

The Department of Commerce and Consumer Affairs Business Registration Division is offering alerts through email and/or text message to help you monitor your business activity and to remind you when your annual business reports are due.

MyBusiness Alerts cost \$25.00 for one year of alerts per business, per user.

This service monitors the business name, address, status, type, officers, annual reports and sends an alert when any filing is made to the foregoing.

Alerts will also be sent if a new trade name is filed, a new officer is added, or any other similar updates are made.

MyBusiness Reminders are \$2.50 a year per business, per user. Please Note: Annual Reminders are free if you sign up for them when you submit your annual report online. Signing up at any other time of the year will cost \$2.50.

This service will send reminders when it is time for you to renew your annual business report and it will let you know when your annual report has been processed by DCCA Business Registration Division.

To begin go to [alertme.ehawaii.gov](http://alertme.ehawaii.gov)

Login with your [eHawaii.gov](http://eHawaii.gov) account or sign up for a new account.

Search for the business you want to receive alerts for.

In the list of results, find the business and select it. If the business is unavailable, the system will not be able to monitor this business based on their file type and/or status.

Select the notification types you would like to receive for this business.

Verify your contact information.

If this is not the email or mobile number you want your notifications to go to you must update your account information.

Otherwise, select your notification methods.

Verify all your information is correct, acknowledge that this purchase is non refundable, and pay now.

Select your preferred payment method.

Enter your payment information and continue

Confirm your information is correct and pay now.

Your payment is complete.

That's it, you're done!

Now you will receive alerts for this business.

Repeat this process for all businesses you want to receive alerts for.

To manage your notifications, select 'Manage Notifications.'

Here you can view alert details, update alerts, remove alerts and re-enroll.

To monitor business activities go to [alertme.ehawaii.gov](http://alertme.ehawaii.gov)