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 (<u>www.capitol.hawaii.gov</u>) 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, <u>no</u> draft numbers and <u>no</u> 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 <u>not</u> 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 <u>par@capitol.hawaii.gov</u>.)*

- 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).
- Edit Account | Log Out awall State Legislature Find Your Legislator Enter Street Name Submit Testimony Testimony being submitted by Joe Citizen (par@capitol.hawaii.gov) on behalf of Public Access Room (PAR) Upcoming Hearing for SB2003 Enter Bill or Measure Examples: HB100 or SB123 (not case sensitive) Bill Committee Room Date/Time sb2003 Get Hearing Clear SB 2003 RELATING TO AQUATIC LIFE. Jan 26, 2018 2:45 PM WTL 224 View Notice Please note that you will no longer receive email confirmation of testimony. If your testimony is Please note that you will no longer receive confirmation of testimony. If your testimon green in the list below, then it was successfully submitted and received. (help!) Your position on SB2003 O Support Your Testimony Oppose Comments Only - Not yet submitted. Will you be testifying in person at the hearing? - Successfully submitted. 🖒 Support 🛛 Oppose 🖉 Comments Yes No Please finish editing Attachments 20MB max testimony or click Clear Acceptable document filetypes: .doc, .docx, .pdf, .rtf, .txt, .odt above to show your list. Choose File No file chosen Your testimony/comments on SB2003 🐰 ြ 🖷 🖷 🛶 🔶 😻 - 📾 👳 🏴 🖬 🎹 🚆 Ω 🔀 🗋 Source B I S I , II := := := := ?? Styles - Format - ? Characters (with HTML): 0/20000

Save Progess

Submit

Once you submit, you are no longer able to edit testimony.

- 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 lefthand 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.

Public Access Room, http:LRBhawaii.org/PAR, par@capitol.hawaii.gov, 808-587-0478 1/23/2018

^{*} 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.