

How to... Submit Testimony Online

Anyone on a computer connected to the internet can use the Legislature's web-form to submit testimony.

1. Go to the Legislature's website (www.capitol.hawaii.gov) and click on "Sign In" (upper right corner of the screen) and enter your email address and password.*

2. Next, click on the orange "Submit Testimony" icon located in center screen.



3. Enter the bill number.

(Just the bill number, no draft numbers and no spaces. Ex., enter "HB123" rather than "HB123 HD1 SD1.") The hearing information (committee name, hearing room and date of hearing) will pop up. (Note: If there's not a hearing scheduled for that measure, you won't be able to continue. Check to make sure you typed in the correct measure number. If you need assistance, contact us at 587-0478 or par@capitol.hawaii.gov.)

4. Fill out the form. Let them know whether you support or oppose the bill. Indicate whether you plan to attend the hearing and offer oral testimony.

5. Add your testimony. Here, there are two options:

- First, write your testimony and save it as a file on your computer. Then, **upload your testimony** by clicking on the button that reads "Choose File" or "Browse" to find and attach the document. The advantage of this option is that you can format your testimony as you would like it to appear (for example, put it on your letterhead or use particular fonts).

OR

- You can **type your testimony** in the "Testimony/Comments" box. If you want to save what

you have typed, and return to it later, click on "Save Progress." Your testimony link will appear in the left-hand column, highlighted in dark pink. Click on "edit" to resume your work.

6. Click "Submit." Your testimony link will appear in the left-hand column, highlighted in green, showing it was successfully processed and submitted.

Need assistance? Contact PAR at 587-0478 or par@capitol.hawaii.gov. We're happy to help.

* If this is your first time using the interactive features of the website, you'll have to **Register**. Click on "Register" (upper right corner of the page) and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to access your email account and open the email sent to you by the website. Follow the instructions for confirming your account. You'll only be asked to do this once. After that, just sign in and enter your password.