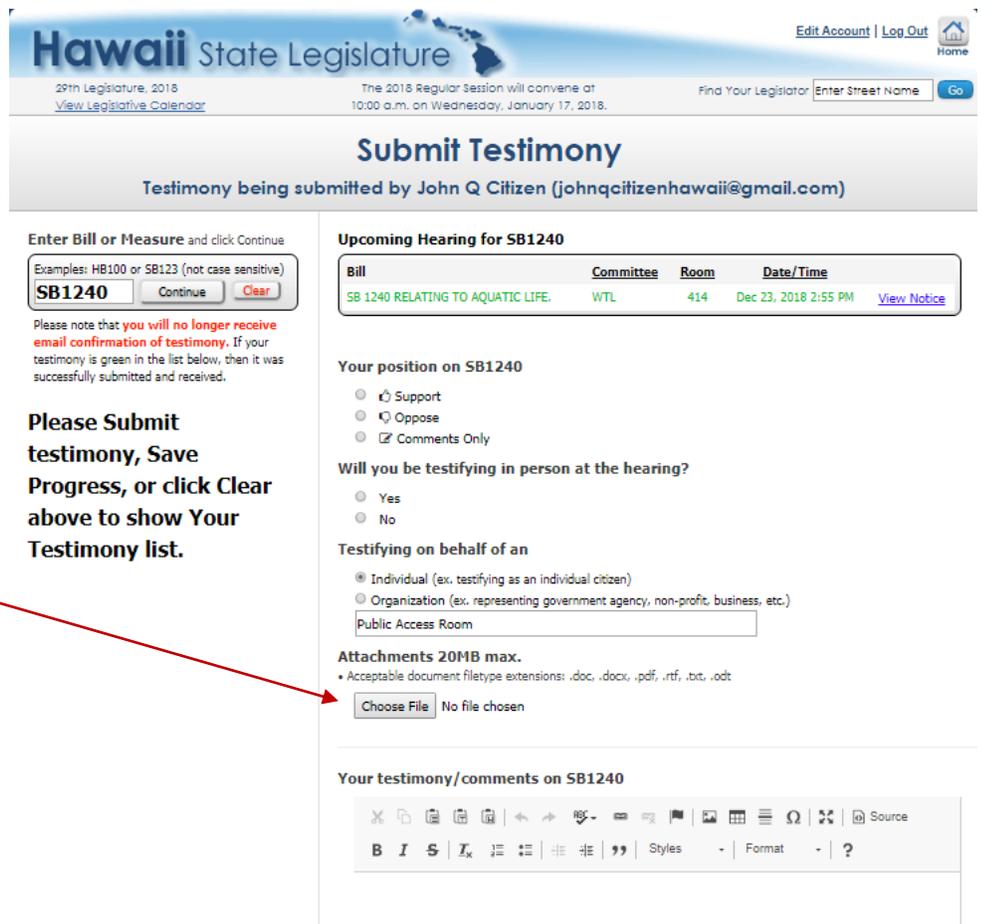# *How to...* Submit Testimony Online

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, and then click "Get Hearing."**
   (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 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, and whether you are testifying as an individual or on behalf of an organization.

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.*

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* 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.

How to... Receive Hearing Notices by E-mail

You can ask the Hawaii State Legislature's website to alert you when a measure you are interested in gets scheduled for a hearing. It's a great way to make sure you don't miss an important opportunity to offer testimony.

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

2. Next, click on the **orange "Hearing Notification" icon** located in center screen.

3. **Subscribe by measure** To receive hearing notices for specific bills or resolutions, enter the measure number ("HB123" or "SB2496", for example – no spaces, and don't include any draft numbers) in the column on the left and click "**Add**." You can do this for any number of measures.

4. **Subscribe by committee** To receive hearing notices from specific committees, go to the column on the right which lists the committees and simply check off the ones you're interested in.

5. When done, **click the "Save and Exit" button** centered near the top of the page. (It's easy to come back anytime, sign in again, and change your selections.)

As soon as any of the requested hearing notices are posted, they will be sent to you by email.

How to... Create a Measure Tracking List

This is an incredibly helpful feature that allows you to create lists of bills and other measures you're interested in. It allows you to easily view the current status of numerous bills and create easy-to-read reports. It's easy to make changes to your lists as session progresses. And it's a great tool for sharing information with colleagues.

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

2. Click on the **orange "Measure Tracking" icon** located in center screen.

3. First, you'll need to create a list. You can name it anything. Just enter the name in the left-hand column and then **click on "Create List."**

4. Next, click on **"Show List."** The list's name will appear in the column on the right. Add as many measures to the list as you like -- just enter a bill number in the space and click on "**Add a Measure**." Repeat the process until you've added all the bills you'd like to appear on that list.

   *Option: You can "**Add Notes**" for each item to add information or highlight items on your list.*

5. Finally, click on **"Generate Report."** Your list can be viewed as a handy report that shows each measure, its description and current status, and links to its status sheet and its current draft. (Note: The report is sort-able -- just double-click the column headers. This is especially helpful to find out which items have seen recent activity, or to have the bills listed in numerical order.)

Check your measure tracking list as often as you like. *(Just sign in, click on "Measure Tracking," then "Show List", and then "Generate Report.")* And, it's easy to add or delete items from your lists as session progresses.

*Tips: When printing the report, use the **landscape orientation** for best results. Try saving it as a .pdf file if you want to attach it to an email. You may want to export it as an Excel file for further options.*

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