

## **USING REQUEST TO SPEAK (RTS) AZ LEGISLATURE INFORMATION SYSTEM (ALIS)**

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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.

First, one must register. This has to be done at the Phoenix capitol or the new Tucson legislature's office, using one of the various terminals available. Individuals can register other individuals. All that is needed is an e-mail address and a name. Once registered, one may log in as often as desired, using one's home computer. Opinions may be rendered on bills whether they are scheduled for committee hearings or not. Here is how to do it:

### **BILLS SCHEDULED FOR COMMITTEE HEARINGS (OFFICIAL TESTIMONY):**

At the risk of stating the obvious, testimony at committee hearings may be provided *only* on bills that are scheduled for committee hearings. To do so remotely, follow these steps:

1. At your home computer, go to <https://apps.azleg.gov/Account/SignOn>
2. Sign on using the e-mail address and password you used when you registered at the capitol.
3. Choose "Request to Speak"
4. Choose "New Request" from the Request to Speak menu found on the left-hand side of the page.
5. You now have several options as to how to choose a bill on which to render your opinion, but the easiest and fastest way to go is to enter the bill number at "Search Phrase", then click on the "search" button.
6. The search results page comes up
7. At the bottom right, click on "Add Request"
8. Choose your position from the three provided: For, Neutral, or Against.
9. 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".
10. 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. Anything you say can and will be used against you in the court of public opinion.*
11. Next, click on "Submit" and you are done. Now you may start the process again for the next bill you wish to testify on.

### **BILLS NOT SCHEDULED FOR COMMITTEE HEARINGS (SIMPLE UP OR DOWN OPINIONS)**

Even though testimony may not be rendered on bills that are not scheduled for committee hearings, we may still register opinions up or down. Here is how:

- A. Follow steps 1-3 above
- B. For step 4, instead of "New Request", choose "My Bill Position" from the menu found on the left-hand side of the page
- C. On the screen that comes up, indicate the bill number and your opinion up or down.
- D. Click on "Add". You are done. Repeat these steps for every bill you wish to register an opinion on.