

HOW TO SUBMIT A TESTIMONY

Make your voice heard and submit testimony on bills important to you! Once a bill has a hearing scheduled you will be able to submit testimony. Make sure you submit 24 hours before the hearing is scheduled. **REMEMBER** Everything that you submit is public record and can be viewed at any time.

1 STEP Visit the Capitol website and click on **Testimony**

2 STEP Sign into your Capitol account OR Register **see our PDF on creating a Capitol account.*

3 STEP Type in the bill number you are looking for and click "Continue".

4 STEP Type in your full name **If you plan to give testimony virtually via zoom, your zoom name must match the name you enter here.*

5 STEP Choose your position

- Support
- Oppose
- Comments only

6 STEP Testifying As an Individual On behalf of an Organization

Testifying:

- As an individual citizen
- On behalf of an organization (name of government agency, organizations, or business you are representing)

7 STEP How will you be testifying?

- Remotely via Zoom during the hearing & submitting written testimony
- Written testimony only

8 STEP Use Zoom or YouTube to attend the schedule hearing **If you are writing testimony but would still like to view the hearing, join live via YouTube.com on the Hawaii House of Representatives YouTube channel.*

9 STEP Attach your written testimony document OR write your testimony in the text box provided.

10 STEP Save progress OR Submit **Once you submit, testimony it cannot be edited.*



FROM THE OFFICE OF REP LAUREN MATSUMOTO