## How to... Submit Testimony

Submit written testimony and indicate whether you'd like to provide oral testimony, in person or over Zoom

- Go to the Legislature's website (capitol.hawaii.gov), click on "Log In" (upper right corner), and enter your email address and password.\* (If this is the first time you'll be using an interactive feature on the website, see footnote.)
- Either click on the "Submit Testimony" button or select it from the drop-down menu under the "Participate" tab.
- Enter the bill number you want to testify on. Don't include any spaces, periods, or draft numbers. Click "Continue." (Note: If there's not a hearing scheduled for the measure, you won't be able to continue. If you need assistance, contact the Public Access Room (PAR) at (808) 587-0478 or par@capitol.hawaii.gov.)
- 4. The bill number and hearing date and time will appear at the top of a form. Fill out the form.

If also offering oral testimony over Zoom, make sure "Testifier's Full Name" matches your Zoom identity, so they'll know who to let in from the waiting room.

Click the buttons to let the committee clerk know:

- whether you support or oppose the bill, or if you are just offering comments
- whether you are testifying as an individual or on behalf of an organization
- how you want to testify whether you plan to attend the hearing and offer oral testimony, want to testify over Zoom, or are offering only written testimony.

SUBMIT TESTIMONY Testimony being submitted by Virginia Beck (beckatpar@gmail.com)	
Enter Bill or Measure and click Continue Examples: HB100 or SB123 (not case	By using our online testimony submission process, you agree to the terms below. Enter a bill or measure to continue. View Instructions   See our Help page
sensitive) Continue Clear ease note that you will no longer receive mail confirmation of testimony. If your restimony is green in the list below, then it was uccessfully submitted and received.	This privacy statement applies to the Hawai'l State Legislature Website, www.capitclhawaii.gov, operated jointly by the Hawai'l State Senate and House of Representatives. The Website is designed to promote open access to information and records of the Hawai'l State Legislature and its members. The Website has been designed to minimize the need to provide personal information as a condition to accessing information and services available on the website. Some services, such as personalized email delivery of hearing notices, require that the person using the Website submit some personal information and services email address.
Your Testimony	
<ul> <li>Pot yet submitted.</li> <li>Successfully submitted.</li> <li>Support ♀ Oppose ℰ Comments</li> </ul>	The personal information of persons accessing the website for information and services is stored in a protected manner and is not disclosed. Personal information, namely a user's name and email address, is required to submit testimony through the tegislature's website to ensure that testimony is being submitted by a real person and not an automatic

SUBMIT TESTIMONY Testimony being submitted by John Q Citizen- (johnqcitizenhawaii@gmail.com) Enter Bill or Measure and click Bill Committee Room Continue SB 16 RELATING Examples: HB100 or SB123 (not case sensitive) HAWAIIAN Jan 26 sb16 Continue Clea AS AN CR 224 & HWN 2023 1:00 OFFICIAL /ideoconference PM LANGUAGE Please note that you will no longe OF THE receive email confirmation of STATE OF testimony. If your testimony is green in HAWAII. the list below, then it was successfully submitted and received. Testifier's Full Name (First and Last) Please Submit testimony, John Q Citizen Save Progress, or click Clear \*If planning on testifying via Zoom, this name must match above to show Your your Zoom name exactly. Testimony list. Your position on SB16 O 🖒 Support Oppose O 🖉 Comments Only Testifying: As an individual citizen On behalf of an organization (name of government agency, organization, or business you are representing) Public Access Room How will you be testifying? more info Zoom option disables 24 hrs before hearing In person & submitting written testimony O Remotely via Zoom & submitting written testimony Written testimony only Please submit your written testimony using ONE of the two (continued on next page) options listed below Acceptable document filetype extensions: .doc, .docx, .pdf,

<sup>•</sup> 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 log in and enter your password.

Public Access Room (PAR), website Irb.hawaii.gov/par, phone (808) 587-0478, email par@capitol.hawaii.gov (1/25/2023)

- Add your written testimony. Here, there are two options:
  - "File Upload" by clicking on the button,
     "Choose File." Find the document that
    includes your testimony on your computer
    and select it to be uploaded. You can attach
    .doc, .docx, .pdf, .rtf, .txt or .odt files up to
    20MB in size. Your uploaded file name will
    appear to the right of the button.

## <u>OR</u>

- Type your testimony/comments in the box. Note that there are formatting tools available to you. You will be automatically logged out after 60 minutes, so if you want to "save progress" as you go, or come back to it later, use that button.
- 6. Review your information. Once you submit your testimony, you won't be able to change it, so double check that you've uploaded the right file, have correctly identified your position, how you'll be testifying, etc. If you typed comments into the box, read them over and make sure you don't have any errors. Since the testimony will be public and posted online, make sure you're comfortable with the information you'll be sharing.
- Click "Submit Testimony" when you're ready. Note that all testimony submitted is public and will appear online.
- Please submit your written testimony using ONE of the two options listed below. Acceptable document filetype extensions: .doc, .docx, .pdf, .rtf. .txt. .odt Attachments 20MB max Attachments will NOT be saved and must be attached at time of submission File Upload: Choose File No file chosen -- OR ---Your testimony/comments on SB16 X G 🖻 🛅 🛍 🛧 🥕 📟 🤫 🏴 🖬 🇮 🚍 Ω 🔀 Source B I S II<sub>x</sub> ] ≣ :≣ | ⊕ ⊕ ⊕ 99 | Styles Normal ? Testimony in Strong Support of SB16 My name is John Citizen, and I think this is important legislation and will help the people of Hawaii because... Characters (with HTML): 322/20000 body p Save Progress Submit Once you submit, you are no longer able to edit testimony. Any personal information that is contained within the testimony will not be redacted or otherwise altered and will be published to the Website.

Written testimony only

You'll be returned to the original "Submit Testimony" page. Now, in the left-hand column, you'll see a green box that includes the bill number and hearing information. This shows that your written testimony has been

successfully submitted.



<u>Note to Zoom testifiers</u>: If you indicated on the form that you want to offer oral testimony over Zoom, then inside the green box you'll also see a notation, "Zoom Requested." This will turn into a "Join" button a few hours before the hearing and will be your link to the event. When it's time for the hearing, log in to the website, go to "Submit Testimony," and then click on the "Join" button. Log in and join the hearing about 15-20 minutes early so that you can receive instructions from the meeting coordinators (keep your chat panel open) and get settled into the Zoom environment. Zoom testifiers are encouraged to read the detailed instructions linked below.

More instructions on testimony can be found here: <u>https://www.capitol.hawaii.gov/docs/testimonyinstructions.pdf</u> Need assistance? Contact PAR at 587-0478 or <u>par@capitol.hawaii.gov</u>. We're happy to help!

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