

## How to... Submit testimony online

Anyone on a computer connected to the internet can use the Legislature's web-form to submit testimony.

1. Go to the **Legislature's website** ([www.capitol.hawaii.gov](http://www.capitol.hawaii.gov)) and click on **"Sign In"** (upper right-hand corner of the screen) and enter your email address and password.\*

2. Next, click on the **orange "Submit Testimony" icon** located in center screen.



3. **Enter the bill number.**

(Just the bill number, no draft numbers and no spaces. Ex., enter "HB123" rather than "HB 123 HD1 SD1.")

The hearing information (committee name, hearing room and date of hearing) will pop up. (Note: If there's not a hearing scheduled for that measure, you won't be able to continue. Check to make sure you typed in the correct measure number. Contact PAR at 587-0478 or [par@capitol.hawaii.gov](mailto:par@capitol.hawaii.gov) if you need assistance.)

4. **Fill out the form.** Indicate whether you are testifying as an individual or on behalf of an organization. Let them know whether you support or oppose the bill. Indicate whether you plan to attend the hearing and offer oral testimony.

5. **Add your testimony.** Two options:

- You can type your testimony in the "Additional Comments" box. (Use this option for brief testimony; no formatting available.)

**OR**

- First, write your testimony and save it as a file on your computer. Then, **upload your testimony** by clicking on the button that reads "Choose File" or "Browse" to find and attach the document. The advantage of this option is that you can format your testimony as you would like it to appear (for example, put it on your letterhead, use particular fonts, and set up paragraphs).

Click **"Next."**

6. Review the information on the summary page. Be sure to agree to the privacy terms before you **click "Submit Testimony"** to send your testimony on its way! You'll get an email confirmation that it has been received.

Enter Information

Name  \*

Email address  \*

Verify email address  \*

Testifying on behalf of:  Individual  
(ex. testifying as an individual citizen)

Organization  
(ex. representing government agency, non-profit, business, etc.)

Testifier position  Support

Oppose

Comments Only

Will you be testifying in person at the hearing?  Yes

No

Testimony file to upload (10mb max)  No file chosen

If you wish to attach more than one file, please email your testimony directly to the committee holding the hearing.

Additional Comments  
(alphanumeric and punctuation characters only)

\* If this is your first time using the interactive features of the website, you'll have to **Register**. Click on "Register" (upper right-hand 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.