

Filing an Electronic Witness Slip with the Illinois General Assembly

As part of the legislative process, Committee 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.

Citizens may file a witness slip to indicate their stance on any legislation in committee. During the committee hearing process, the Committee accepts and reviews Witness Slips. You can voice your position on a committee agenda matter without having to be in the Hearing Room.

To facilitate tracking of legislation the Illinois General Assembly (ILGA) has created an internet Dashboard. Among other things, the dashboard displays Committee information including scheduled committee hearings.

Through the ILGA dashboard citizens may:

- 1) file a witness slip**
- 2) register and establish an account which facilitates future witness slip filing and allows you to view-update-track-sort any of the witness slips you have filed in either chamber of the Illinois General Assembly.**

To register with the ILGA and create a profile:

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:
 1. Enter your e-mail address
 2. Create a password
 3. Confirm your password
 4. Review the ILGA Terms of Agreement
 5. 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.

To File a Witness Slip in Illinois

Instructions:

- Identification section: fill in your information.
For the Firm/business or agency and Title fields, write "self" unless you are authorized by a company or business to use their name on the witness slip.
- Representation section: If you are not authorized to appear on behalf of any group, fill in NA or "self".
- Position section: select PROPONENT if support the bill
- Testimony section: Check the "Record of Appearance Only" box. This will allow your position on the piece of legislation to be known without having to physically appear.
- Type what is displayed in the CAPTCHA box.
- Click in the box next to "I Agree to the ILGA Terms of Agreement".
- Click Create (SLIP).
- You are finished!