To submit testimony, please visit the Legislature's website: www.capitol.hawaii.gov

Sign in to an existing account, then click on the "Participate" drop down menu and select the "Submit Testimony" option to get started.



Enter the bill or measure number and click "Continue"



Double check that the measure number/title and hearing details listed are correct before proceeding.



Confirm that the name you enter in the "Testifier's Full Name" field is accurate and includes your first and last name. The field will initially show the name saved in your account information. Please edit the text if necessary.



If you are testifying via Zoom, please note that the name in this field must match how you will identify yourself in Zoom.

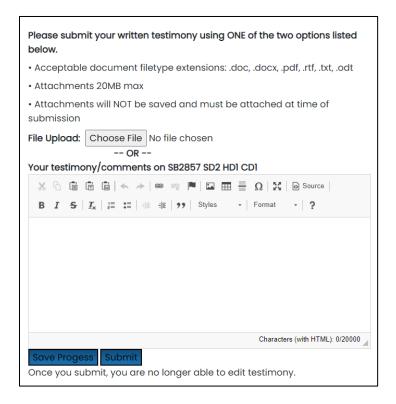
Select the appropriate radio buttons indicating your position on the measure and whether you are representing an organization.



When prompted, please indicate if you would also like to testify at the hearing in person or remotely via videoconference.

O In person & submitting written testimony
O Remotely via Zoom & submitting written testimony
Written testimony only

At the bottom of the form, upload your written testimony <u>OR</u> type your comments in the text box provided. Review the information you entered, then click on "Submit."



Please note the following:

- The website will automatically log you out of your account after 60 minutes of inactivity.
- All testimony received by the Hawai'i State Legislature is posted on our website
 and will be available to the public. Please do not include information that you do
 not want disclosed publicly.
- The number of testifiers and/or time allotted to each testifier may be limited by the Chair when necessary to adhere to the committee hearing schedule.
 Committees will accommodate as many oral testimony requests as reasonably possible during the time allotted for the hearing. However, we cannot guarantee that everyone who requests to testify orally will have an opportunity to speak during the hearing.
- In the Senate, you must submit your request to testify remotely at least <u>24 hours</u> prior to the start of the hearing. Late requests to testify remotely via Zoom may be made by contacting the <u>committee</u> directly. Late requests will be handled on a case-by-case basis.
- In the **House**, submission of testimony and requests to testify remotely 24 hours prior to the start of the hearing is strongly encouraged.