

# Electronic Publication: Notices of Public Sale

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## Publisher's Guide

This Guide is intended for persons who wish to publish Notices of Public Sale using the Department of Commerce and Consumer Affairs ("DCCA") [Electronic Publication website](#). Statutory authorization for electronic publication of Notice of Public Sale legal notices is pursuant to [Hawaii Revised Statutes §667-20](#), [Hawaii Revised Statutes §667-27](#), and [Hawaii Revised Statutes §667-96](#). These sections provide foreclosing associations and mortgagees with an optional procedure to publish certain notices of public sale electronically. Users of this site must be familiar with the Foreclosure by Action, Power of Sale, and Association Alternate Power of Sale foreclosure processes, including, but not limited to, the requirements of [Chapter 667, Hawaii Revised Statutes](#) and [Act 182 \(Session Laws of Hawaii 2012\)](#). Electronic notice issued pursuant to this site is one of a number of notices that owners receive as part of the nonjudicial foreclosure process.

## Recommended Web Browsers

The website is designed and optimized for Microsoft Internet Explorer 9 and Google Chrome 28.0.1500.95 m. Unpredictable errors may arise from using other browsers.

## User Accounts

An ehawaii.gov subscriber account is recommended in order to use this service to electronically publish notices of public sale. Details on obtaining a subscriber account are available at:

<http://portal.ehawaii.gov/page/subscriber-services/>

For assistance concerning subscriber services, please contact eHawaii.gov at [subscriber@ehawaii.gov](mailto:subscriber@ehawaii.gov) or by calling the ehawaii.gov administrator at 808-695-4620.

To obtain publication access, email [epub@dcca.hawaii.gov](mailto:epub@dcca.hawaii.gov). The subject of the email should be "E-Publication Access Request". Include the following information in the body of the email:

1. Last name, First name
2. Business Name (if relevant)
3. Phone number
4. Email address used for the ehawaii.gov account

Please allow for 2-3 business days for your request to be processed. You will receive an email from the DCCA epub administrator when your access has been approved. Requests that do not contain all of the information noted above cannot be fulfilled.

## Getting Started

1. Once your access has been approved, go to the electronic publication website by directing your browser to the following URL: <https://mfd.ehawaii.gov/notices/index.html>.
2. Click on “Login” on the upper right-hand corner of the page.
3. Before you publish your first notice, read the “Terms & Conditions” by navigating to them via the hyperlink on the landing page.
4. Once you’ve logged in using your subscriber account, you will see this page:

The screenshot shows the top of the website with the logo 'NOTICE OF PUBLIC SALE' and a 'Log Out' button. Below the logo is a 'Main Menu' section with a welcome message and instructions. To the right is a 'Public Notices' sidebar with links for 'Dashboard', 'Add', and 'Search'. The 'Add' button is highlighted in yellow.

To create a new notice of public sale, click on “Add” (highlighted on the image above). This will take you to the Add Notice dialogue. Fill in fields, as appropriate, depending on the type of foreclosure the notice of public sale relates to. Once you’ve filled in the fields (not all are “required”, as denoted by an asterisk), we suggest that you double check your entries. Then:

5. Check the Acknowledgment & Agreement box

### ACKNOWLEDGEMENT & AGREEMENT \*

I agree to the [Terms & Conditions](#) and affirm that I have read & understand the statements set forth in the included Disclaimer.

[Publish](#) [Preview Notice](#) [Save](#) [Cancel](#) [Clear Fields](#)

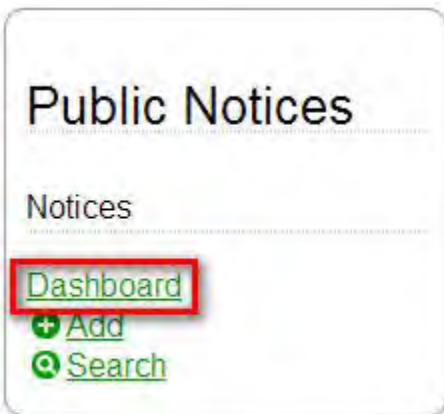
At this point you can “Save” the notice so that you can work on it later, “Preview Notice” to see how it will appear after publication, “Cancel” the notice to return to the initial screen, “Clear Fields” to clear all the fields and start again, or “Publish” the notice to post it to the website.


Once you “Publish” the notice, you will be taken to ehawaii.gov’s payment services page. You will be given the option to pay for the notices either by:

- A. Credit Card
- B. Billing via your Subscriber Account

There is a nonrefundable cost of \$300 as required by [statute](#). When you have completed payment, a receipt will be emailed to you, and the Notice of Public Sale will be published on the website where the public can view it. Each notice is given a date and time stamp at the time of publication.


### The Dashboard



When you click on “Dashboard” you will be taken to a page where you can see all notices you’ve created, separated into four categories: Published, Drafts, Pending, and Cancelled. You can click on any notice listed to view its contents. If you see this icon “” you can edit the notice.

**IMPORTANT:** Notices that have been published **cannot** be edited once their auction date has passed. Additionally, cancelled notices **cannot** be edited.

### Editing Notices

When you click on the edit (“”) icon, you will be taken to the Edit dialogue. Once you have completed editing the notice, you may select “Back” to take you back to the Dashboard, “Cancel” to cancel the notice (**be very careful about doing this!**), or “Publish” to publish the notice as edited. There is NO charge to edit a notice, BUT if you cancel a notice you will have to create a new notice and pay another \$300. There is no option to reverse a cancellation. **Editing Notices is only possible until the calendar day of the auction.**

Once you have edited a notice, the notice will have a “View History” hyperlink displayed at the top of the screen:



# NOTICE OF PUBLIC SALE

*Primary Type:*

**Electronic Notice** [View History](#)

**Publication:** Electronic Publication - Notice of Public Sale

**Sale Date & Time:** August 15, 2013 | 1:00 PM

**Sale Location:**

Postpone from July 30, 2013 - 1:00 PM

First Circuit Court

777 Punchbowl Street, Honolulu, HI

(at the Ewa-end of the plaza area fronting the building)

**Unpaid Balance:** \$31256.56 as of 07/30/13

By clicking on “View History” you, and anyone else viewing the notice, can see every previous version of the notice.

## Notes

This publication system is not intended or designed to supplant legal notice/service via newspaper of general circulation publication. Users of this system should be knowledgeable about the notice of public sale requirements for each type of foreclosure as prescribed by the [Hawaii Revised Statutes, Chapter 667](#), before using this website to electronically publish notices of public sale.

If you have any questions regarding using this website please contact us at [epub@dcca.hawaii.gov](mailto:epub@dcca.hawaii.gov), and we will reply within 2-3 business days.