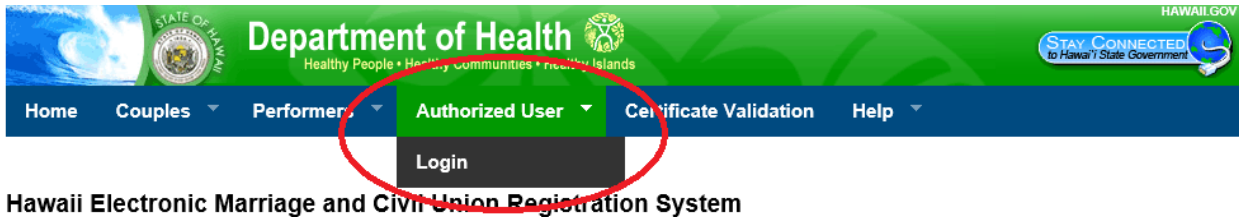


Marriage & Civil Union Performer Renewal Instructions

Please follow the instructions below to “Renew” your License to perform Marriages/Civil Unions

1. Go to our website: emrs.ehawaii.gov
2. Under “**Authorized User**” click “**Login**”



3. When you log in to the website in the menu “**Authorized User**” will change to “**Performer User**”
4. Bring your cursor or tap on the “**Performer User**” there will be a drop down list, then click on “**My Profile**”



5. In “My Profile” page go to “**Linked Performer License**”. You will see in red “**RENEW NOW**” link

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Home Couples Performers Performer User Logout Certificate Validation Help

[Edit Profile](#) | [Change Password](#)

* Username: _____
* Name: _____
* Role: Officiant
Linked Performer License: _____ **Download** **Renew Now**
Facility/Principal: --
Email: _____
Phone: _____
Fax: --
Street: _____
City: _____
State: _____
Zip: _____
* Status: _____
Island: --

6. When you click on “**RENEW NOW**”, it will open up to your profile with details. Please review your profile and make any changes as needed and hit the continue button. **(PLEASE UPDATE YOUR PHONE NUMBER AND EMAIL TO YOUR CURRENT INFORMATION)**
7. After hitting continue, it will take you to the web portal for E-Hawaii to make payment, the amount charged will be based on the duration of license you wish to have. (per SB1370 SD1 HD1 CD1 relating to licenses to solemnize marriages act 206; The fee amount and the duration of all licenses has changed uniformly)
8. After payment is made you will get a transaction receipt and confirmation (**THIS IS NOT CONFIRMATION OF APPROVAL OF RENEWAL OF YOUR LICENSE, JUST THE PAYMENT OF FEES**)
9. When your renewal is approved you will get a second email confirming the renewal of your license.
10. If you have any questions or to confirm your renewal, please call us at 808-586-4540 or email us at DOH.licensequery@doh.hawaii.gov