

Using the AZ Legislature REQUEST TO SPEAK SYSTEM

www.azleg.gov

National Organization for Women
Sun Cities/West Valley Chapter
November 7, 2018

Use the Request To Speak System to:

- track the progress of a particular bill
 - utilize the "request to speak" function to comment on a particular bill by submitting written comments *or* signing up to give in-person testimony
- 

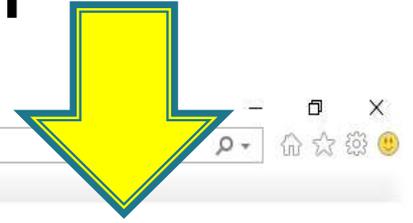
Move Cursor To “Request to Speak” to Open Tab

The screenshot shows a web browser window displaying the Arizona State Legislature website. The address bar shows <https://www.azleg.gov/>. The page header includes the Arizona State Legislature logo and a search bar labeled "Bill # Search". A navigation menu contains links for Senate, House, Legislative Council, JLBC, Other Agencies, Bills, Committees, Legislative Information, and Calendar & News. A red banner below the navigation menu states: "The 53rd Legislature, 2nd Regular Session adjourned Sine Die at 12:26 AM May 4, 2018." Below the banner is a "FEATURED ITEMS" section with a grid of seven vertical image thumbnails. The thumbnails are labeled: "Members", "Legislative Tracking", "Request to Speak", "Standing Committees", "Committee Agendas", and "Arizona Capitol Television". A large yellow arrow with a blue outline points to the "Request to Speak" thumbnail. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date and time "10:01 AM 11/7/2018".

Click “Request To Speak”

The screenshot shows a web browser window displaying the Arizona State Legislature website. The address bar shows the URL <https://www.azleg.gov/>. The page header includes the Arizona State Legislature logo and a search bar labeled "Bill # Search". A navigation menu contains links for Senate, House, Legislative Council, JLBC, Other Agencies, Bills, Committees, Legislative Information, and Calendar & News. A red banner below the navigation menu states: "The Arizona Revised Statutes have been updated to include the revised sections from the 53rd Legislature, 2nd Regular Session." The main content area features a large image of the Arizona State Capitol dome. Overlaid on this image is a text box titled "Request to Speak" with the following text: "The Request To Speak in Committee system replaces sign in slips used by those wishing to testify in Senate and/or House committees. All committee members have access to the list of people requesting to speak and their comments." Below this text box is a smaller "Request To Speak" link, which is highlighted with a yellow arrow. To the left of the main image are vertical navigation links for "Members" and "Legislative Tracking". To the right are vertical navigation links for "Standing Committees", "Committee Agendas", and "Arizona Capitol Television". The bottom of the page shows a "FEATURED ITEMS" section. The Windows taskbar at the bottom displays the search bar, taskbar icons, and system tray with the time 10:04 AM and date 11/7/2018.

Sign On To The RTS System



Browser address bar: <https://apps.azleg.gov/RequestToSpeak/UpcomingAgendas>

Page Title: Request To Speak

Navigation Menu:

- Request To Speak
- Upcoming Agendas
- Agenda Search
- RTS Manual

Page Header:

- Need Help
- Sign On
- Applications

Upcoming Agendas

Session: 2018 - Fifty-third Legisla

Select Body: Both Senate House

Agenda Type: Standing Interim

Committee Name	Agenda Date	Agenda Time	Agenda Room
There are no agendas associated with the selected session.			

Windows Taskbar: Type here to search, 10:22 AM 11/7/2018

Creating An Account

https://apps.azleg.gov/Account/SignOn

Sign On || Arizona State Leg...

Welcome to the Arizona State Legislature Web Application System

[Sign Into Your Account](#) [Create An Account](#)

Note: Fields outlined in orange are required.

Sign on Information

Email

Password

Passwords must be at least 6 characters long.

