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REQUEST TO SPEAK ONLINE MANUAL

The Request To Speak program allows you to sign up online to speak on a bill that is to be heard in a legislative standing committee. You must first create an account by coming to either the Senate or the House and create the account, after you do that, you can sign up to speak on the Internet.

Logging On

1. Sign in with your username and password and select a body. You can change bodies (House or Senate) after you log in if you need to.

Welcome to the Arizona State Request To Speak (In Committee) System

The Request To Speak in Committee system replaces sign in slips used by those wishing to testify in Senate and/or House committees. Committee chairpersons will have electronic access to listings of everyone signed up to speak and will know in advance who is for or against a particular bill.

To use this application, you must have registered for a user name and password at any one of the kiosks positioned outside the committee rooms on the 1st floor of the Arizona Senate and House Of Representatives (1700 W. Washington, Phoenix, AZ 85007).

The screenshot shows a login form with a light blue background. It contains the following elements:

- Enter Username:** A text input field with the placeholder text "Your user name".
- Enter Password:** A text input field.
- Select Initial Desired Body (You Can Change Bodies Once Logged In):** A label above two radio button options: "House Of Representatives" (which is selected) and "Senate".
- Login:** A rectangular button.

Search (Add Request)

- 2. There are 3 ways to find a bill:
 - 1. If you know the bill number you are looking for, enter it in the box and click **BEGIN SEARCH**.
 - 2. If you know the committee your bill is going to be heard in, select the committee from the list and click on **BEGIN SEARCH**.
 - 3. If you know a phrase that is contained in the Short Title/Now Title, enter it in the space and click **BEGIN SEARCH**.

The screenshot shows a web form titled "Search House Agendas" with three search methods: by bill number, by committee, and by phrase. Callout boxes provide instructions for each method.

Callout 1: If you know the bill number you are looking for, enter it in the box and click **BEGIN SEARCH**.

Callout 2: If you know the committee your bill is going to be heard in, select the committee from the list and click on **BEGIN SEARCH**.

Callout 3: If you know a phrase that is contained in the Short Title/Now Title, enter it in the space and click **BEGIN SEARCH**.

Form Fields:
- "Enter Bill Number" (text box) with example: eg. HB1001, SB1001 or HCR2001
- "or"
- Committee list (dropdown menu) with "Judiciary (1R)" selected
- "or"
- "Enter Phrase" (text box)

Buttons: "Begin Search" and "Reset"

- 3. After filling in the information for which you want to search, click on **BEGIN SEARCH**. Select a bill and click **CHOOSE BILL**.

The screenshot shows a table of search results with columns: Selection, Bill Number, Short Title/Now Title, Committee Name, Agenda Date, and Location. A callout box points to the "Choose Bill" button for the selected row.

Selection	Bill Number	Short Title/Now Title	Committee Name	Agenda Date	Location
<input checked="" type="radio"/>	HB2022	appropriation use; housing development	Appropriations	2/10/1998 1:30 p.m.	HHR 4
<input type="radio"/>	HB2029	state fiscal procedures; technical correction	Appropriations	2/24/1998 11:30 A.M.	HHR 4
<input type="radio"/>	HB2029	state fiscal procedures; technical correction	Appropriations	3/3/1998 1:30 P.M.	HHR 4

Callout: Select a bill and click **CHOOSE BILL**.

4. Fill out all necessary information and click **SUBMIT INFORMATION**.

Submit Position/Request to Speak

Bill Number: **HB2029**
Short Title: **state fiscal procedures; technical correction**
Session: **Forty-third Legislature - Second Regular Session**
Committee Name: **Appropriations**
Agenda Date: **2/27/1998**
Agenda Time: **9:30 A.M.**
Agenda Room: **HHR 4**

What organization are you representing?

What is your stance on the bill? For Neutral Against

Comments (Optional)

Heard? Yes No If Necessary

Click here to submit information to the committee chairman.

Click here to reset the form.

5. Click on Review Requests on the left side panel of the window to see the status of your request.

Current RTS System: **House**

Menu

- > Request To Speak Manual (137KB PDF)
- > Agenda Search
- > Agenda Items Search
- > Interim Committee Search
- > Modify Bill Position (New Feature)
- > Executive Nominee Search
- > **Review Requests (7)**
- > Logout
- > Problems/Questions?

Agenda Search Results

Selection	Bill Number	Short Title/Now Title	Committee Name	Agenda Date	Location
<input type="radio"/>	HB2001	underground storage tank program	Appropriations	12/11/1995 4:00 P.M. or upon adjournment of Government Operat	4
<input type="radio"/>	HB2004	appropriation; victims' rights implementation.	Appropriations	12/11/1995 4:00 P.M. or upon adjournment of Government Operat	4

Click here to **REVIEW YOUR REQUEST STATUS**

6. While your request is being processed, **Add Pending** will show next to your bill. Click the **REFRESH LIST** button on your browser to make sure your bill has been processed successfully.

