



User Guide

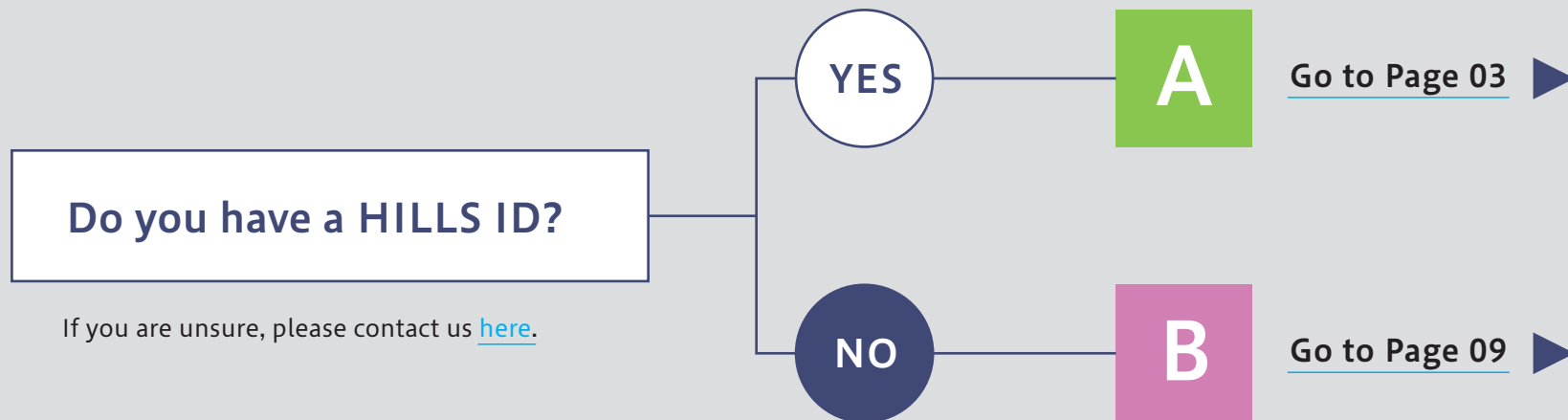
**Steps to Link Your HILLS ID
to WORKERS BOARD**

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

Step 1

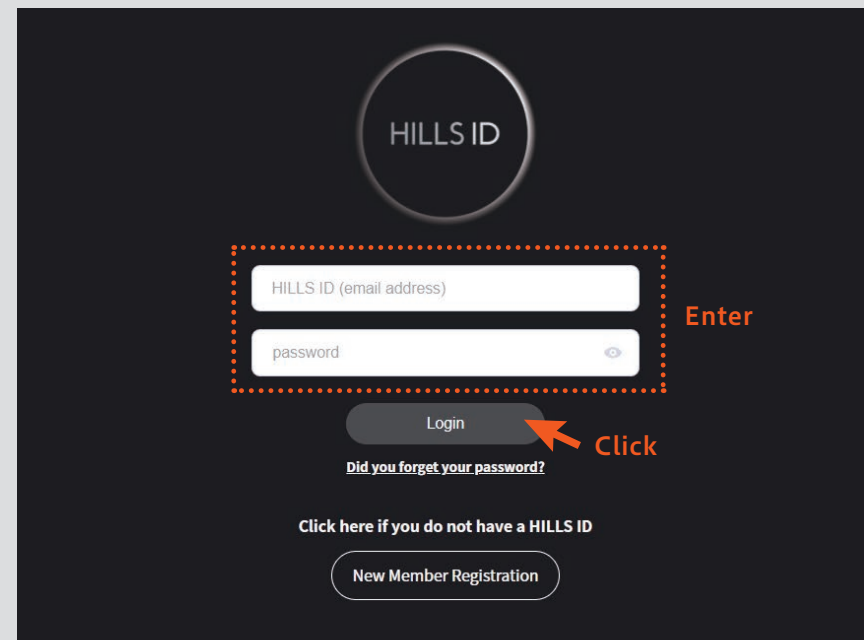
Login using your HILLS ID

Start the sign up process from
"Member Login / Sign Up" 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"



HILLS ID

HILLS ID (email address)

password

Login

Did you forget your password?

Click here if you do not have a HILLS ID

New Member Registration

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. At the top, there is a navigation bar with the logo and a 'Register' button. Below the navigation bar, there is a section titled 'WORKERS BOARD unregistered user'. At the bottom of this section, there is a blue button labeled 'Register'.

Click

② Enter your work email address

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

The screenshot shows the 'Sign Up' page. There is a text input field for 'Work email address'. Below the input field, there is a blue button labeled 'Register'.

