

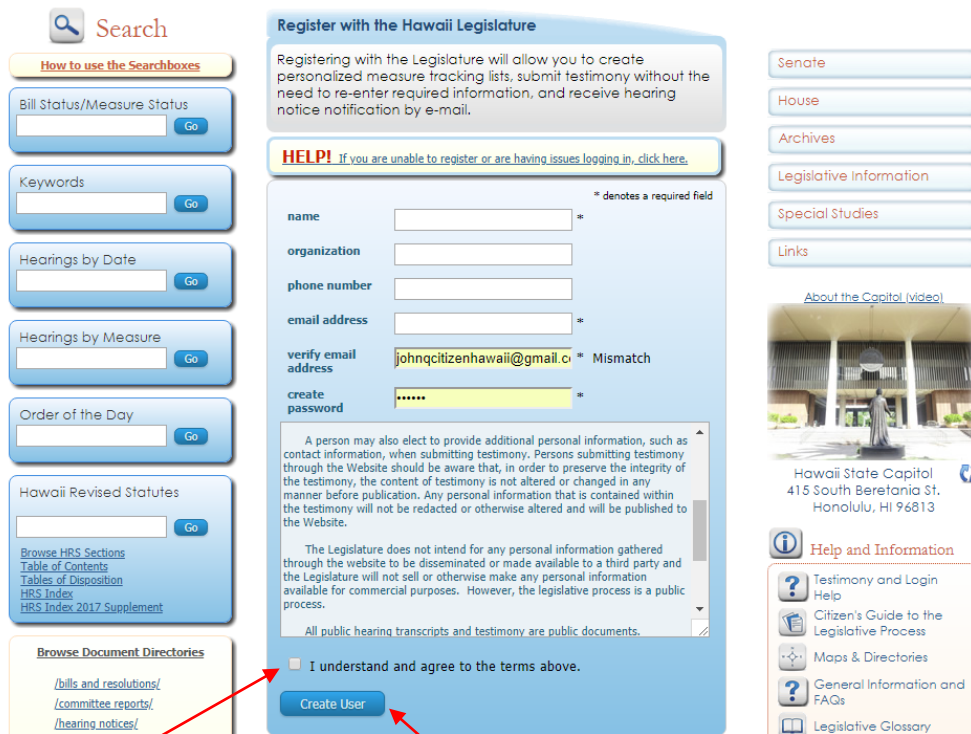
How to... Register for an Account on the Legislature's Website

Creating an account on the Legislature's website allows you to submit testimony online, sign up to receive hearing notices, and create bill tracking lists.

1. Go to the Legislature's website (capitol.hawaii.gov).
2. Once there, click the "Register" link on the top right of the screen.



3. This "Register" link will take you to a registration page. Here, type in your name and email address, and create a password. *Only the information noted with an asterisk is required to register for an account.* Be sure to tick the "I understand and agree with the terms above" box. This indicates that you both understand and agree to the privacy statement for the site.



4. When you are finished, click "Create User."

- You will now receive an email from the website (mailinglist@capitol.hawaii.gov) asking you to verify your account. (If you do not receive this email, be sure to check your spam or junk mail folders.) This email will provide you with a link; click this link to verify your account.



- Clicking the link takes you back to the website where you will see a message confirming that your account was successfully created. Another link is offered which will take you to the homepage.



You will know you are signed in if, on the home page, you see the “Submit Testimony,” “Hearing Notification,” and “Measure Tracking” icons illuminated in orange:



You will also see “Edit Account” and “Log Out” links on the upper right corner if you are signed in.

That’s it! You’ve created an account. To access your account in the future, just click the “Sign In” link on the top right of the Legislature’s webpage, and enter the email address and password you used when creating your account. Now, you’re all set to use any of the website’s interactive features.