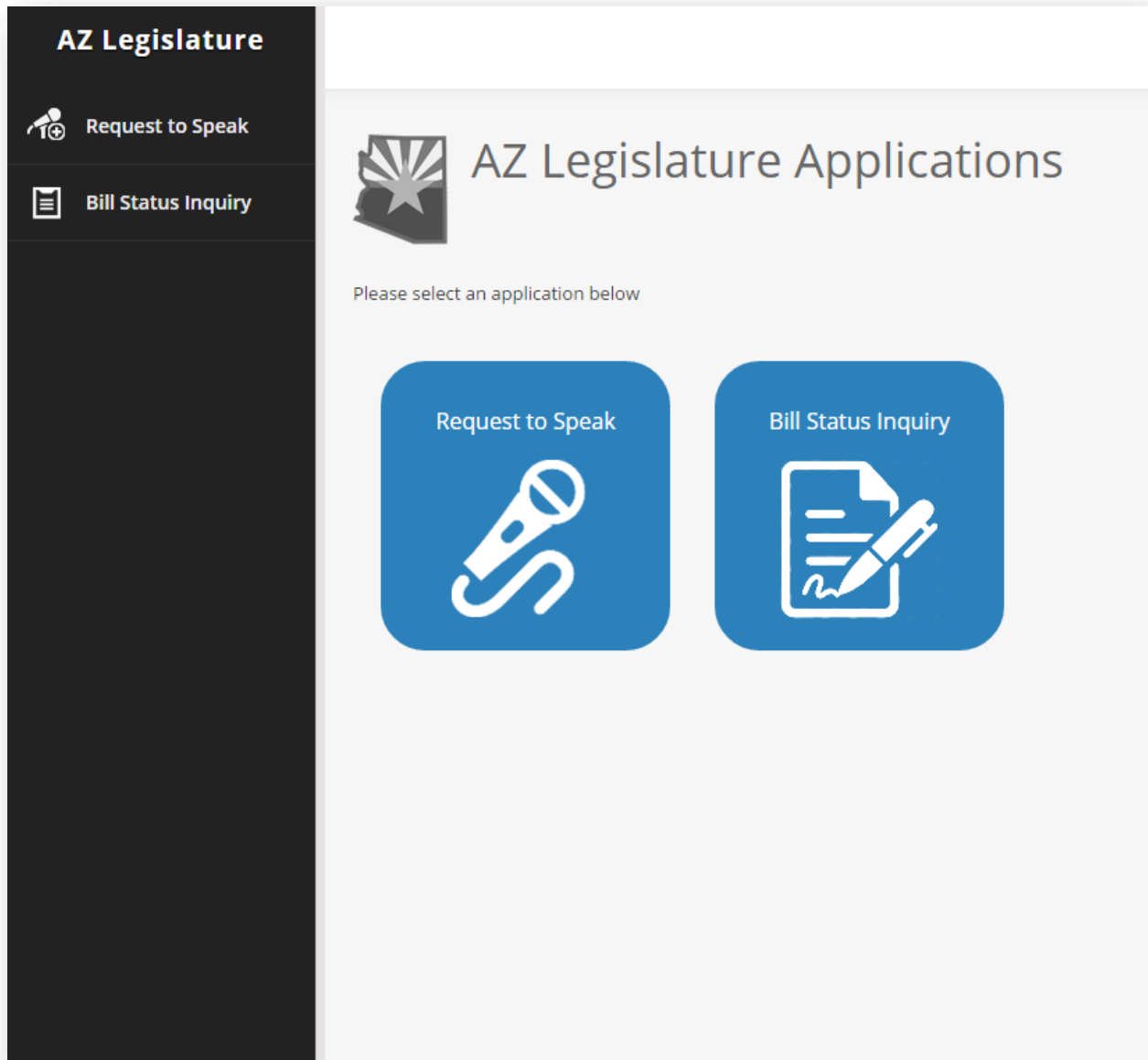




USING THE REQUEST TO SPEAK PROGRAM




The screenshot displays the AZ Legislature Applications web interface. On the left is a dark sidebar with the title "AZ Legislature" and two menu items: "Request to Speak" (with a microphone icon) and "Bill Status Inquiry" (with a document icon). The main content area has a light background and features the AZ state logo, the title "AZ Legislature Applications", and the instruction "Please select an application below". Two blue buttons are presented: "Request to Speak" with a microphone icon, and "Bill Status Inquiry" with a document and pen icon.

