



User Guide

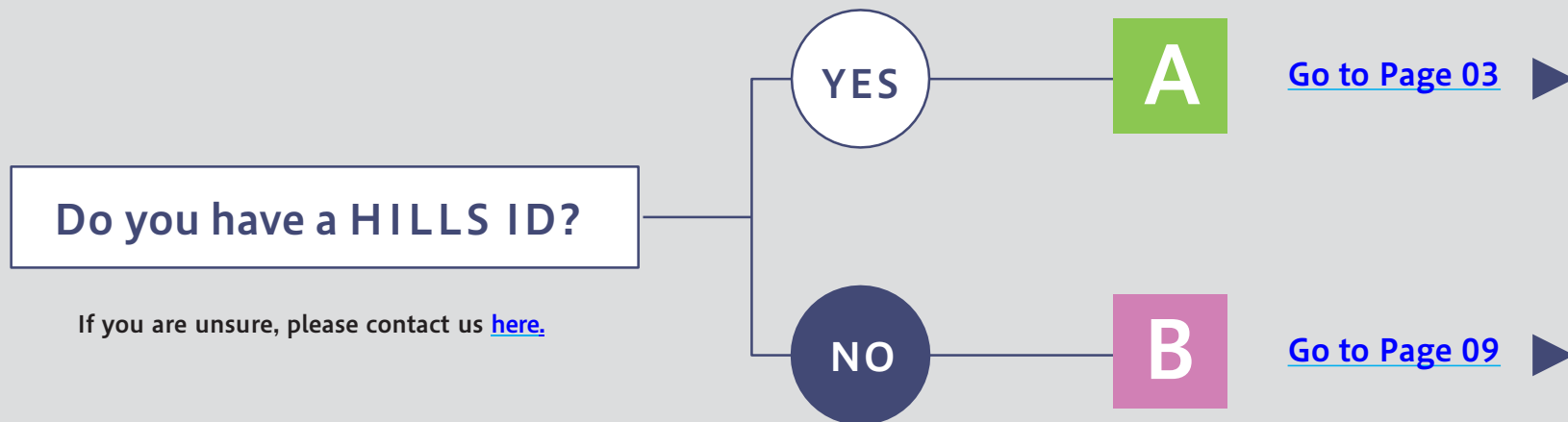
Steps to Link Your HILLS ID to WORKERS BOARD

Notes

- Though this process can be done on a smartphone, this “User Guide” shows the steps using a browser on a computer.
- We recommend using the latest version of Google Chrome or Safari when using the website.
You may not be able to use the website or it may not be displayed correctly if you are using an operating environment other than the recommended operating environment or depending on your browser settings even if you are using the recommended operating environment. Some software installed on your computer may prevent the website from working properly.

First...

Please confirm which category you fall under: **A** **B** Click on the page number to display the applicable steps.



Steps for A and B ►

A

If you have registered a “HILLS ID”

There are 5 steps to complete this process.

If you have a HILLS CARD, please have this ready and proceed to the sign up process.

Step 1 Login using your HILLS ID

Step 2 Sign up on WORKERS BOARD

Step 3 Link your WORKERS BOARD membership information to your HILLS ID

Step 4 Download the HILLS APP on your smartphone

Step 5 Register your HILLS CARD in the HILLS APP *Only for those with a HILLS CARD

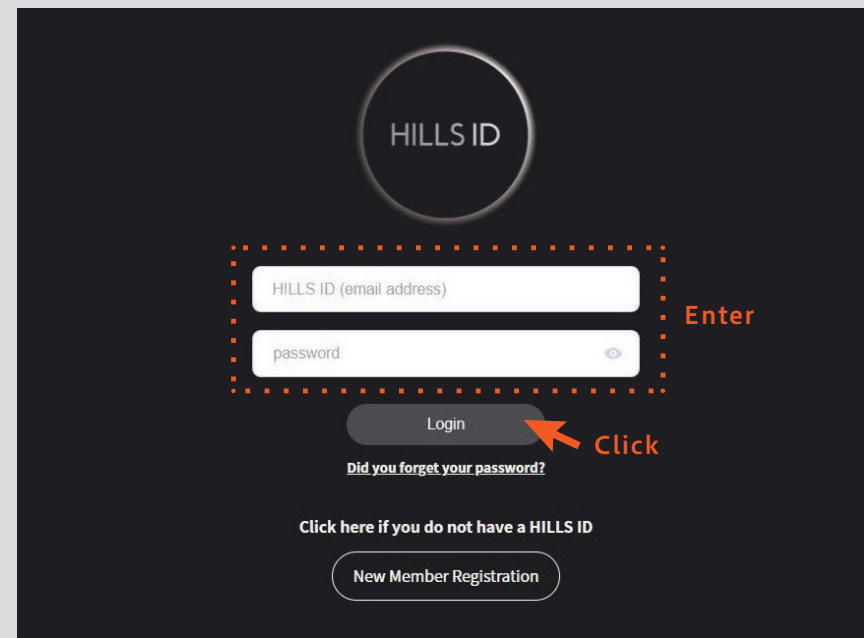
A If you have registered a “HILLS ID”

