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

California. Legislature Position Letter Po	rtal				Skip to Content Home
Log In / Registration					
			Have a question? Che	ck out our FAQ!	
		Registration Status			
	Are you registered lobbyist? O Yes				
	Please enter your first and last name				
	First Name	Last Name	Find Me		

- 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:

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Log In Registration			
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		Have a question? Check	: out our FAQ!
		User Details	
	First Name *	Last Name *	
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	City	Stata 710	
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	A	ccount Details	
	Email Address *	Your temporary password will be e-mailed to you upon registration, so please enter a valid	
		email.	
	Confirm Email Address *	Upon registering, a confirmation email will also be sent to your organization's email	
		addresses if it has already been registered.	
	Security Question *		
	What was your childhood nickname?	~	
	Security Answer*		
		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

Email Sign in Show Password Sign in Show Password Sign in Show Password? Create an account	ugh and this site. sillion I author's	WELCOME! Decision of the initiate time submission of position letters to committees as bits move through catorina's egostame process. This site is still a work in progress and we are striving to provide you and catorina's egostame process. This site is strill a work in progress and we are striving to provide you and catorina tegistative bill can use this site? Anyone wishing to submit a position tentor in a Catorina Legistative bill can use this site? Anyone wishing to submit a position tentor in a Catorina Legistative bill can use this site? Anyone wishing to submit a position tentor a Catorina Legistative bill can use this site. Biggerene Loubyistis with the Secretary Biggerene Loubyistis with the Secretary Biggerene Loubyistis with the Secretary Biggerene Loubyistist with the Secretary Biggerene Loubyistist with the Secretary Biggerene Loubyististic use and anyone and antividual affittated with an organization. Biggerene Loubyististic cognization on individual secretary to provide your views to the bill author's start are set as the committee that will be hearing the bill. And cognization or individual secretary to communicate your views to the bill author's start are set as the committee that will be hearing the bill. Biggerene Loubyistic cognization or individual secretary to communicate your views to the bill author's start are used as the committee that will be hearing the bill. Biggerene Loubyistic cognization or provide site feedback, click here. We value your input which will help us further improve the position letter process.

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



Submit a Letter Inbox Manage my account

- 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

California. Legislat Position Le	fure tter Portal
Home / Bill Selection	
	Select a Bill
	Measure: AB 🗸 😫
	Session Type : Regular 🖌
	Search

- 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)

California. Legislati Position Let	ure Iter Portal				Skip to Content
1 00111011 200					
Home / Bill Selection / Client Selection /	Recipient Selection / File Selection				
	Upload The File For Submission				
	Stance* : ⊖Support	Ooppose	OSupport if Amended	Oppose unless Amended	Oother
	Subject* :				
	Letter' : Browse No file selected.				
			Review		

- 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.