AZ Legislature

 **Request to Speak**

 **Bill Status Inquiry**

 **AZ Legislature Applications**

Please select an application below

Request to Speak

Bill Status Inquiry

WHAT IS THE REQUEST TO SPEAK PROGRAM?

The Request To Speak program (RTS) is designed to allow the public to register an opinion on bills listed on agendas and to request to speak on a bill in a committee. It replaces the old slips of paper previously used to sign in and let the committee chairperson know you want to speak to the committee. Under the old paper system, you could only sign in to speak or register an opinion if you were physically at the capitol. After the initial setup, at a kiosk, the RTS program allows you to participate from your home or office.

When the committee is in session, the committee members, and the public, will see a list of names of people who have registered an opinion, if you wish to speak or not, who you are representing, and comments you may leave in the comment box. This information is also available if a person searches past committee agendas.

Legislators will see your bill position throughout the process.

Spk	Position	Name	Representing	Comments	Status
Yes	For	[REDACTED]	Self		[Icons]
If Necessary	For	[REDACTED]	[Icon] AZ ASSN OF COMMUNITY MANAGERS (AACM)		[Icons]
No	For	[REDACTED]	[Icon] Self		[Icons]

HOW TO CREATE AN RTS ACCOUNT

Constituents are required to come to the capitol the first time you use the RTS system. When you come to the Capitol, you can create an account and sign in on one of the Kiosks in either the House or Senate (there is also a Kiosk available in the Tucson office).

If you create an account at home, you will only be able to use the Bill Status Inquiry application to track activity on a bill, not register an opinion or create a request to speak until you come to the capitol and sign in on one of the Kiosks here. You only need to physically come to the capitol once. After that, everything can be done at home.

After the initial sign in at a Kiosk, you can sign in from home and request to speak, register an opinion, and leave a comment for the committee members.

The process for creating this account is very simple and requires minimal information. Click on Create An Account, fill in the requested information and then click on Create Account.

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

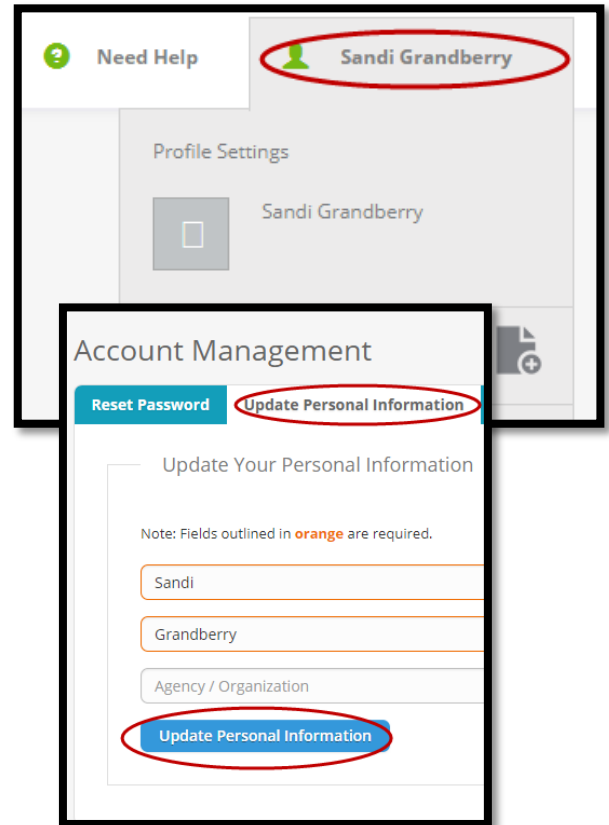
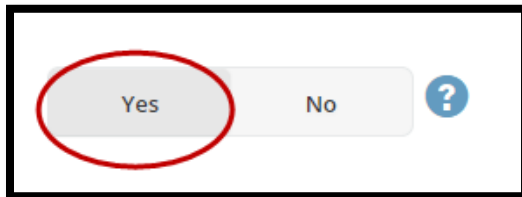
Last Name