Step 1 Login using your HILLS ID

Start the sign up process from
“Member Login/ SignUp” on
WORKERS BOARD
Click [here](#)

* If you don't see this screen, go to [① in Step 2](#)

① Enter your HILLS ID (email address) and password, and click
“Login”



Continues to “Sign up on WORKERS BOARD” ►

Step 2 Sign up on WORKERS BOARD

① Click on “WORKERS BOARD Register”

* Click [here](#) if you are not taken to WORKERS BOARD

WORKERS BOARD Register

② Enter your work email address

* This is to confirm that you work in an eligible office

Sign Up

Enter

Create an account

③ If you see the message below, choose one of the three situations that applies to you and enter your email address again

*If you do not see this message, go to ④

Sign Up

Select

Enter

Create an account

④ Enter the required information and click on “Confirm your input”

Personal information registration

Enter

Confirm your input

⑤ Confirm the entered details and click on “Register” to complete your WORKERS BOARD registration

Confirmation

Confirm

Register

Continues to “Link your WORKERS BOARD membership information to your HILLS ID” ▶



A If you have registered a “HILLS ID”

Step 3 Link your WORKERS BOARD membership information to your HILLS ID

① Clicking on “Link to HILLS ID” will link your WORKERS BOARD membership information to your HILLS ID

Linking to HILLS ID

We will cooperate with the following HILLS ID

id: h11111111-1111@moet.co.jp

Link to HILLS ID

Click

② Click on “Return to service”

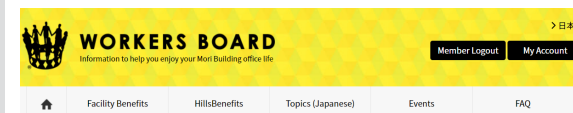
HILLS ID is completed

Please continue to use the service.

Return to service

Click

③ The WORKERS BOARD registration and linking with your HILLS ID is complete



Registration Completed

Thank you for registering on the WORKERS BOARD. Your Login ID has been successfully linked to your HILLS ID.

Download the HILLS APP and the Benefit Mark (HB Mark) will appear on the upper left corner of the HILLS APP screen. (Depending on the environment, it may take some time for the mark to appear.)

Continues to “Download the HILLS APP on your smartphone” ▶

Step 4 Download the HILLS APP on your smartphone



Download the
HILLS APP on
your smartphone



Download
here



Once you have
downloaded the app,
proceed to the next
step

Click [here](#) for more information on the HILLS APP

Continues to “Register your HILLS CARD in the HILLS APP” ►

Step 5 Register your HILLS CARD in the HILLS APP

These steps are not required if you do not have a HILLS CARD

① Login to the HILLS APP with your HILLS ID and tap “Register your HILLS CARD” from the menu on the bottom right

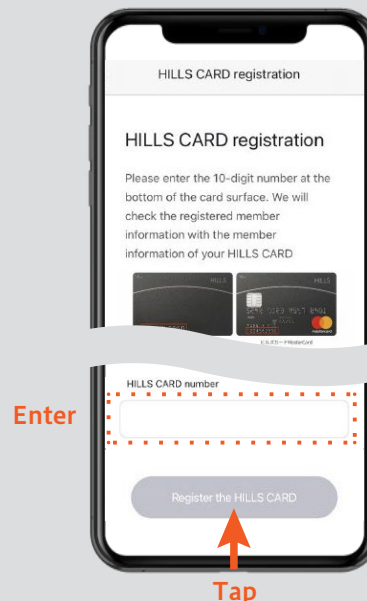
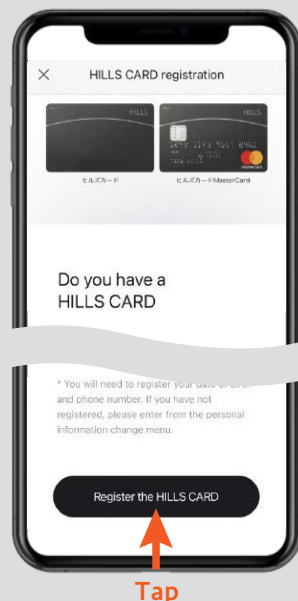
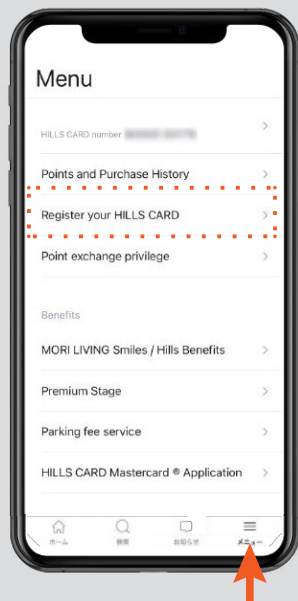
② Tap “Register your HILLS CARD”