Enter

Click

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 the 'Sign Up' page with a message: 'Please be aware: you may need to check your email address. We are sorry for the inconvenience, but please check the appropriate form and register again below.' Below the message, there are three radio button options: 'I confirmed my work email address completely, but I received a message that my email address is not registered.', 'I work in an eligible office (see table below). We are sorry for the inconvenience.', and 'I do not have a work email address.' Below these options, there is a text input field for 'Work email address' and a blue button labeled 'Register'.

Enter

Click

Select

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

The screenshot shows the 'Personal information registration' page. It contains several form fields for personal information, including 'First name', 'Last name', 'Date of birth', 'Gender', 'Email address', 'Phone number', 'Address', 'City', 'Postcode', and 'Country'. At the bottom of the form, there is a blue button labeled 'Confirm your input'.

Enter

Click

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

The screenshot shows the 'Confirmation' page. It displays the user's entered information in a table. At the bottom of the page, there is a blue button labeled 'Register'.

Confirm

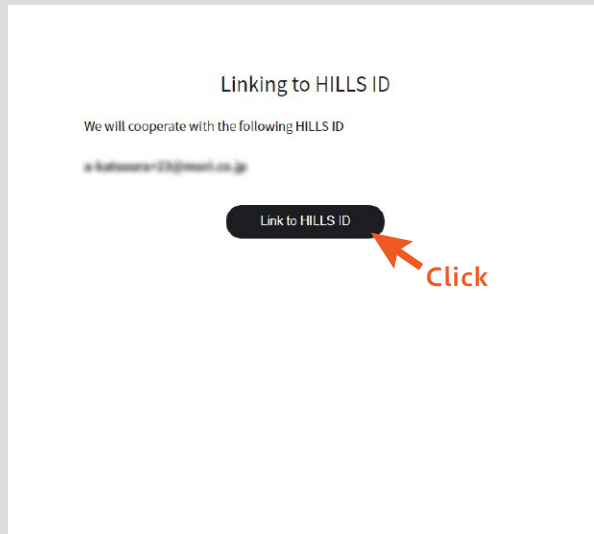
Click

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

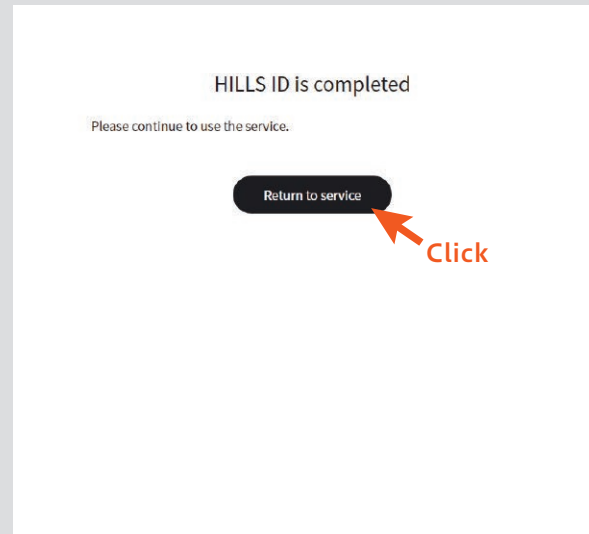
Step 3

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” ▶

A If you have registered a “HILLS ID”

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”

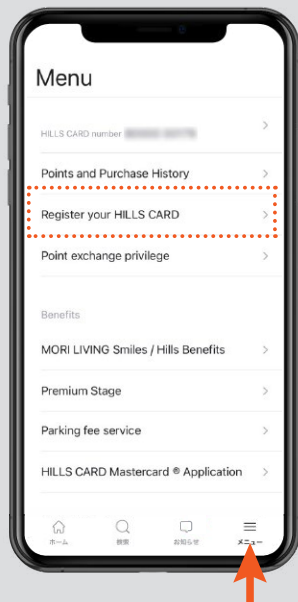
③ Enter your HILLS CARD number (the 10 digits in the lower part on the front of your card) and tap “Register your HILLS CARD”

Registration of your HILLS CARD information is complete.

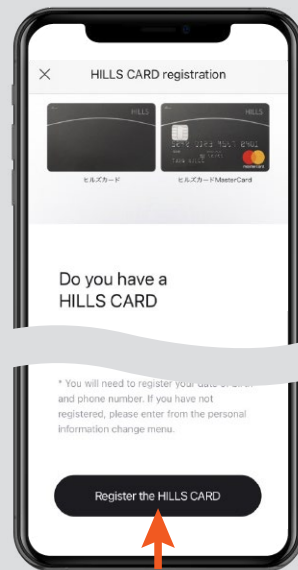
Enjoy a comfortable Hills life with the HILLS APP.

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.

