



**User Guide**

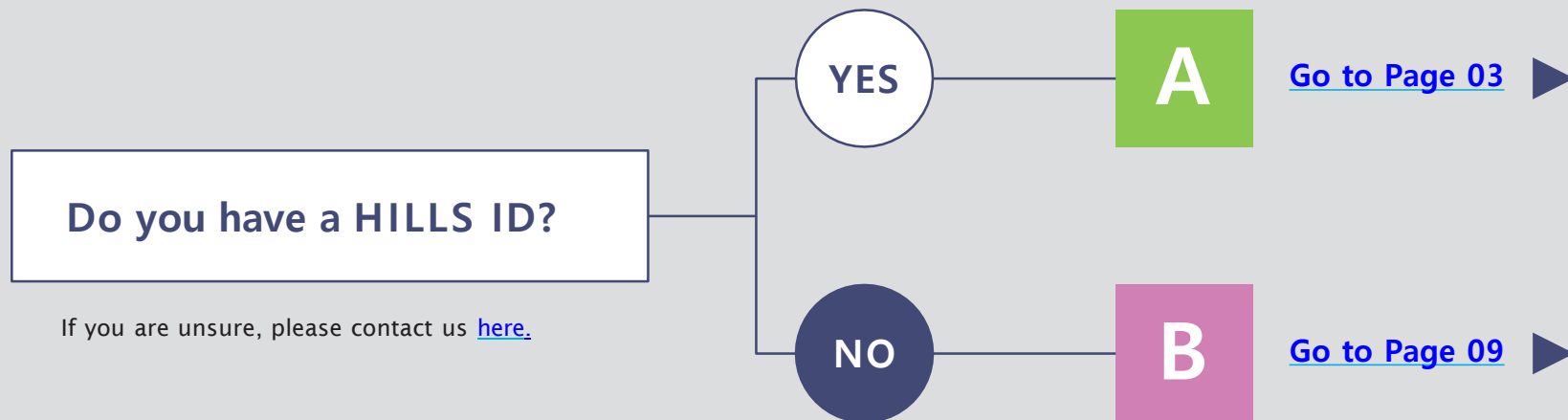
**Steps to Link Your HILLS ID  
to WORKERS BOARD**

### 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.



# 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

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Step 2 Sign up on WORKERS BOARD

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

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Step 4 Download the HILLS APP on your smartphone

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

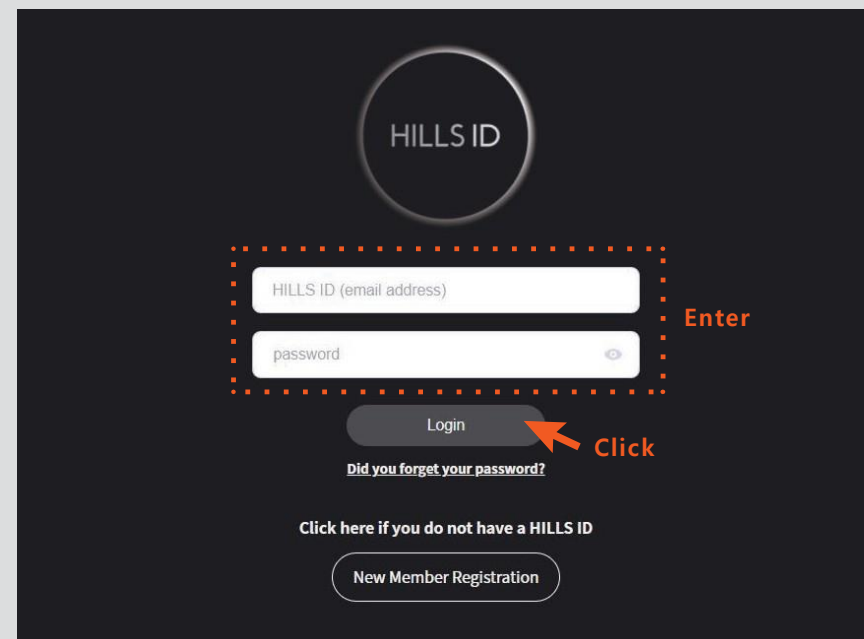
# Step 1 Login using your HILLS ID

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"



