

## **FILING AN ELECTRONIC WITNESS SLIP WITH THE GENERAL ASSEMBLY**

The Illinois General Assembly (ILGA) has created an internet Dashboard. The dashboard displays committee information including scheduled committee hearings.

As part of the legislative process, hearings are conducted in both the House and Senate where all proposed legislation and other matters are discussed. After discussion about a Bill, the Committee may vote on that Bill. If a vote is positive, the Bill is sent to the full House or Senate for consideration. During the committee hearing process, the Committee accepts Witness Slips.

If you ever wish to file a witness slip on any legislation, an individual needs to register with the Illinois General Assembly through their internet dashboard and create a profile. Once your profile is created, you can file witness slips or view-update-track-sort any of the witness slips you have filed in either chamber of the Illinois General Assembly. You can now voice your position on a committee agenda matter without having to be in the Hearing Room.

Here is how you register with the ILGA:

1. Open your browser and log on to the ILGA website: <http://www.ilga.gov>
2. Place your cursor over the "*Click Here*" to proceed to the application.
3. Click on that link and another page (ILGA Dashboard) will open.
4. Place your cursor over the "*Register*" on the left side of the page.
5. Click on that link and the ILGA Register page will open.
6. The "Create a new account" entry form should be on that page.
7. You will need to:
  - a. Enter your e-mail address
  - b. Create a password
  - c. Confirm your password
  - d. Review the ILGA Terms of Agreement
  - e. Click on the Agree to Terms button
8. Registration Success [age will appear with a message telling you that an e-mail has been sent to the address you entered.
9. Go to your e-mail account.
10. Click on the confirmation link in the MyILGA e-mail to activate your account
11. Click on the link to complete your profile
12. Once your profile is completed, you will be ready to file witness slips on pending matters before a House or Senate Committee.

You need to register as an individual. Establishing your own account lets you voice your opinion on any House or Senate Committee matter under consideration.