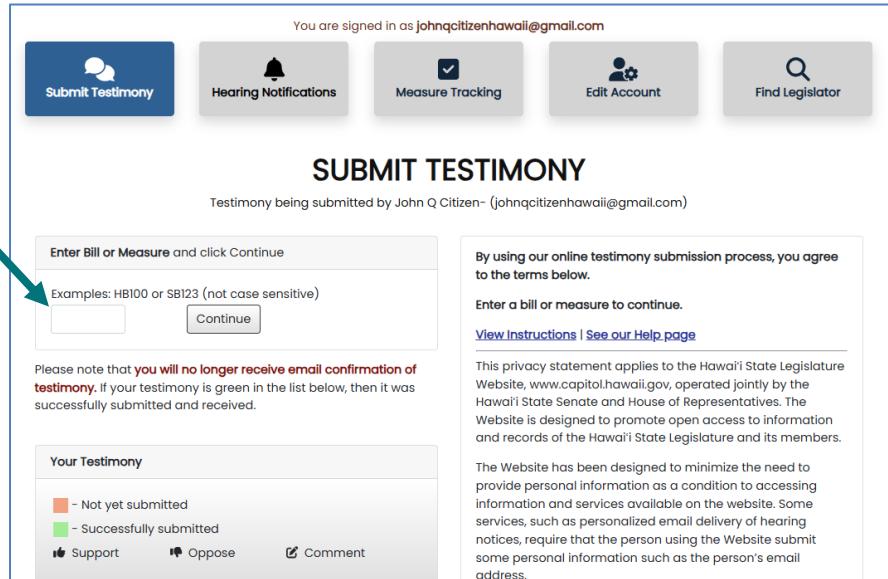


How to... Submit Testimony

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

1. Go to the [Legislature's website \(capitol.hawaii.gov\)](http://capitol.hawaii.gov), click on [Log In](#) (upper right corner), and enter your email address and password.*
2. Either click on the **Submit Testimony** button or select it from the drop-down menu under the **Participate** tab.
3. **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.)

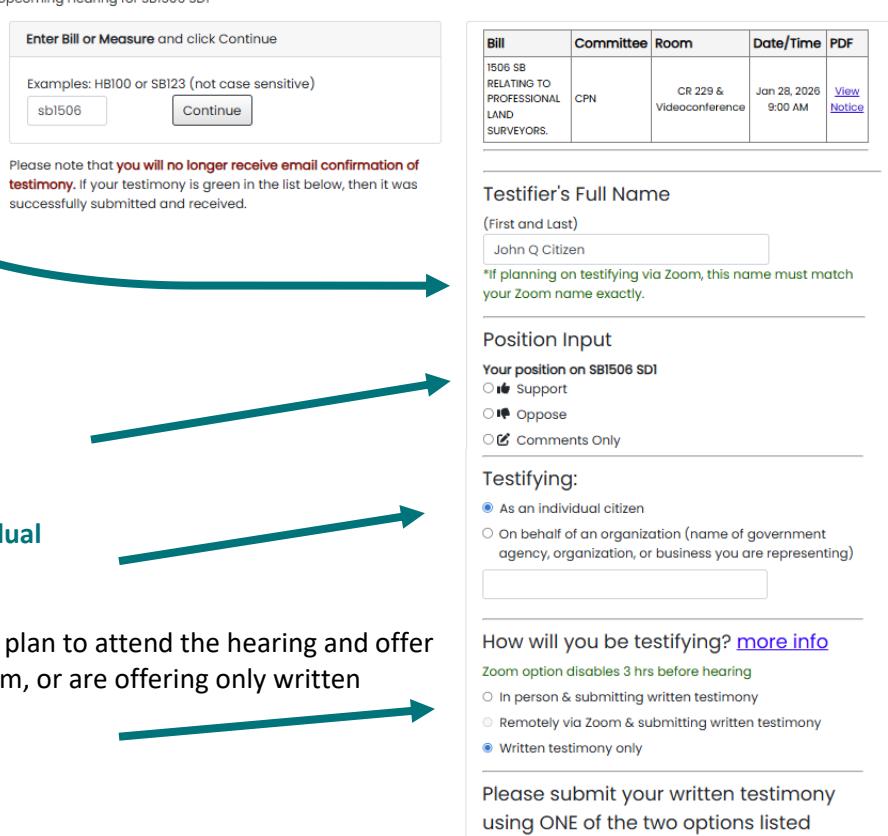


4. The bill number and hearing date and time will appear at the top of a form. **Fill out the form.**

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 **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.



* If this is your first time using the site's interactive features, you'll need to register. Click [Register](#) (upper right in the corner of the page), enter your name, email, and password; agree to the terms; then confirm your account via the email sent to you. This is a one-time step; afterwards, simply log in with your password.

5. **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.

OR

- **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.

7. **Click Submit Testimony** when you’re ready. Note that all testimony submitted is public and will appear online.

8. 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.**

Written testimony only

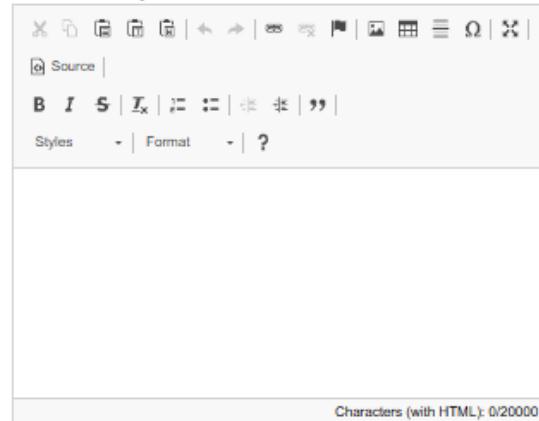
Please submit your written testimony using ONE of the two options listed below.

- 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
- If file is password protected, we may not be able to process your testimony

File Upload No file chosen

-- OR --

Your testimony/comments on SB1506 SD1



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.

Measure	Position	Status	Hearing
SB1506		Submitted	HEARING CPN 02-07-25 View Room: CR 229 & Videoconference 9:00 AM

Note to Zoom testifiers: 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: <https://www.capitol.hawaii.gov/docs/testimonyinstructions.pdf>