# **Step 1:** Go to AZLEG.GOV and click "*Request to Speak"* under the Legislative Information dropdown menu



## **Step 2:** Click the "*Sign On*" option at the top right

Re	quest To Speak			😡 Need Help 🧪 Sign	n On Applications	
		Upcoming Agendas				
Ð	Upcoming Agendas	000000000				
a,	Agenda Search	Session: 2023 - Fifty-sixth Legislatur V Select Body:	Both Senat	e House Agenda Standing	Interim	
	RTS Manual	Committee Name	Agenda Date	Agenda Time	Agenda Room	
		Senate Government	2/1/2023	8:30 A.M. (NOTE TIME CHANGE)*	SHR 2	
		House Government	2/1/2023	10:00 A.M. (NOTE TIME CHANGE)	HHR 3	
		House Transportation & Infrastructure	2/1/2023	2:00 P.M.	HHR 3	

## Step 3: Sign into your AZLEG account

Welcome to the Ariz Web Applica	ona State Legislature ation System	
Sign Into Your Account	🛃 Create An Account	
If you already have a	n account sign in here:	
Email		
Note: This application is designed	to run on Internet Explorer 10 and	
Upgrade n	y browser.	
Sig	n On	

## Step 4: Click "Request to Speak"

AZ Legislature		Need Help
** RTS Update **	A7 Legislature Applications	
Request to Speak		
Bill Status Inquiry	Please select an application below	
	Request to Speak	

#### Step 5: Click "Wew Request" on the left menu bar

Re	quest To Speak								Θ	Need Help	👤 Jasle	en Kohli	•	Application
Ī			My Reque	sts										
	Home		inj neque.	515										
١	My Requests		n23 - Fif	hu-civth Legislatu to Speak* on a	re - First Regular Sess	ion	~							
10	New Request	Pos from	in a committee. In ac ition" gets created, in m the committee pos	ommittee Name	Туре	Description	Your Position		Representing	Location	Actions			
Ľ	My Bill Positions	mo	icates one's stance of ves thru the Legislati	on any items. Please u	se the ag	enda search to fin	d the items you wis	sh to speak o	ın.					
Ð	Upcoming Agendas		My Bill Pos	sitions										
a,	Agenda Search		,											
	RTS Manual		Session	Description				Represent	ting	Your Position	n			
										1.0		_		

#### Step 6: Enter Bill Number with no spaces (ex: HB2457) and click search

Re	quest To Speak	Need Help	L J	isleen Kohli				
Ĩ	** RTS Update **	Request to Speak	k Topic Search					
Ĩ	Home	Please use the following search crit	teria to find the topic you would	like to speak on.				
Ĩ	My Requests	Luidate Bate		_				
10	New Request	Legislative Body	Senate House	Both				
Ľ	My Bill Positions	Session	2023 - Fifty-sixth Legislatur	re - First Regular on		~		
Ð	Upcoming Agendas	Committee	Select a committee			Please	e enter bill	
Q,	Agenda Search	Search Phrase	пв2457			descripti	on, nominee a, or topic	
Ĩ	RTS Manual	SEARCH						

## Step 7: Click "Add Request" next to the bill you are trying to sign onto

Re	quest To Speak								Need Help	1 Jasleen	Kohli 🚦 Applicat	
		Plea	REQUEST TO SPEAK TOPIC SEAFCTI Please use the following search criteria to find the topic you would like to speak on.									
١	Home											
Ü	My Requests		Legi	islative Body	Senate	House	Both					
10	New Request			Session	2023 - Fif	ty-sixth Legislature - I	First Regular Session		~			
-	My Bill Positions			Committee	Select a c	ommittee			~			
₽	Upcoming Agendas		Se	earch Phrase	HB2529							
Q,	Agenda Search		_									
	RTS Manual		SEARCH									
		Sea	arch Resu	ults								
			Session	Agenda Date	Туре	Description		Committee	Name	Location	Requested Speak	
			<u>1R</u>	2/6/2023	Bill	HB2529 - scope of p	actice: process: repeal.	House Healt	1 & Human Services	HHR 4	Add Request	

## **Step 8:** Click "*For*" (supporting), or "*Against*" (opposing)

Request To Speak			O Ne	ed Help 👤 Jasleen Kohli 🚦 App
** RTS Update **	New Request to Sp	eak		
Home				
🛗 My Requests	Your position on the item:	<ul> <li>Image: For</li> <li>Image: Open Sector</li> <li>Open Sector</li> <li>Op</li></ul>	Item Description: Session:	HB2529 - scope of practice; process; repeal. 1R
New Request		Against	Agenda Date: Agenda Time:	2/6/2023 2:00 P.M.
My Bill Positions	Do you wish to speak?	Yes     No     O     Yes	Agenda Room:	HHR 4
Upcoming Agendas	Comment	0 V in Necessary		
Q Agenda Search		250 characters remaining	People with disabilities	may request reasonable accommodations such as
RTS Manual	SUBMIT	energy and another a constraint of B	interpreters, alternative require accommodatio 3032, TDD (602) 926-32	e formats, or assistance with physical accessibility. If yc ns, please contact the Chief Clerk's Office at (602) 926- /41.

## Step 9: Click "No" (unless you have been asked to speak or testify)

Request To Speak			<b>e</b> 1	ieed Help 👤 Jasleen Kohli 🚦 App
** RTS Update **	New Request to Sp	eak		
Home				
🛗 My Requests	Your position on the item:	<ul> <li>Image For</li> <li>Image Point Point</li></ul>	em Description: Session:	HB2529 - scope of practice; process; repeal. 1R
New Request		O Mainst	Agenda Date:	2/6/2023
My Bill Positions	Do you wish to speak?	<ul> <li>⊘ Yes</li> <li>⊗ No</li> <li>S if Macassan</li> </ul>	Agenda Room:	HHR 4
Upcoming Agendas	Comment			
Q Agenda Search		250 sharestary remaining	Deeple with dirabilitie	s may request reasonable accommodations such as
RTS Manual	SUBMIT	250 Characters remaining	interpreters, alternati require accommodati 3032, TDD (602) 926-3	ve formats, or assistance with physical accessibility. If ye ons, please contact the Chief Clerk's Office at (602) 926- 3241.

# Step 10: Click "Submit" (\*\* repeat Steps 5-9 for remaining bills)