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If it is reflected as pending in the pending list then it has been recorded and will be processed shortly. Please do not re-submit the request.

Click on a link below to start a new search of the desired type, or click on the corresponding link above at any time to start a new search.

[Agenda Search](#) | [Agenda Items Search](#) | [Interim Committee Search](#) | [Executive Nomination Search](#)

Pending Requests					
Action	Request Type	Description	Committee Name	Session	Agenda Date
Add Pending	Agenda Bill	HB2004	Appropriations	4S	12/11/1995

7. A successfully processed request will look like the following window. Note the number of requests has changed. You can modify or delete the request. Click the **SEARCH (ADD REQUEST)** link to select another agenda.

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If it is reflected as pending in the pending list then it has been recorded and will be processed shortly. Please do not re-submit the request.

Click on a link below to start a new search of the desired type, or click on the corresponding link above at any time to start a new search.

[Agenda Search](#) | [Agenda Items Search](#) | [Interim Committee Search](#) | [Executive Nomination Search](#)

Agenda Bill Requests							
Selection	Bill Number	Short Title	Committee Name	Body	Session	Agenda Date	Location
<input type="radio"/>	HB2022	PSPRS; deferred retirement; technical correction	Judiciary	House	1R	10/14/2007 10:30 A.M.	SHR 2

Menu

- Request To Speak Manual (137KB PDF)
- Agenda Items Search
- Interim Committee Search
- Modify Bill Position (New Feature)
- Executive Nominee Search
- Review Requests (0)
- Logout
- Problems/Questions?

Modifying A Request

8. Select the **MODIFY REQUEST** button to make changes to your request. Click **SUBMIT INFORMATION** to submit modifications to the chairman.

Deleting A Request

9. Select the **DELETE REQUEST** button. Click **OK** to delete the request.

Selection	Bill Number	Short Title	Committee Name	Body	Session	Agenda Date	Location
<input checked="" type="radio"/>	HB2022	PSPRS; deferred retirement; technical correction	Judiciary	House	1R	10/14/2007 10:30 A.M.	SHR 2

10. Click **OK**. You will get a **second confirmation message**:

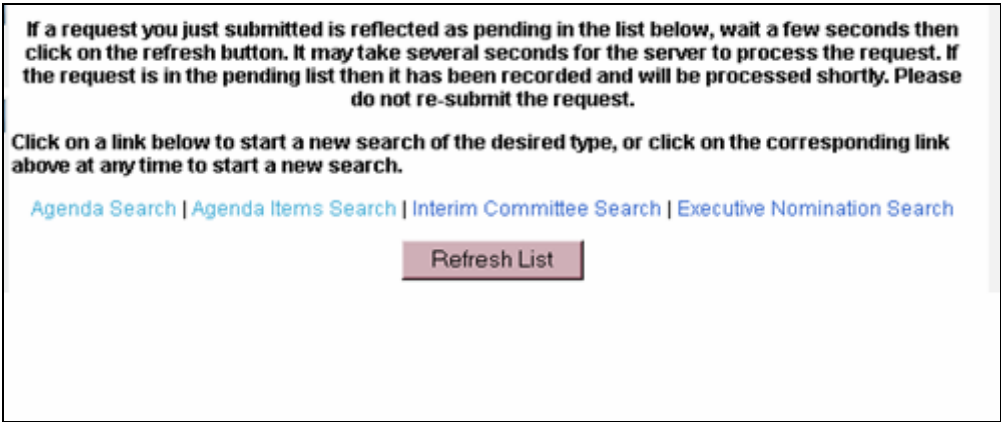


11. Click **OK**

12. While your request to delete is being processed, **Delete Pending** will show. Click the **REFRESH LIST** button on your browser to make sure your request is deleted.

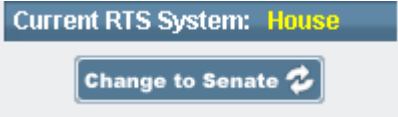
Click here to Refresh List

13. A successfully deleted request will look like the following window.



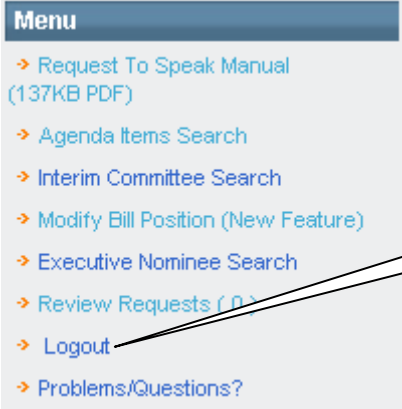
Changing Bodies

If you are in the House, this button will say **Change to Senate**, if you are in the Senate, this button will say **Change to House**. This option allows you to switch between bodies to sign up for a request to speak.



Logging Out

14. Click the **LOGOUT** link from the right side window to log off.



Click here to Logout