

## SUBMITTING A LETTER TO THE STATE LEGISLATURE

Position letters can be submitted on any piece of legislation via the Legislature’s Position Letter Portal. Below are instructions on how to register and submit letters via the Portal.

### REGISTRATION

In order to submit a position letter, a one-time registration must be completed to obtain a username and password. Once registered, an organization or individual seeking to communicate views on a bill can provide their position to the author’s office, as well as the committee that will be considering the bill.

To register, follow these steps:

1. Go to the Position Letter Portal at: <https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>
2. Click on the “Registration” Link.
  - a. Alternatively, go directly to: <https://calegislation.lc.ca.gov/Advocates/faces/register.xhtml>



The screenshot shows the top of the California Legislature Position Letter Portal. The header includes the text "California Legislature Position Letter Portal" and a "Skip to Content Home" link. Below the header is a navigation bar with "Log In" and "Registration" links. The main content area is titled "Registration Status" and contains a form with the following elements:

- A question: "Are you registered lobbyist?" with radio buttons for "Yes" and "No".
- A prompt: "Please enter your first and last name".
- Two input fields: "First Name" and "Last Name".
- A "Find Me" button.

3. Click the appropriate button in the section above:
  - a. If you respond “yes” to being a registered lobbyist, you will be asked to put in your First and Last Name so that you can be paired with your Secretary of State registration.
  - b. If you respond “no” to being a registered lobbyist, you will be asked “Do you represent an organization, registered or otherwise?”
    - i. If you respond “yes” you will be asked to identify your organization from a list of organizations registered to lobby with the Secretary of State, or indicate that your organization is not on the pre-populated list.
      1. After completing this section you will be taken to the User Details Page.
    - ii. If you respond “no” you will be taken directly to the User Details Page.

4. Once on the User Details Page, complete the requested information to register:

5. Once you have completed the information, you will be emailed a temporary password.

6. You can use that temporary password to sign in to submit a letter here:

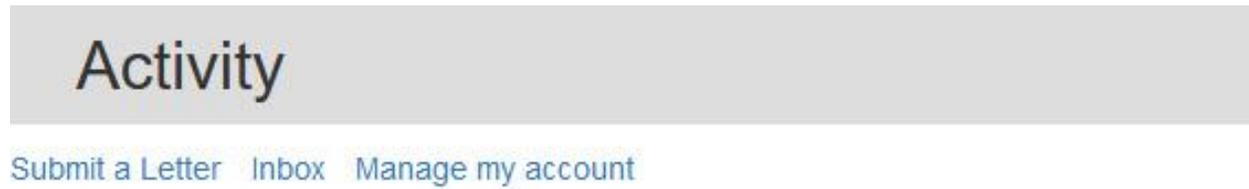
<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

## **SUBMITTING A LETTER**

Once registered, a letter can be submitted by signing into your account at:

<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

1. Once logged in to your account, you will have the option to “Submit a Letter” under the “Activity” header:



2. Next you will be prompted to indicate which bill you would like to submit a position on
  - a. You will need to indicate if the bill is an Assembly Bill (AB), Senate Bill (SB), or a specific type of resolution or constitutional amendment.
3. Once you have input the bill number, push the “Search” button



4. Once you have selected a bill, you will be prompted to select the Committee and/or Author Staff that you would like the position letter to be sent to (these are auto-populated by the Letter Portal System), and then press the “Next-Select File” button.
5. At this point, you will be prompted to select your bill position, the Subject of your Letter, and to attach your letter
  - a. The Subject should identify the bill and your position (i.e. AB 1234 – Support)

Upload The File For Submission

Stance\* :

Support

Oppose

Support if Amended

Oppose unless Amended

Other

Subject\* :

Letter\* :

No file selected.

6. Press the “Review” button to verify the information that was inputted.

7. Press “Submit” to submit your letter.

Once your letter has been submitted you can return to your profile home. From there you will be able to view all letters previously submitted under your account.

From your profile page, you will also find a “FAQ” link in the upper right-hand corner with answers to common questions about submitting position letters.