

How to... Receive Hearing Notices by E-mail

You can ask the Hawaii State Legislature's website to alert you when a measure you are interested in gets scheduled for a hearing. It's a great way to make sure you don't miss an important opportunity to offer testimony.

1. Go to the **Legislature's website** (www.capitol.hawaii.gov) and click on "**Sign In**" (upper right corner of the page) and enter your email address and password.*
2. Next, click on the **orange "Hearing Notification" icon** located in center screen.
3. **Subscribe by measure** To receive hearing notices for specific bills or resolutions, enter the measure number ("HB123" or "SB2496", for example – no spaces, and don't include any draft numbers) in the column on the left and click "**Add**." You can do this for any number of measures.
4. **Subscribe by committee** To receive hearing notices from specific committees, go to the column on the right which lists the committees and simply check off the ones you're interested in.
5. When done, **click the "Save and Exit" button** centered near the top of the page. (It's easy to come back anytime, sign in again, and change your selections.)



As soon as any of the requested hearing notices are posted, they will be sent to you by email.

* 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.