CREATE ACCOUNT

HOW TO REGISTER AS A LOBBYIST IN RTS

You can register as a lobbyist in RTS if you know the exact name and your lobbyist number as it is registered with the Secretary of State.

- Be sure you have an **account on RTS**.
- **Sign into** RTS.
- Click on **your Name**.
- Click on **Account Management**.
- Click on the Update Personal Information **tab**.
- Click on the Update Personal Information **button**.
- Click on **"Yes"** next to the question "Do you wish to identify yourself as a registered lobbyist in Arizona?"

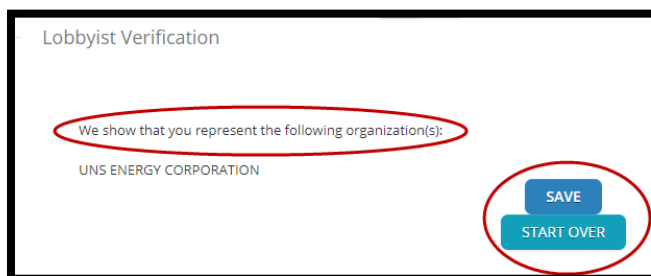


- Enter your **lobbyist ID number** assigned by the Secretary of State.
- Enter your **last name** as it appears with the Secretary of State.

NOTE: If you are one of several people working for a company that is registered as a lobbyist, you must enter YOUR number and the COMPANY'S name.

- Click on **Verify**.

The RTS system will communicate with the State of Arizona system and find your information, verifying you are a lobbyist and provide a list of companies you represent.



You have two options:

1. Save the information if it is correct.
2. Start over if it is not correct.

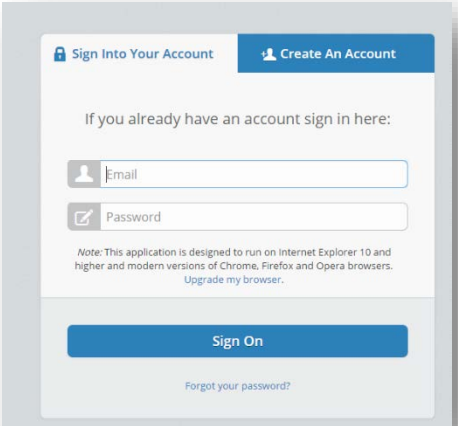
NOTE: If you are certain you have entered the correct information and you are getting an incorrect list, you will need to contact the Secretary of State. RTS has no control over what is registered with the Secretary of State, it only communicates with that database to provide the information you need to designate yourself as a lobbyist in the RTS system.

LOG IN AFTER CREATING AN ACCOUNT

To make a new request *at the Capitol* go to a Kiosk and log in.

