

## Using the Request to Speak program of the AZ Legislature Information System

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For those legislators who listen to citizen input, a major source of information is the testimony rendered at committee hearings, both in person and remotely. The following are instructions on how to provide opinions at committee hearings without being there physically.

*NOTE: Testimony at hearings can only be done for bills that are scheduled for standing committee hearings (e.g. appropriations, education, etc.). For all bills, scheduled for hearings or not, one may provide citizen opinions via other methods, like e-mail, telephone, etc.*

First, one must register. Beginning with the 2016 legislative session, we have two choices as to how to register, either at the State Capitol or on line at [www.azleg.gov](http://www.azleg.gov). In January, 2014 the system was upgraded and all prior registrations were deleted. Those citizens that registered prior to that must re-register. However, for those who registered after January, 2014 it is a one-time thing. They need not register again. Once registered, one may log in as often as desired, using one's home computer. To do so, this is the procedure to follow:

1. At your home computer, go to [www.azleg.gov](http://www.azleg.gov). This will take you to the legislature's main page.
2. Scroll to the lower left of page, just below "General Information", and click on "Request to Speak".
3. On the upper right hand of screen, click on "Sign On".
4. If you are not registered, click on "Create An Account" and follow screen instructions. If you are already registered, skip this step and go to next step.
5. Type in your e mail address and password. Press Enter.
6. Select "Request to Speak" application.
7. Choose your next action from the menu on the left-hand side of main page. Most of the time you will be choosing "New Request".
8. To register an opinion on a scheduled bill, click on "New Request". The screen that comes up gives you various search options, but the easiest and fastest way to go is to enter the bill number at "Search Phrase", then click on the "search" button.
9. The table that comes up will tell you everything you need to know about the bill you are interested in. On the far right you will see an "Add Request" button. Click on that to proceed.
10. Choose your position from the three provided: For, Neutral, or Against. Next, choose whether you actually want to be present at the hearing and speak. Your choices are: Yes, No, or Only if Necessary. Most of the time you will be

choosing "No".

11. Next go to the comments section and state your opinions, but this is optional. Keep in mind these are public comments, for the record. Everyone has access to these comments. Any thing you say can and will be used against you in the court of public opinion.

12. Next, click on "Submit" and you are done. Now you can start the process again for the next bill you wish to render an opinion on.

Have fun!