$0.00	\$856.14	\$96.35	\$12,713.56
08/31/2008	\$12,713.56	\$8,820.06	\$0.00	(\$333.93)	\$89.75	\$21,108.16
08/31/2009	\$21,108.16	\$6,775.40	\$0.00	\$213.49	\$93.92	\$28,001.05
08/31/2010	\$28,001.05	\$5,373.41	\$0.00	\$2,274.13	\$105.34	\$35,539.85
08/31/2011	\$35,539.85	\$4,176.44	\$0.00	\$2,675.57	\$123.20	\$42,264.26

**Vacation-** This page displays your accrued vacation benefits reported and paid by your employer and any withdrawals made through the vacation year, which is between September 1 through August 31.






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**Plan Year Accruals**

Plan Year End	Opening Balance	Contributions	Withdrawals	Interest	Adjustments	Ending Balance
08/31/2005	\$0.00	\$161.40	\$161.40	\$0.00	\$0.00	\$0.00
08/31/2006	\$0.00	\$1,124.10	\$1,146.58	\$22.48	\$0.00	\$0.00
08/31/2007	\$0.00	\$2,904.44	\$2,977.05	\$72.61	\$0.00	\$0.00
08/31/2008	\$0.00	\$3,962.84	\$3,962.84	\$0.00	\$0.00	\$0.00
08/31/2009	\$0.00	\$3,537.72	\$3,537.72	\$0.00	\$0.00	\$0.00
08/31/2010	\$0.00	\$3,658.21	\$3,658.21	\$0.00	\$0.00	\$0.00
08/31/2011	\$0.00	\$2,843.32	\$2,843.32	\$0.00	\$0.00	\$0.00
08/31/2012	\$0.00	\$2,435.16	\$2,435.16	\$0.00	\$0.00	\$0.00

**Documents-** This page provides various important documents for each Fund, including annual compliance notices, Summary Plan Descriptions, Summary Annual Reports, Forms, and more.

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**Documents**

Category:

Category	Document Name	Type	Download
Annuity	5500 - Annuity - 2019	PDF	
Annuity	5500 - Annuity - 2020	PDF	
Annuity	5500 - Annuity - 2021	PDF	
Annuity	5500 - Annuity - 2022	PDF	
Annuity	Summary Annual Report Fiscal Year 09/01/2022-08/31	PDF	
Annuity	Summary Plan Description - Annuity	PDF	
Annuity	Notice About Applications - Annuity	PDF	
Annuity	Summary Annual Report Fiscal Year 09/01/2018-08/31	PDF	
Annuity	Summary Annual Report Fiscal Year 09/01/2020-08/31	PDF	
Annuity	Summary Annual Report Fiscal Year 09/01/2021-08/31	PDF	
Annuity	5500 - Annuity - 2023	PDF	
Annuity	Summary Annual Report Fiscal Year 09/01/2019-08/31	PDF	
Health & Welfare	5500 - H&W - 2023	PDF	
Health & Welfare	Disability Certification Form	PDF	
Health & Welfare	FAQs Disability Certification Form	PDF	