



FROM THE OFFICE OF REP LAUREN MATSUMOTO



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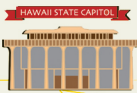
https://www.facebook.com/RepMatsumoto/

HOW TO GET INVOLVED IN THE LEGISLATIVE PROCESS

HOW TO REGISTER ON THE HAWAII STATE CAPITOL WEBSITE

STEP 1

VISIT THE CAPITOL WEBSITE AT
www.capitol.hawaii.gov



Now you can use the Hawaii State Legislature website to access important features like receiving hearing notices, create custom measure tracking filters and even submit written testimony about legislation that is important to you.

STEP 2

IN THE TOP RIGHT CORNER OF THE PAGE CLICK

REGISTER



STEP 3

ENTER YOUR PERSONAL INFORMATION

Name

Email Address

Verify Email Address

Password

STEP 4

REVIEW AND CHECK THE BOX TO AGREE TO THE TERMS AND CONDITIONS.

AGREE TO TERMS & CONDITIONS

STEP 5

CLICK "CREATE USER"

CREATE USER

YOU WILL BE SENT A **CONFIRMATION EMAIL** AFTER YOU FINISH THIS PROCESS. **CHECK YOUR EMAIL AND CLICK THE LINK TO CONFIRM YOUR ACCOUNT.**

Aloha neighbors and friends,


Our office has created instructions to have your voice heard. Getting involved in the Legislative Process is a great way to potentially influence legislation.

The Hawaii State Capitol website makes getting involved easy. Once you make an account, you are able to sign up for measure tracking, write testimony and submit testimony. Instructions on how all this can be done can be found on **RepMatsumoto.com**.

Mahalo Nui Loa,


Lauren Cheape Matsumoto
Lauren Cheape Matsumoto

For regular and time sensitive updates about legislation and issues that impact the community, please sign up for our newsletters on **RepMatsumoto.com**



E-NEWSLETTER SIGN UP

We want you to stay informed and take part in the legislative process! My office has created detailed instructions on just how to do that.



WHAT'S INSIDE

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Honolulu, HI 96813

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(808) 586 - 9490
www.RepMatsumoto.com

HAWAII STATE REPRESENTATIVE
REPRESENTATIVE LAUREN MATSUMOTO



HOW TO SIGN UP FOR MEASURE TRACKING LIST

STEP 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.



This is an incredibly helpful feature that allows you to create lists of bills and other measures you're interested in.

- 1 Allows you to easily view the current status of numerous bills
- 2 Create easy-to-read reports
- 3 Easy to make changes to your lists as the session progresses
- 4 Sends an email notice when a bill is being heard

STEP 2

Click on the orange "Measure Tracking" icon located in center screen.



STEP 3

First, you'll need to create a list. You can name it anything. Just enter the name in the left hand column and then click on "Create List."



STEP 4

Next, click on "Show List."

The list's name will appear in the column on the right. Add as many measures to the list as you like - just enter a bill number in the space and click on "Add a Measure." Repeat the process until you've added all the bills you'd like to appear on that list.

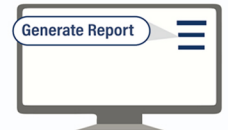
Option: You can "Add Notes" for each item to add information or highlight items on your list.



STEP 5

Finally, click on "Generate Report." Your list can be viewed as a handy report that shows each measure, its description and current status, and links to its status sheet and its current draft.

Note: The report can be sorted, just double-click the column headers. This is especially helpful to search for most recent activity, or to have the bills listed in numerical order.



Tips: When printing the report, use the landscape orientation for best results. Try saving it as a .pdf file if you want to attach it to an email. You may want to export it as an Excel file for further options.

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.

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



1 STEP

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

Sign in



2 STEP

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

Enter bill or Measure and click Continue
Examples: HB100 or SB123 (not case sensitive)



3 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.

Testifier's Full Name
First and last name
South Frank
*If planning on testifying via Zoom, this name must match your Zoom name exactly.



4 STEP

Choose your position

- Support
- Oppose
- Comments only



5 STEP

Testifying As an Individual OR 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)



6 STEP

How will you be testifying?

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



7 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.



8 STEP

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

Please submit your written testimony using ONE of the two options listed below:
• Attachable document (supported extensions: .doc, .docx, .pdf, .rtf, .xls, .xlsx)
• Attachments (20MB size)
• Attachments will NOT be saved and must be attached at time of submission
File Upload: [Choose File] or No Selection



9 STEP

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

Save Progress

Submit



10 STEP