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.*

   - Name:
   - Organization:
   - Phone Number:
   - Email:
   - Verify Email:
   - Create Password:

   Be sure to tick the “I understand and agree to 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’re not done! Please see next page.)
5. As the instructions state, 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.)

![Confirm](image1.png)

A confirmation email has been sent to your email address. Please follow the instructions in the email to complete the registration process.

If you do not receive an email within an hour, please check your email spam filters or inbox.

6. Go to your email inbox. The email will provide you with a code and a link. **Copy the code** and then **click this link** to verify your account.

   ![Confirm](image2.png)

   Please Confirm Subscription to Receive Hearing Notices

   mailinglist@capitol.hawaii.gov
to me

   You are receiving this e-mail because you have subscribed to the hearing notice by e-mail service from the Hawaii State Legislature. To complete and paste to put this link in your web browser:

   http://www.capitol.hawaii.gov/login/confirm.aspx?kev=a399992&key2=1986353

   If you are unable to use the link above, please go to:

   http://www.capitol.hawaii.gov/login/confirm.aspx

   and enter the following:

   E-mail address: hecatepear@gmail.com
   Code: 1986353

   By confirming your signup, you understand and agree to the fact that you will be receiving an e-mail for all hearing notices containing a measure.

   If you did NOT subscribe to a hearing notice by e-mail service, please ignore this e-mail. Unconfirmed subscriptions will be deleted from our re

7. Clicking the link takes you back to the website where you can fill in the information, including the code. You will see a message confirming that your account was successfully created.

8. You will see that in the upper right corner the links now appear as “Edit Account” and “Log Out.” This confirms that you are now signed in. Just log out when you’re done.

   ![Edit Account | Log Out](image3.png)

   *Note: You will be automatically logged out after 60 minutes if there is no activity.*

That’s it! You’ve created an account. **To access your account in the future, just click the “Log In” link on the top right of the Legislature’s webpage (capitol.hawaii.gov). 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!