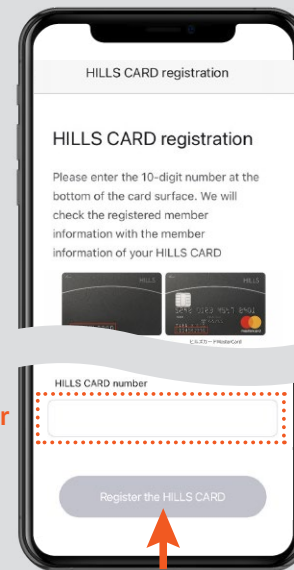
*Not all services are supported



Menu



Tap



Tap

Enter

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)

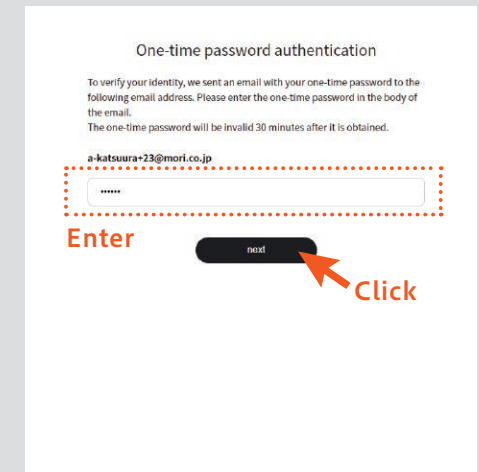
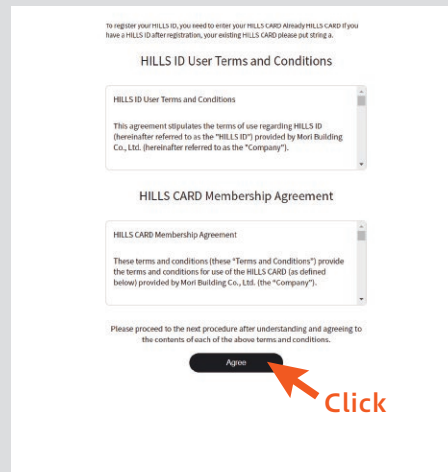
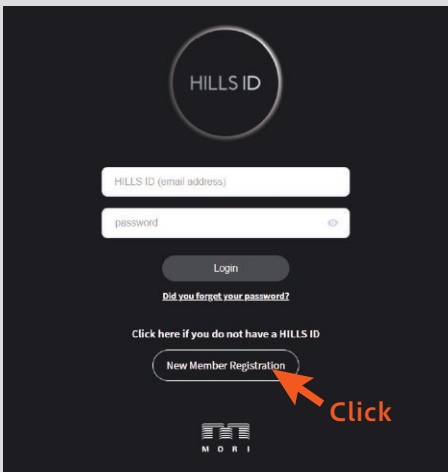
Start the sign up process from “Member Login / Sign Up” on WORKERS BOARD. Click [here](#)

① Click on
“New Member Registration”

② Confirm the Terms of Use and
click “Agree”

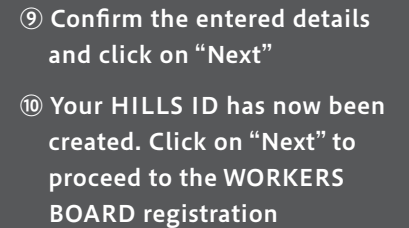
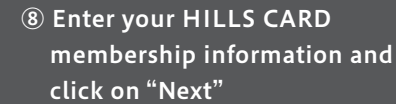
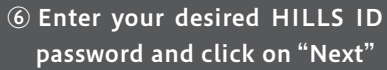
③ Enter your desired HILLS ID
(email address) and click on
“Send email”

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



HILLS ID new registration

Password setting

Please set the password with 8 digits or more so that 3 of the following character types are always mixed.

☒ ABC uppercase
 ☒ abc lowercase
 ☒ Numbers
 ☐ symbol

Password security: Medium

next

Click

Enter

HILLS ID new registration

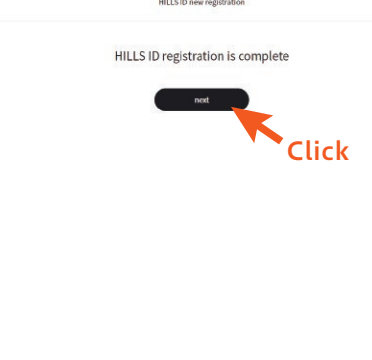
PIN code setting

Please set the PIN code used when confirming personal information with 4 half-width numbers. Please note that the PIN code cannot be reset.