Confirm Password

Personal Information

First Name

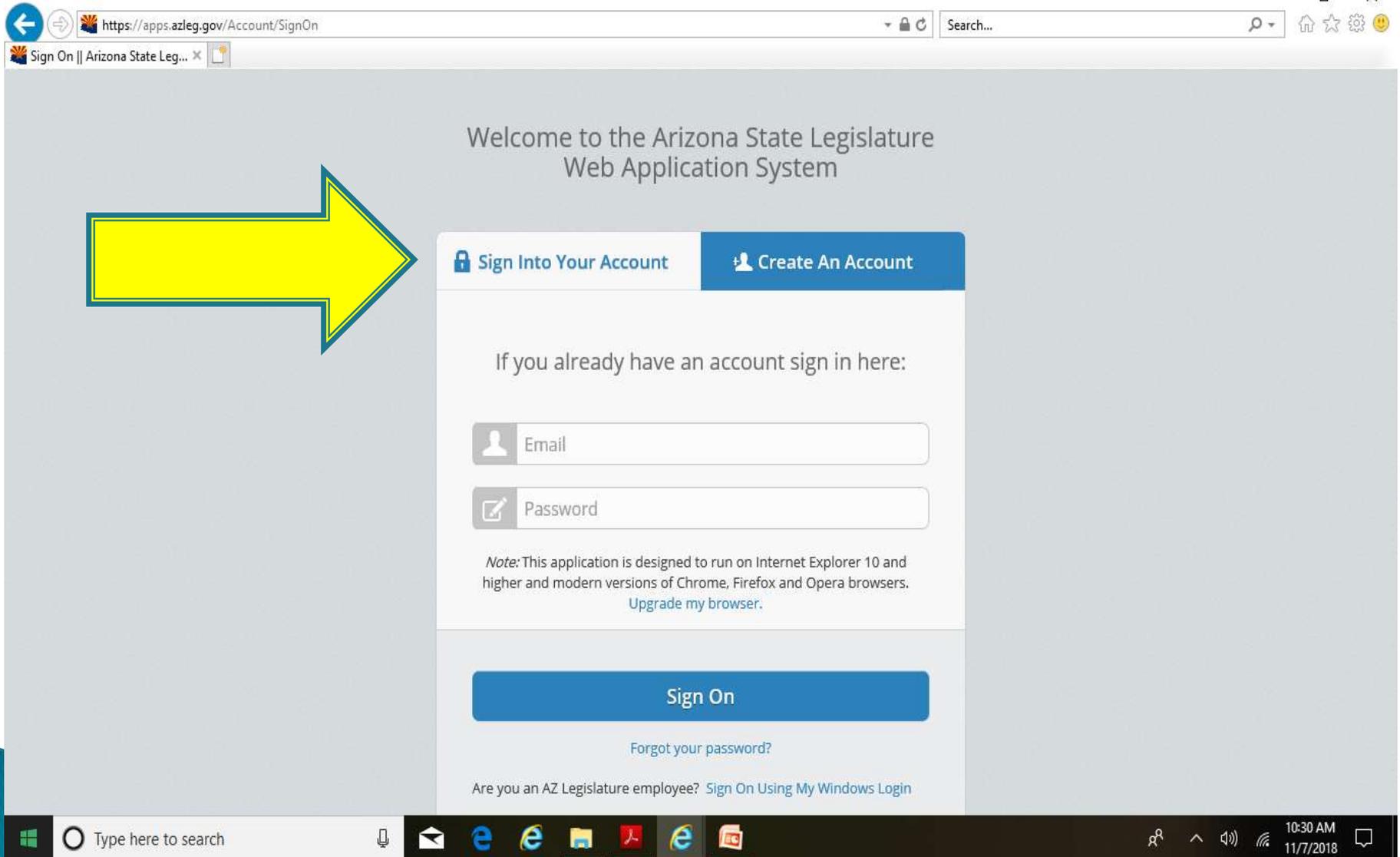
Last Name

10:39 AM 11/7/2018

To Create Your Request to Speak Account

- Enter your email address and choose a password
- You may then access the system to perform some functions, such as getting the status of a bill
- However! You will **not** be able to create a Request to Speak until you enable your account **in person at a legislative kiosk** located in the lobby of either the House or Senate Chambers
- What will you need for this?
 - Name
 - Email address
 - Password

For An Existing Account: Enter Your Email and Password



The screenshot shows a web browser window with the URL <https://apps.azleg.gov/Account/SignOn>. The page title is "Sign On | Arizona State Leg...". The main heading reads "Welcome to the Arizona State Legislature Web Application System". Below this, there are two buttons: "Sign Into Your Account" (highlighted by a large yellow arrow) and "Create An Account".

Under the "Sign Into Your Account" button, the text says "If you already have an account sign in here:". Below this are two input fields: "Email" and "Password".

A note below the input fields states: "Note: This application is designed to run on Internet Explorer 10 and higher and modern versions of Chrome, Firefox and Opera browsers. [Upgrade my browser.](#)"

At the bottom of the sign-in section is a large blue "Sign On" button. Below it is a link for "Forgot your password?". At the very bottom, there is a link for "Are you an AZ Legislature employee? [Sign On Using My Windows Login](#)".

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (including Internet Explorer and Adobe Reader), and the system tray with the date and time "10:30 AM 11/7/2018".

