

HOW TO SUBMIT TESTIMONY via Hawai'i State Legislature's Website

LINKS:

- Legislature home page: capitol.hawaii.gov
- “How to Submit Testimony”: available at hiappleseed.org/leg-advocacy-info

TIPS: Website is FAST and EASY. You can click on Support + name of organization or Individual for testimony. If time permits, add 2 or 3 sentences re: why bill is important under “Comments”. Hit SUBMIT, and you are done! You will be listed in the Committee Reports as a supporter!

Add Legislature's home page to your “Favorites”, for easier/faster access.

NUMBERS COUNT. Your testimony is critical to persuade legislators to support bills.

WHEN TO SUBMIT: After a hearing has been scheduled, you can submit testimony. Committees must give 48 hours notice of the hearing. They request that testimony be submitted **24 hours in advance of the hearing, but will accept late testimony** usually up until the hearing itself. All testimony will be included in the public record of the hearing. NOTE: Hearings may be posted on Friday for a Monday hearing (48 hour notice).

CREATE AN ACCOUNT:

or create a new account:

- a. Click on Register on top right corner of the home page.
- b. Complete the web form, including your email address, and create a password.
- c. You will then receive a confirmation email.
- d. Confirm by responding to the emailed directions.

If you've already created an account, simply sign in using your email address and password

SUBMITTING TESTIMONY:

1. Click envelope icon “Submit Testimony” (in the middle of the home page). Type in bill number, e.g. HB500 (no spaces between HB and 500). **OR** type in the bill number into the top search field on the left side of the home page. This will take you to the “Measure Status” page for the legislation, where you can find the text of the bill, its status, legislative history, and submit testimony.
2. Current hearing notice will appear and a web form to submit testimony will appear. If you are not signed in, the website will prompt you to sign in or register for an account.
3. Complete screen for testimony, including:
 - a. Name and “Individual” or “Organization” you represent
 - b. Support or Oppose
 - c. Comments box: include comments re: why you support/oppose the bill. You can use parts of any sample testimony or talking points that have been emailed out to you. You can add your own experience, etc.
 - d. If no time to provide comments, you can just click Support/Oppose and submit this.

- e. Longer testimony (e.g., Word or PDF document): Click in box provided and upload your Word or PDF document.
 - f. Click to agree to terms at bottom.
4. Click **Submit** at bottom of page.
5. Website will send an email to you to confirm testimony was sent to the Committee for the hearing (usually within 5 minutes). If no confirmation is received, or if having difficulty using the website, you can email the testimony directly to the Committee's email address as listed on the hearing notice.