

# H.I.P.S. Quick Start

## How does H.I.P.S. Work?

Manager submits H.I.P.S. Request

H.I.P.S. Request process starts



H.I.P.S. Tickets are created

H.I.P.S. Tasks are assigned and notifications are sent out



Assigned tasks worked and resolved

H.I.P.S. request is completed and notifications are sent out

## What services does H.I.P.S. offer?



1. Employee New Hire Request - HR Form  
New Hire Request - HR Form

[More Information](#)



2. Employee New Hire Request - IT Form  
New Hire Request - IT Form

[More Information](#)



3. Employee Change of Status - Web Form  
Employee Change of Status Web Form

[More Information](#)



4. Employee LOA - Suspend Process  
Employee LOA - Suspend Process

[More Information](#)



5. Employee LOA - Reinstatement Process  
Employee LOA - Reinstatement Process

[More Information](#)



6. Employee Separation Checklist - Web Form  
Employee Separation Checklist - Web Form



7. Employee Procurement Request - Web Form  
Employee Procurement Request



Banking Access Request - Web Form  
Banking Access Form

[More Information](#)



Lender Services Client Access  
Manage WFGS Client Access



P-Card - Step 1 Request - Web Form  
P-Card Request - This form is submitted by a manager for one of their direct reports

[More Information](#)



P-Card - Step 2 Application - Web Form  
P-Card Application for Wells Fargo Purchase Card

[More Information](#)

## Where and How do I login to H.I.P.S.?

<https://williston.service-now.com>

- H.I.P.S. can be accessed from anywhere there is a computer connected to the internet.
- Your H.I.P.S. username and password are the same as your WFG Network / Computer login name and password.
- WFG password changes? Always use the most current WFG password for H.I.P.S. Login.

## "Gotcha's" What to look out for!

- > Note that some forms include *specific instructions* at the top of each form.
- > Note that some H.I.P.S. requests require 2 forms to be completed.
- > Fields with Red \* are required fields.
- > Once a H.I.P.S. Form is completed Click the blue "Order Now" Button
- \*\*DO NOT CHANGE THE QUANTITY\*\***

## Who to contact for help?

**Technical Support** - Browser / Login Issues  
Contact your local helpdesk via email

**Employee Lifecycle** - H.I.P.S. Operational Questions  
Contact Human Resources  
[newhire@willistonfinancial.com](mailto:newhire@willistonfinancial.com)

**Procurement / P-Card Requests**  
Procurement Questions Contact Procurement  
[purchasing@wfgnationaltitle.com](mailto:purchasing@wfgnationaltitle.com)

**Banking Access**  
Contact WFG Banking Support  
[LSelman@willistonfinancial.com](mailto:LSelman@willistonfinancial.com)