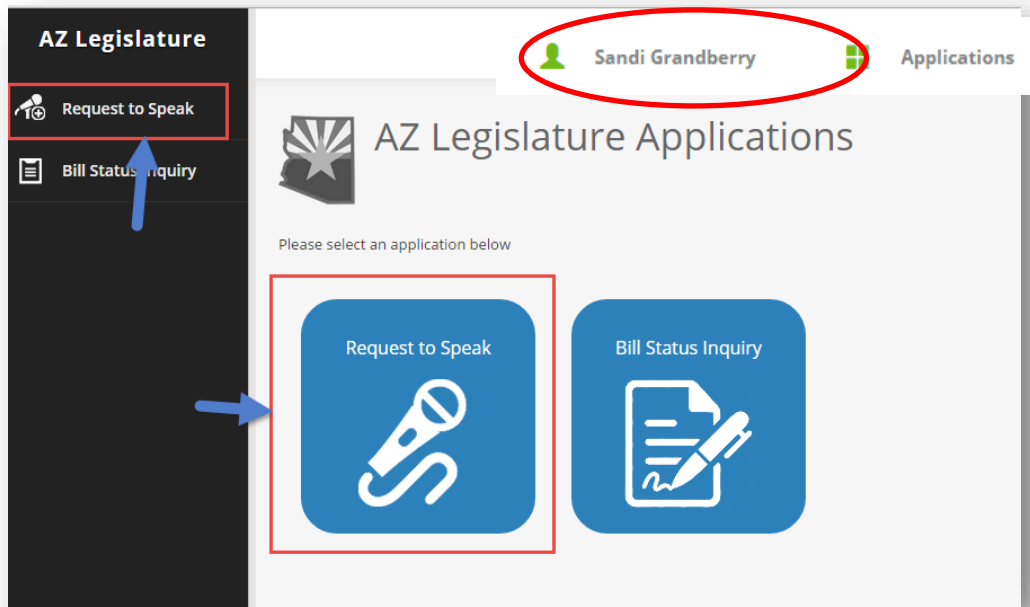
To make a new request *from home or work*, log onto the following:
<https://apps.azleg.gov/>

Type in the email address and password associated with your account, then click on sign on.



If you don't have an account you must come to the Capitol the FIRST time to log in to the RTS Kiosk, after that, you can do it from home or your office.

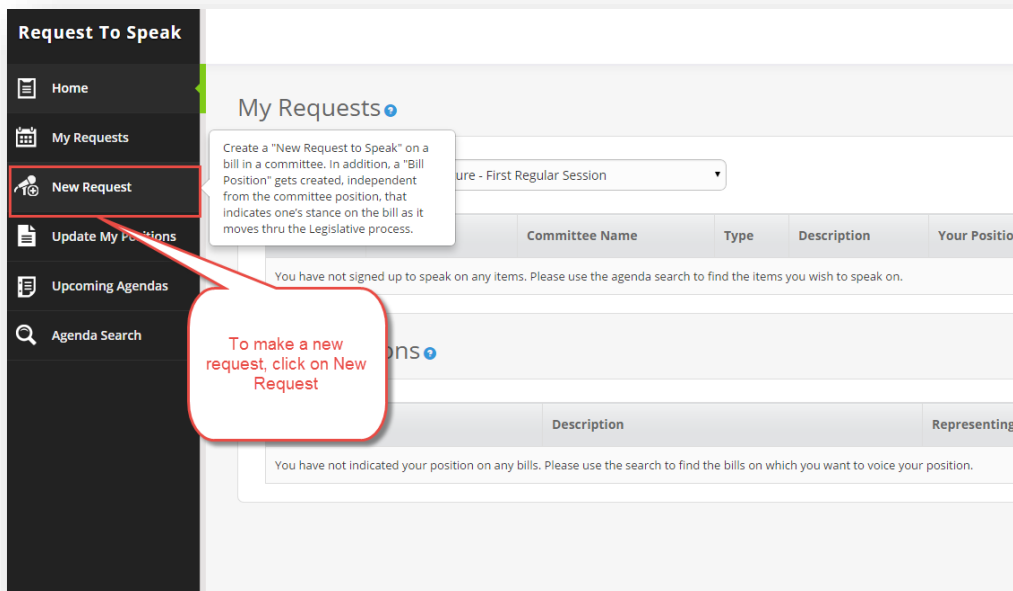
After a successful login: you'll see the following screen. Your name will show up on the upper right-hand corner.



