
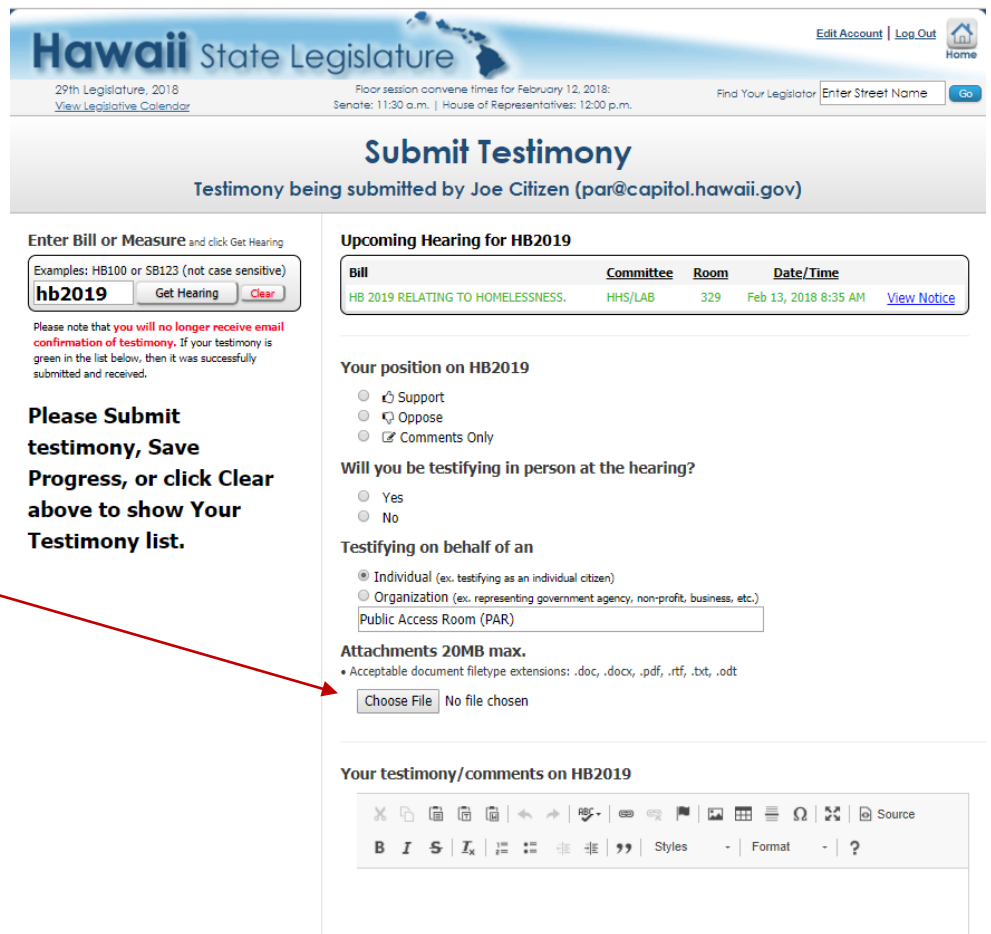


How to... Submit Testimony Online

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, 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, and whether you are testifying as an individual or on behalf of an organization.



Enter Bill or Measure and click Get Hearing

Examples: HB100 or SB123 (not case sensitive)

hb2019 Get Hearing Clear

Please note that you will no longer receive email confirmation of testimony. If your testimony is green in the list below, then it was successfully submitted and received.

Please Submit testimony, Save Progress, or click Clear above to show Your Testimony list.

Upcoming Hearing for HB2019

Bill	Committee	Room	Date/Time	
HB 2019 RELATING TO HOMELESSNESS.	HHS/LAB	329	Feb 13, 2018 8:35 AM	View Notice

Your position on HB2019

Support

Oppose

Comments Only

Will you be testifying in person at the hearing?

Yes

No

Testifying on behalf of an

Individual (ex. testifying as an individual citizen)

Organization (ex. representing government agency, non-profit, business, etc.)

Public Access Room (PAR)

Attachments 20MB max.

• Acceptable document filetype extensions: .doc, .docx, .pdf, .rtf, .txt, .odt

Choose File No file chosen

Your testimony/comments on HB2019

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.