③ Enter your HILLS CARD number (the 10 digits in the lower part on the front of your card) and tap “Register your HILLS CARD”

Registration of your HILLS CARD information is complete. Enjoy a comfortable Hills life with the HILLS APP.

The HILLS APP will show your current Hills Points balance and the total amount of purchases for the year. Your Premium Stage status will also be set based on the amount of purchases at applicable Hills Point facilities and stores. In addition to bonus points, there are also special services for members who reach each Stage, which are available from the HILLS APP.

*Not all services are supported



B

If you have not registered a “HILLS ID”

There are 5 steps to complete this process.

If you have a HILLS CARD, please have this ready and proceed to the sign up process.

Step 1 Register a HILLS ID

Step 2 Sign up on WORKERS BOARD

Step 3 Link your WORKERS BOARD membership to your HILLS ID

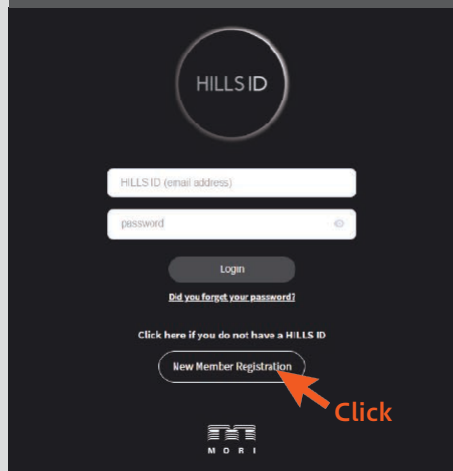
Step 4 Download the HILLS APP on your smartphone

Step 5 Register your HILLS CARD in the HILLS APP *Only for those with a HILLS CARD

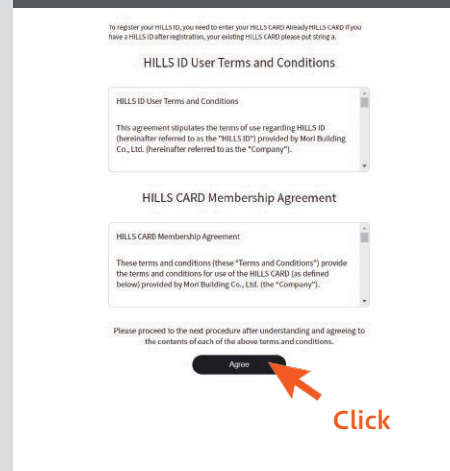
Step 1 Register a HILLS ID (1)

Start the sign up process from “Member Login / Sign Up” on WORKERS BOARD. Click [here](#)

- ① Click on
“New Member Registration”



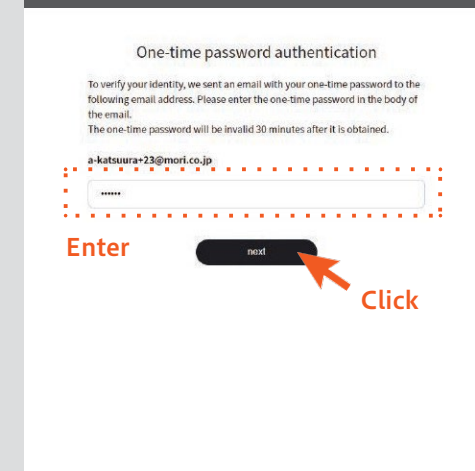
- ② Confirm the Terms of Use and
click “Agree”



- ③ Enter your desired HILLS ID
(email address) and click on
“Send email”



- ④ You will receive an email
with the subject “(HILLS ID)
One-time password”
⑤ Enter the one-time password
from the email and click on
“Next”