Once logged in you will be able to switch between the RTS program and Bill Status Inquiry without logging out and back in again. One account allows access to both applications.

MAKING A REQUEST TO SPEAK*

After logging in, click on New Request. You will be taken to a search window that allows you search for the bills.



The screenshot shows the 'Request to Speak Topic Search' interface. On the left is a dark sidebar with navigation options: Home, My Requests, New Request, Update My Positions, Upcoming Agendas, and Agenda Search. The main content area has the title 'Request to Speak Topic Search' and a sub-header 'Please use the following search criteria to find the topic you would like to speak on'. Below this are several search criteria:

- Legislative Body:** A radio button group with options 'Senate', 'House' (selected), and 'Both'. A callout bubble points to this group with the text 'Select a Body (House/Senate)'.
- Session:** A dropdown menu currently showing '2015 - Fifty-second Legislature - First Regular Session'.
- Committee:** A dropdown menu showing 'Select a committee...'. A callout bubble points to this dropdown with the text 'Select a committee that the bill is assigned to from the drop down list'.
- Search Phrase:** A text input field with the placeholder text 'Enter bill number, bill description, nominee name, or topic'. A callout bubble points to this field with the text 'If you know your bill number, type it in the search box'.

A blue 'SEARCH' button is located at the bottom left of the search criteria area.

There are several options to conduct a search. *You can use one or all of them to find what you are looking for:*

- Narrow the search by selecting the Senate, House, or both
- Check the session to be sure you are in the correct one
- Select the committee
- Enter a phrase or a bill number (format for a bill number should be HB2001, not H B 2001 or H.B. 2001, etc.)

When you've either entered the bill or any of the other search options, click on Search. The results will show up below the search button

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: 2015 - Fifty-second Legislature - First Regular Session

Committee: Appropriations

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

SEARCH

Search Results

Session	Agenda Date	Type	Description	Committee Name	Location	Requests To Speak
1B	2/11/2015	Bill	HB2060 - state budget; consensus forecast	House Appropriations	HHR1	Add Request
1R	2/11/2015	Bill	HB2380 - state budget; estimates; public notice	House Appropriations	HHR1	Add Request
1R	2/11/2015	Bill	HB2517 - internet crimes against children; fund	House Appropriations	HHR1	Add Request
1R	2/11/2015	Bill	HCR2022 - auditor general; reappointment	House Appropriations	HHR1	Add Request

Select your particular bill from the list and click on Add Request.

Add Request

- Find the bill you are looking for
- Click on Add Request as shown above

The following screen will appear.

New Request to Speak

Your position on the item:

- For
- Neutral
- Against

Indicate if you want to speak

Do you wish to speak?

- Yes
- No
- If Necessary

Indicate your position on the bill

Comment

Leave comments that will be visible to the committee members and the public

250 characters remaining

After filling in the form to show your position, if you wish to include a comment, click on the *Submit* button. A current bill position is also created when you make this request to speak.

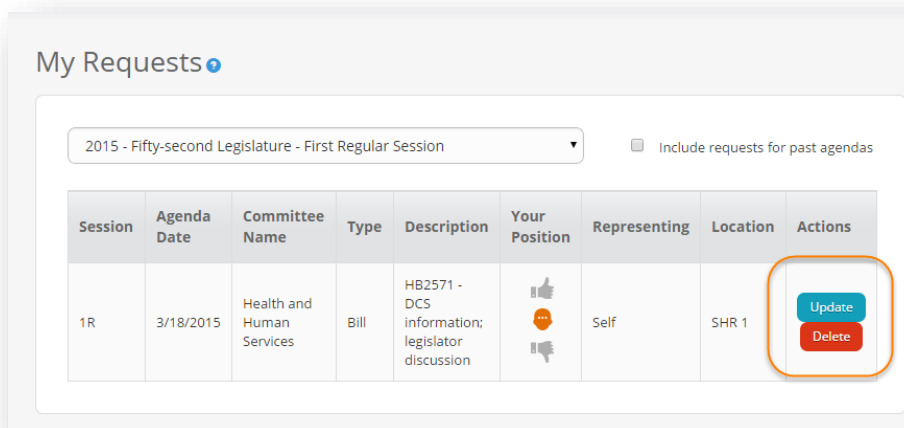
If the bill has not been heard yet in a committee, you will also be able to change whether or not you wish to speak.