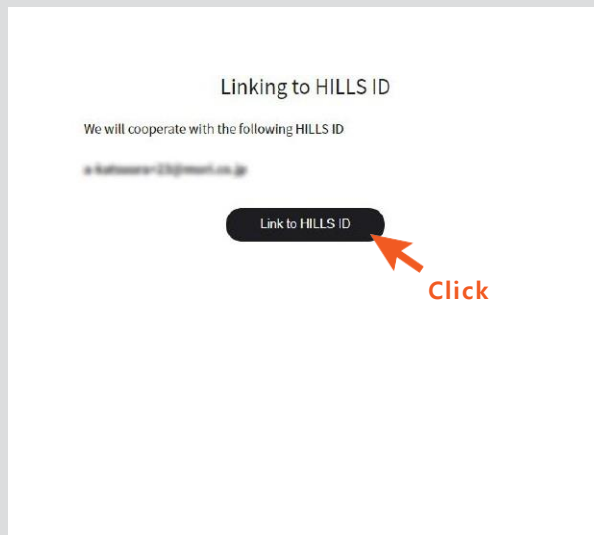
The screenshot shows the HILLS ID login interface. At the top is a circular logo with the text "HILLS ID". Below it are two input fields: "HILLS ID (email address)" and "password". The "password" field has an eye icon to its right. A dashed orange box encloses both input fields, with the word "Enter" in orange text to the right. Below the input fields is a "Login" button, which is pointed to by an orange arrow with the word "Click" in orange text. Below the "Login" button is a link that says "Did you forget your password?". At the bottom, there is a link that says "Click here if you do not have a HILLS ID" and a button labeled "New Member Registration".

Continues to "Sign up on WORKERS BOARD" ►

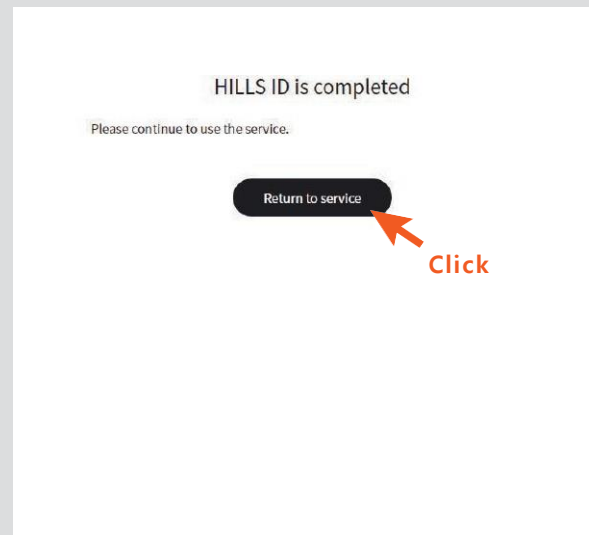


# Step 3 Link your WORKERS BOARD membership information to your HILLS ID

- 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"

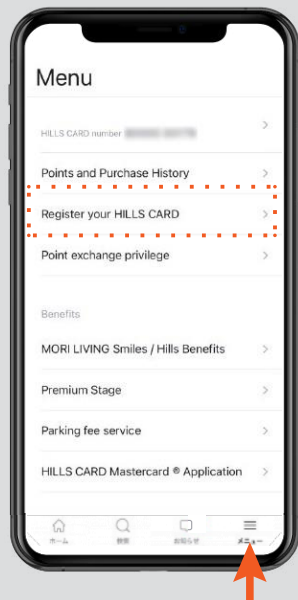
③ Enter your HILLS CARD number (the 10 digits in the lower part on the front of your card) and tap "Register your HILLS CARD"

**Registration of your HILLS CARD information is complete.**

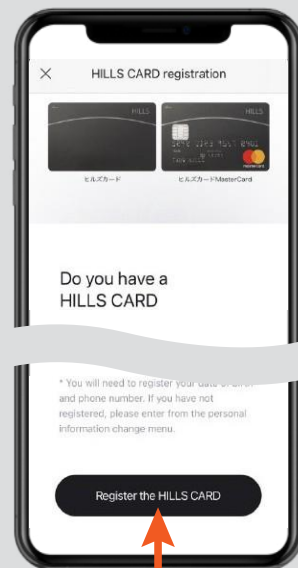
**Enjoy a comfortable Hills life with the HILLS APP.**

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.

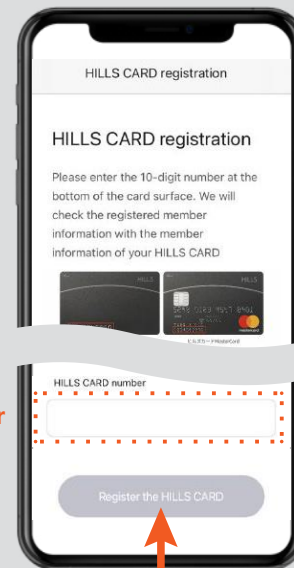
\*Not all services are supported



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

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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

