

****You must be registered at the Capitol Building Kiosk before you can use the system. Email Mickey Tucker if you need to be registered. We can have a runner set it up for you.**

Using the AZ Legislature Request to Speak

1. Enter **azleg.gov** in the URL window and click enter.
2. Move cursor over **Legislative Information** menu item and click on **Request to Speak** in the drop down.
3. Enter your email and password to login.
4. Click **Request to Speak** button or click on **Request To Speak** on the left side menu.
5. Click on **New Request** to make a comment on a bill. Use the search screen to find the bill. The easiest way is to **use the bill number** as the search phrase. Then click **Search**.
6. The table displayed will show the Session, Agenda Date, Type, Description, Committee, Location, and Requests to Speak. The Description is hot-linked to details and text of the bill. Click **Add Request** to make a comment on the bill.
7. Choose your position: **For, Neutral, Against**.

Do you wish to speak select **Yes, No, If Necessary**. If you do not plan to be present select **No**.

In the Comment block (on the bottom of the page) you can make any comments you want. ***Remember: Any comments you make are a matter of public record and everyone has access to them.***

The comments at the top of the page are for you only.

8. Click **Submit** and your request is saved and you are done.