OTHER THINGS YOU CAN DO IN RTS

1. View a list of your positions on bills
2. Update or Change your positions on a bill
3. Register a Position without making a request to speak
4. Find upcoming Agendas
5. Conduct an Agenda search including agendas from past legislation sessions

VIEW A LIST OF YOUR REQUESTS TO SPEAK AND CURRENT BILL POSITIONS

When you first log into RTS, you will see a list of requests you have made and current bill positions, in this example, there is one bill under My Requests.



On the right side is the option to Update or Delete your requests to speak or current bill positions.

UPDATE OR CHANGE YOUR POSITION ON A BILL

Click on Update My Position. This will take you to the screen--allowing you to change your positions. You are required to add a comment stating why you changed you position.

REGISTER A POSITION WITHOUT MAKING A REQUEST TO SPEAK

Click on Update My Positions. Here you can enter a bill number, select your position, and click on Add. *This will make your position available to members when they are on the floor voting on a bill. It will not show up on the Committee Agenda.* You cannot make a comment when you select this method. This only allows you to register your position on a bill. This position is called a *current bill position*.

New Request to Speak

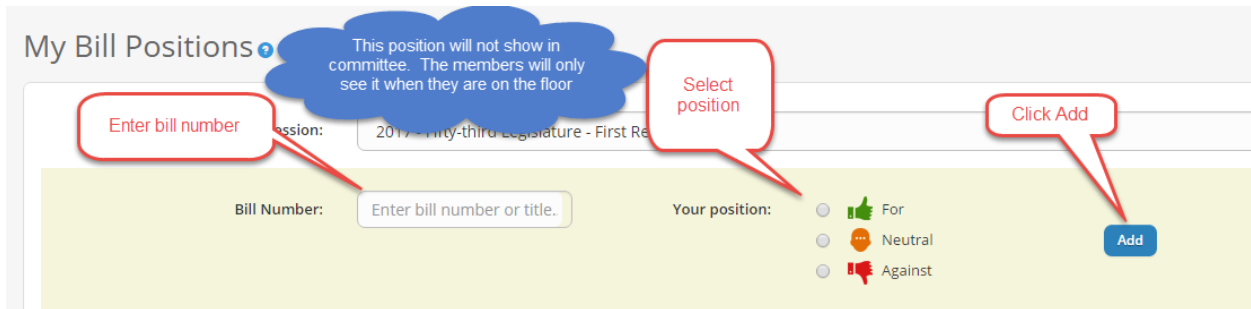
Your position on the item: For Neutral Against

Do you wish to speak? Yes No If Necessary

Comment:

250 characters remaining

SUBMIT



DELETE YOUR POSITIONS

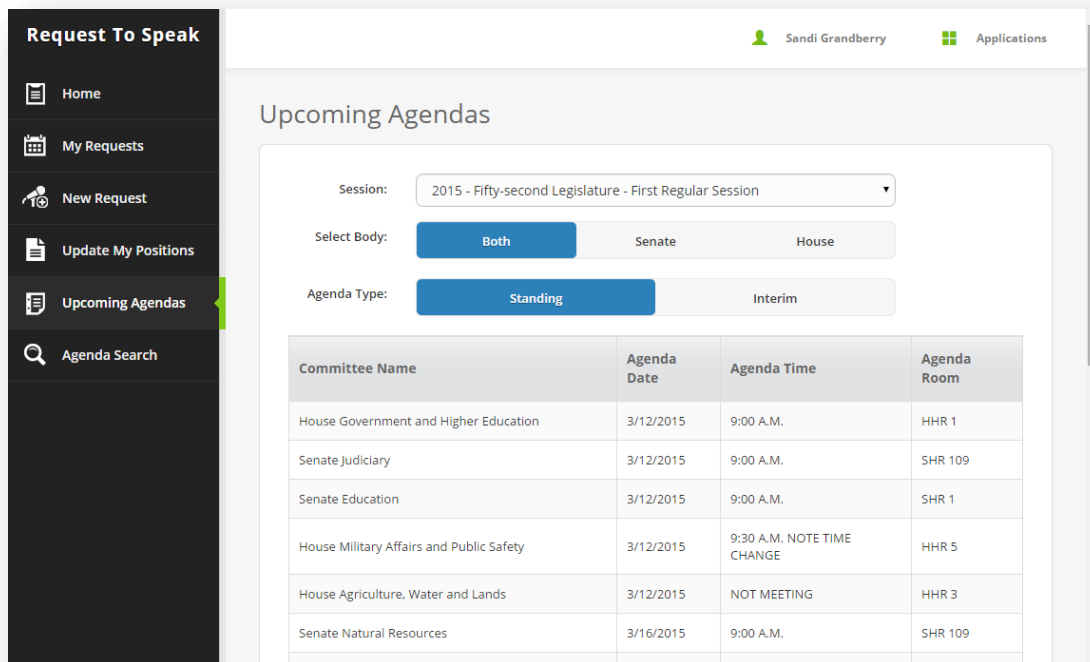
Under My Requests, click on delete to remove your position and comments.

VIEW UPCOMING AGENDAS

In this window, you will be able to see what Agendas are scheduled. You can select both the House and Senate, just the Senate, or just the House. You can also select Standing or Interim committees.

A Standing Committee is a regular committee assigned to a legislative session and meets on a regular basis while the legislature is in session.

An Interim Committee is a special committee set up to meet during a time when the legislature is not in session.



NOTE: All JLBC meetings are listed under Interim Committees

AGENDA SEARCH

An Agenda Search allows you to search past committee and bill information as well as current committees.

The screenshot shows the 'Request To Speak' application interface. On the left is a dark sidebar with navigation options: Home, My Requests, New Request, Update My Positions, Upcoming Agendas, and Agenda Search (highlighted with a magnifying glass icon). The main content area is titled 'Agenda Item Search' and includes the instruction: 'Please use the following search criteria to locate an agenda item.' The search form contains the following fields and controls:

- Legislative Body:** Three buttons: 'Senate', 'House', and 'Both' (which is selected).
- Session:** A dropdown menu showing '2015 - Fifty-second Legislature - First Regular Ses:'.
- Committee:** A dropdown menu with the text 'Select a committee...'.
- Search Phrase:** A text input field with the placeholder 'Enter bill number, bill description, nominee name, or'.
- Show Past Agendas:** A section with a label 'Show Past Agendas' circled in orange, and two buttons: 'No' (selected) and 'Yes'.

A blue 'SEARCH' button is located at the bottom of the search form.

In this window, you can select all or some of these options:

- Click on Senate or House or Both
- Select the session you want to search
- Select a Committee for which to search

- Enter a search phrase or bill number
- Select whether you wish to search *past* agendas

Your search results will appear below the search button.

Session	Agenda Date	Type	Description	Committee Name	Location
2R	3/31/2014	Bill	HB2703 - 2014-2015; general appropriations.	Senate Appropriations	SHR 109

*When you create a request to speak two things are created. 1) a request to speak in the committee which includes your opinion at the moment of committee, and 2) your current bill position which is available to be changed as the bill changes.