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

# Step 1 Register a HILLS ID (1)

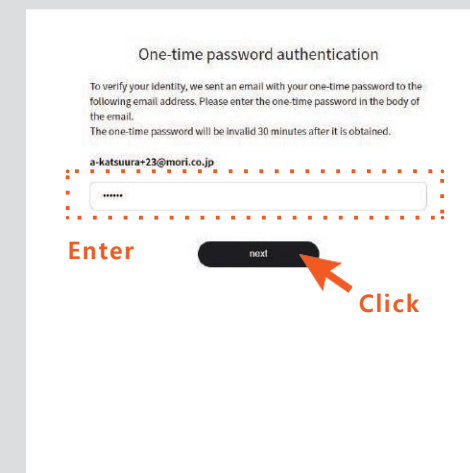
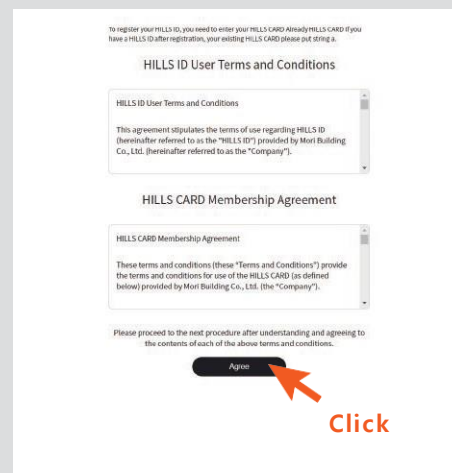
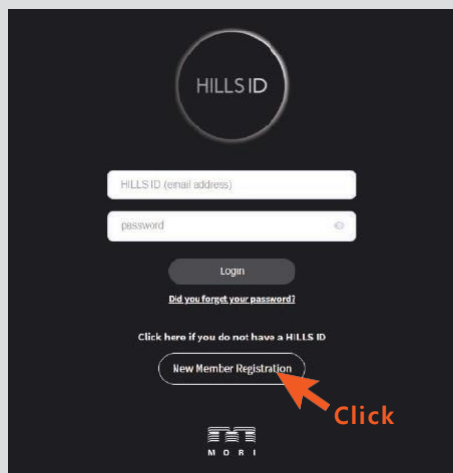
Start the sign up process from "Member Login / Sign Up" on WORKERS BOARD. Click [here](#)

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 1 Register a HILLS ID (2)

⑥ Enter your desired HILLS ID password and click on "Next"

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

Enter

next

Click

⑦ Set a PIN code and click on "Next"

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

next

Click

⑧ Enter your HILLS CARD membership information and click on "Next"

HILLS ID new registration

HILLS CARD member information

Please enter the member ID and name to be registered.

MEMBER ID

NAME

ADDRESS

TEL

E-MAIL

HILLS CARD

Enter

next

Click

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 new registration

HILLS ID registration is complete

next

Click

Continues to "Sign up on WORKERS BOARD" ▶

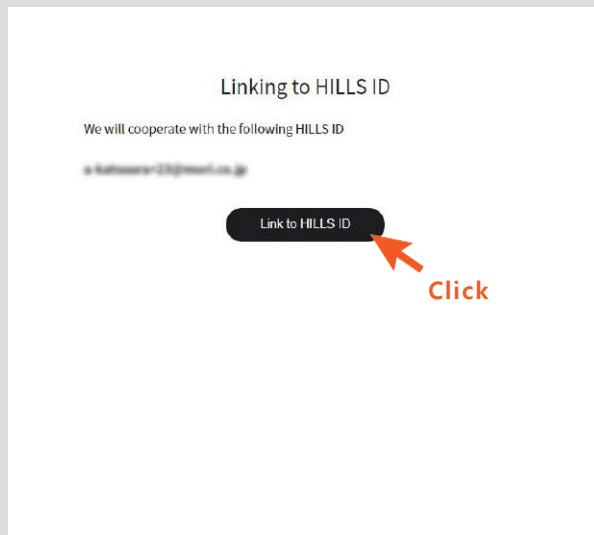
## Step



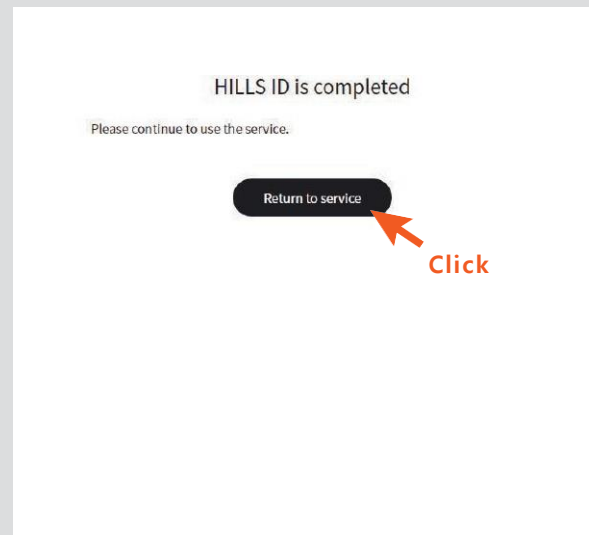
Continues to "Link your WORKERS BOARD membership to your HILLS ID"

# 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" ▶

**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

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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"

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"

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