Click “Request to Speak”

The screenshot shows a web browser window with the URL <https://apps.azleg.gov/>. The page title is "AZ Legislature Applications". The left sidebar contains "AZ Legislature" and two menu items: "Request to Speak" and "Bill Status Inquiry". The main content area has a header "AZ Legislature Applications" with a star icon, followed by the text "Please select an application below". Two blue buttons are displayed: "Request to Speak" with a microphone icon and "Bill Status Inquiry" with a document and pen icon. A large yellow arrow points to the "Request to Speak" button. The top navigation bar includes "Need Help", "Lynne Leonard", and "Applications". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 9:30 AM on 11/7/2018.

From This Home Screen – Click on Topics in Left Box

The screenshot shows a web browser window with the URL <https://apps.azleg.gov/RequestToSpeak>. The page title is "Request to Speak". The left sidebar contains the following menu items: Request To Speak, Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. A large yellow arrow points to the "Request To Speak" menu item. The main content area is titled "My Requests" and features a dropdown menu set to "2018 - Fifty-third Legislature - Second Regular Session". Below this is a table with the following columns: Session, Agenda Date, Committee Name, Type, Description, Your Position, Representing, Location, and Actions. A message below the table states: "You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on." Below the "My Requests" section is the "My Bill Positions" section, which contains a table with the following columns: Session, Description, Representing, Your Position, and Actions. The table lists three bill positions:

Session	Description	Representing	Your Position	Actions
2R	HB2182 - campaign finance; candidate committee; transfers	Self	👍 🗨️ 🗨️	Update Delete
2R	HCR2007 - clean elections; unlawful contributions; rulemaking	Self	👍 🗨️ 🗨️	Update Delete
2R	SCR1001 - initiatives; single subject; title	Self	👍 🗨️ 🗨️	Update Delete

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", several application icons, and the system tray with the time "10:50 AM" and date "11/7/2018".

New Request Screen – Search for Bills

Request to Speak Topic Search

Please use the following search criteria to find the topic you would like to speak on.

Legislative Body **Senate** House Both

Session 2018 - Fifty-third Legislature - Second Regular Session

Committee Select a committee . . .

Search Phrase Enter bill number, bill description, nominee name, or topic

SEARCH

Click on Arrows to Open Menus

Indicate your position. Indicate if you wish to speak (in person). Whether "yes" or "no", you can submit a written comment in the comment box.

New Request to Speak

Your position on the item:

-  For
-  Neutral
-  Against

Do you wish to speak?

- Yes
- No
-  If Necessary

Comment

referendum, voters asked to have a say on HB2305. Repeal of that bill, especially with plans to

SUBMIT

Item Description:

HB2196 - election law amendments; repeal...

Session:

2R

Agenda Date:

1/30/2014

Agenda Time:

10:00 A.M. NOTE TIME CHANGE

Agenda Room:

HHR 4

Update or Delete Positions at “My Bill Positions” Page

The screenshot shows the 'My Bill Positions' page on the apps.azleg.gov website. The left sidebar contains a navigation menu with the following items: Request To Speak, Home, My Requests, New Request, My Bill Positions (highlighted with a yellow arrow), Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'My Bill Positions' and features a form to add a new position. The form includes a 'Session' dropdown menu set to '2018 - Fifty-third Legislature - Second Regular Session', a 'Bill Number' input field with the placeholder 'Enter bill number', and a 'Your position:' section with three radio button options: 'For' (thumbs up), 'Neutral' (orange circle), and 'Against' (thumbs down). An 'Add' button is located to the right of these options. Below the form is a table listing existing positions:

Session	Description	Representing	Your Position	
2R	HB2182 - campaign finance; candidate committee; transfers	Self	👍 🗣️ 🗣️	Update Delete
2R	HCR2007 - clean elections; unlawful contributions; rulemaking	Self	👍 🗣️ 🗣️	Update Delete
2R	SCR1001 - initiatives; single subject; title	Self	👍 🗣️ 🗣️	Update Delete

The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and the system tray with the date and time: 11:04 AM, 11/7/2018.

Click on Your Name to Sign Out

Dashboard || Request to Sp

Request To Speak

- Home
- My Requests
- New Request
- My Bill Positions
- Upcoming Agendas
- Agenda Search
- RTS Manual

Need Help | Lynne Leonard | Applications

My Requests

2018 - Fifty-third Legislature - Second Regular Session

Session	Agenda Date	Committee Name	Type	Description	Your Position
You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on.					

Profile Settings

Lynne Leonard

Account Management

Sign Out

My Bill Positions

Session	Description	Representing	Your Position	
2R	HB2182 - campaign finance; candidate committee; transfers	Self		Update Delete
2R	HCR2007 - clean elections; unlawful contributions; rulemaking	Self		Update Delete
2R	SCR1001 - initiatives; single subject; title	Self		Update Delete

Type here to search

11:11 AM
11/7/2018