Continues to “Register a HILLS ID (2)”


Step

⑦ Set a PIN code and click on “Next”

⑦ Set a PIN code and click on “Next”

- ⑨ Confirm the entered details and click on “Next”
- ⑩ Your HILLS ID has now been created. Click on “Next” to proceed to the WORKERS BOARD registration

- ⑨ Confirm the entered details and click on “Next”
- ⑩ Your HILLS ID has now been created. Click on “Next” to proceed to the WORKERS BOARD registration



HILLS ID registration is complete

next

Click

Continues to “Sign up on WORKERS BOARD”

Step 2 Sign up on WORKERS BOARD

① Click on “WORKERS BOARD Register”

* Click [here](#) if you are not taken to WORKERS BOARD

The screenshot shows the WORKERS BOARD homepage with a yellow header. Below the header, there is a section titled 'WORKERS BOARD unregistered user' with a blue button labeled 'Click' pointing to it.

② Enter your work email address

* This is to confirm that you work in an eligible office

The screenshot shows the 'Sign Up' page with a text input field containing 'e.g. @office.co.uk'. A red arrow labeled 'Enter' points to the input field, and another red arrow labeled 'Click' points to the 'Create an account' button.

③ If you see the message below, choose one of the three situations that applies to you and enter your email address again

*If you do not see this message, go to ④

The screenshot shows a message box with three radio button options: 'I am not working in a Work Building office building, please register with your work e-mail address.', 'I am not working in a Work Building office building, please register with your work e-mail address.', and 'I am not working in a Work Building office building, please register with your work e-mail address.'. A red arrow labeled 'Select' points to the first option, and another red arrow labeled 'Click' points to the 'Create an account' button.

④ Enter the required information and click on “Confirm your input”

The screenshot shows the 'Personal information registration' page with fields for 'Your company name', 'Newsletter setting', 'E-mail address for receiving Newsletter', and 'Confirm your input'. A red arrow labeled 'Enter' points to the 'E-mail address for receiving Newsletter' field, and another red arrow labeled 'Click' points to the 'Confirm your input' button.

⑤ Confirm the entered details and click on “Register” to complete your WORKERS BOARD registration

The screenshot shows the 'Confirmation' page with fields for 'HILLS ID', 'Name', 'Date of birth', 'Work e-mail address', 'Your company name', 'Newsletter setting', and 'E-mail address for receiving Newsletter'. A red arrow labeled 'Confirm' points to the 'Register' button, and another red arrow labeled 'Click' points to the 'Back' button.

Continues to “Link your WORKERS BOARD membership to your HILLS ID” ►

Step 3 Link your WORKERS BOARD membership information to your HILLS ID

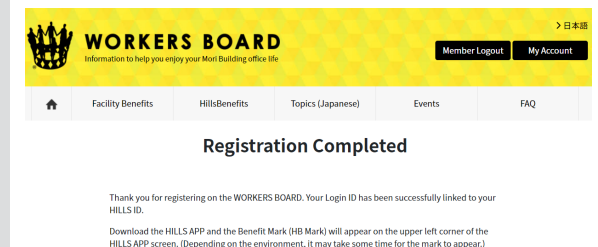
- ① Clicking on “Link to HILLS ID” will link your WORKERS BOARD membership information to your HILLS ID



- ② Click on “Return to service”



- ③ The WORKERS BOARD registration and linking with your HILLS ID is complete



Continues to “Download the HILLS APP on your smartphone” ▶

Step 4 Download the HILLS APP on your smartphone



Download the
HILLS APP on
your smartphone



Download
here



Once you have
downloaded the app,
proceed to the next step

Click [here](#) for more information on the HILLS APP

Continues to “Register your HILLS CARD in the HILLS APP” ►

Step 5 Register your HILLS CARD in the HILLS APP

These steps are not required if you do not have a HILLS CARD

① Login to the HILLS APP with your HILLS ID and tap “Register your HILLS CARD” from the menu on the bottom right

② Tap “Register your HILLS CARD”

③ Enter your HILLS CARD number (the 10 digits in the lower part on the front of your card) and tap “Register your HILLS CARD”

Registration of your HILLS CARD information is complete.
Enjoy a comfortable Hills life with the HILLS APP.

The HILLS APP will show your current Hills Points balance and the total amount of purchases for the year. Your Premium Stage status will also be set based on the amount of purchases at applicable Hills Point facilities and stores. In addition to bonus points, there are also special services for members who reach each Stage, which are available from the HILLS APP.

*Not all services are supported

