How to file a witness slip electronically

Step one - Go to my.ilga.gov

This is what the front screen looked like on April 1, 2016. It will be updated every day with the list of appropriate committees for the day.

Additional First step – Click [Log On] in the upper right hand corner and register. If you do this, it will automatically enter your information every time and save your witness slips so you know which ones you have already slipped for.



Next, find the committee where your bill is located. If that committee is not on the front page, click over the House or Senate button. It will give a drop down menu and you can choose committee or committee hearings. Below, I have selected committee hearings for the week.



Next, hit the little paper icon to the right of the committee where your bill is located.



This will take you to a list of bills that are in the committee.





- Hit this button to see the witness slips that have been filed.

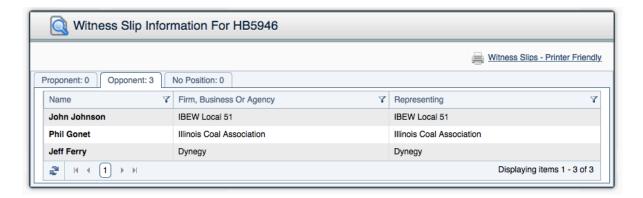


- Hit this button to file your own slip.

Again, this



button - - shows you people who have slipped for or against a bill.

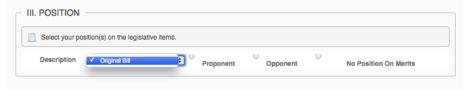


This button takes you to the slip to file.
On the slip, fill out the information completely. For the "Representation" fill out the group that you are representing when you are filing the slip. If you are a volunteer or individual, just write "self" or "individual." It's not a good idea to slip that you are representing an entire group if you aren't their designated leader or lobbyist.

HB 5946 BILL OR RESOLUTION NUMBER		Environment Committee Monday, April 04, 2016 4:00 PM	
		Other (Subject Matter):	Unavailable
I. IDENTIFICAT	TION —		
All fields are re	quired unless noted as optic	nal.	
Name			
Address			
City		State (IL ‡)Zip	
Firm/Business Or Agency			
Title			
Email			
(A confirmation email will be sent if email address is provided.) Phone Fax (Optional) A confirmation email will be sent if email address is provided.)			
II. REPRESEN	TATION —		
This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.			
Persons, groups firms represented in this appearance:			

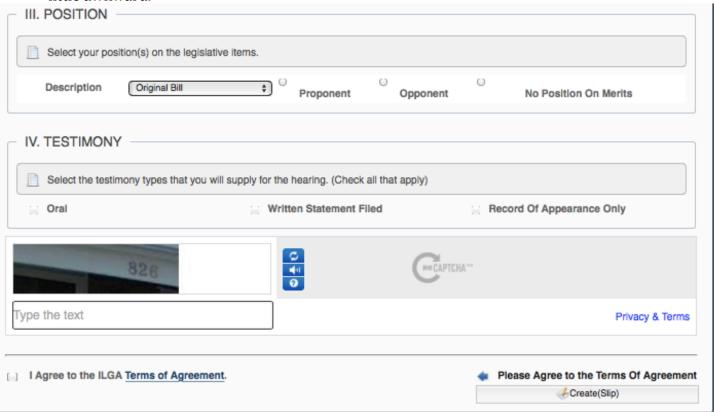
This is the bottom of the slip.

III. Position - Choose Proponent, Opponent, or No position on the merits (Neutral) If you are slipping on amendment, be sure to choose the drop down box that says, "Original bill" and choose the appropriate amendment.



IV. Testimony

- Oral If you would like to testify in committee. You won't always be allowed to testify even if you select this. It's good practice to speak to the committee chair first.
- Written statement filed If you want to file a written statement, you won't be able to do it here.
 Give enough copies for all of the committee members to the committee staff person to distribute or e-mail them to the committee staffer.
- Record of Appearance Only You don't need to actually be in committee to choose this. Choose
 this if you are not testifying. Just now that if you end up being the only one slipping in opposition
 and you aren't there, they may ask in committee. You won't get in trouble or anything, but it's a
 little awkward.



Be sure to click the "I agree to the ILGA terms" button and then click Create (Slip) to finish. You should get an e-mail and you can also go back to the committee page and choose this button to view your slip.