Enter

reset

Click

[illegible]

HILLS ID new 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”

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Enter

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Enter

Select

Click

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Enter

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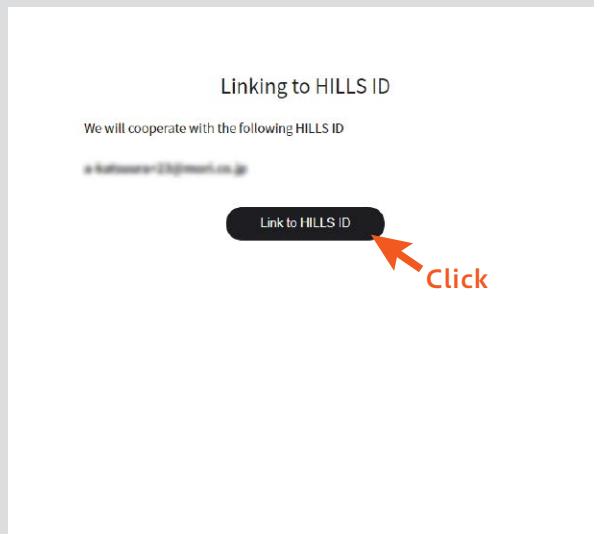
Click

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

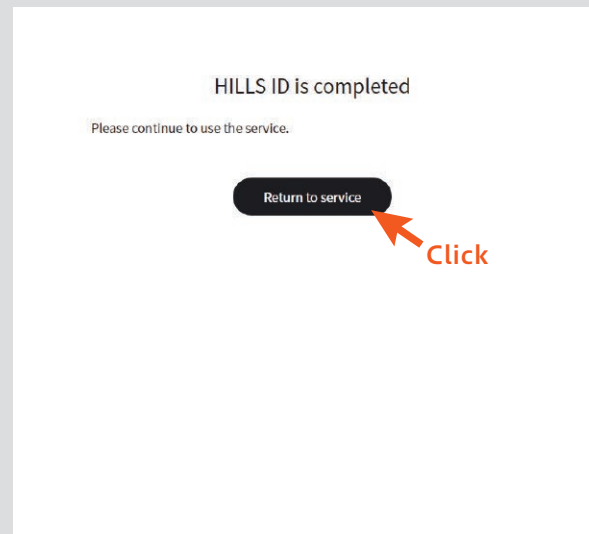
Step **3**

Link your WORKERS BOARD membership information to your HILLS ID

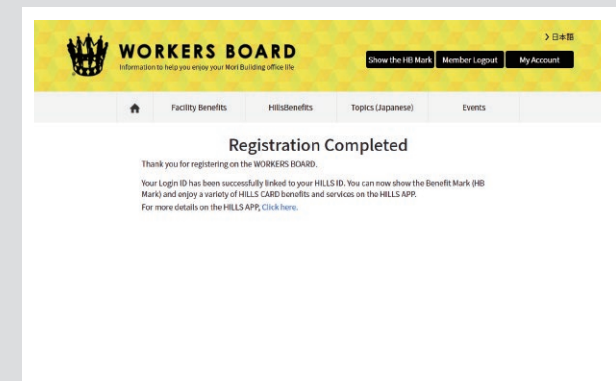
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- ② Click on “Return to service”



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



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

B If you have not registered a “HILLS ID”

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

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② Tap “Register your HILLS CARD”

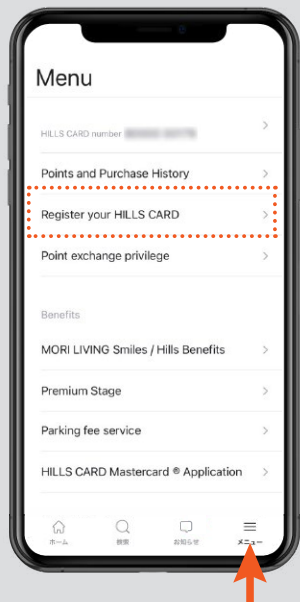
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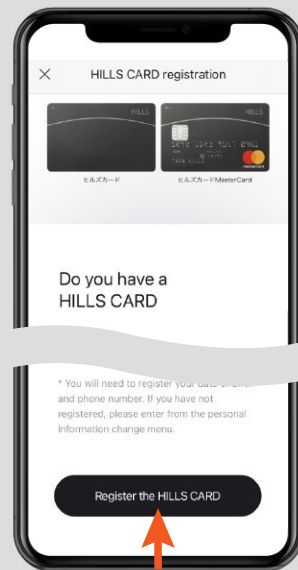
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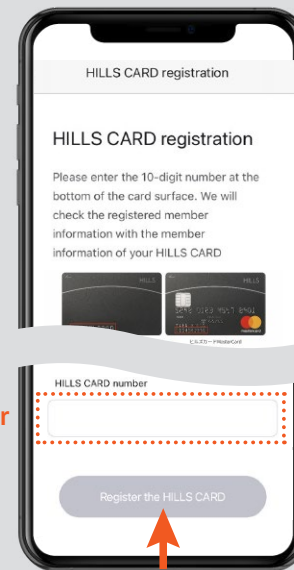
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Menu



Tap



Tap

Enter