




USING THE REQUEST TO SPEAK PROGRAM

The screenshot shows a web application interface for the AZ Legislature. 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 Arizona state logo, the title "AZ Legislature Applications", and the instruction "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.

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. The new RTS allows you to register 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 they wish to speak or not, who they are representing, and comments they may leave in the comment box. This information is also available if a person searches past committee agendas.

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

HOW TO CREATE AN RTS ACCOUNT

You 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 until you come to the capitol and sign in on one of the Kiosks here.

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 minimum 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

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.

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

If you already have an account sign in here:

Email

Password

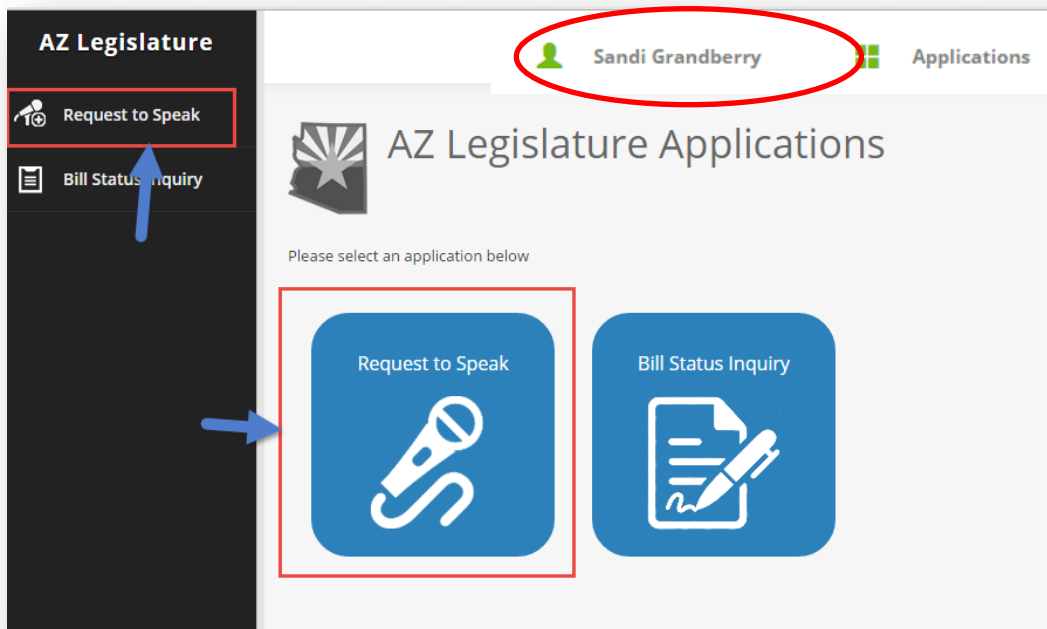
Note: This application is designed to run on Internet Explorer 10 and higher and modern versions of Chrome, Firefox and Opera browsers.
Upgrade my browser.

Sign On

[Forgot your password?](#)

If you don't have an account you will have to 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.

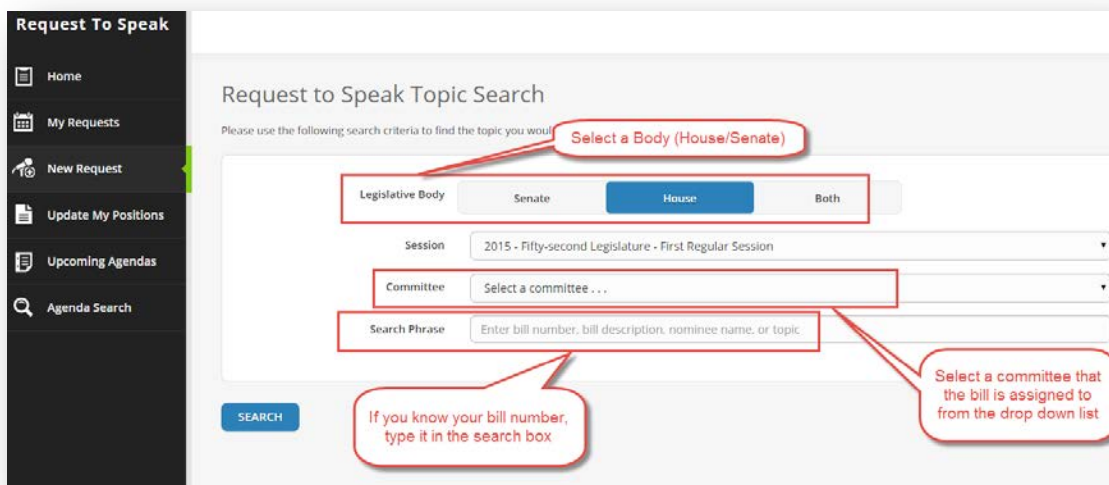
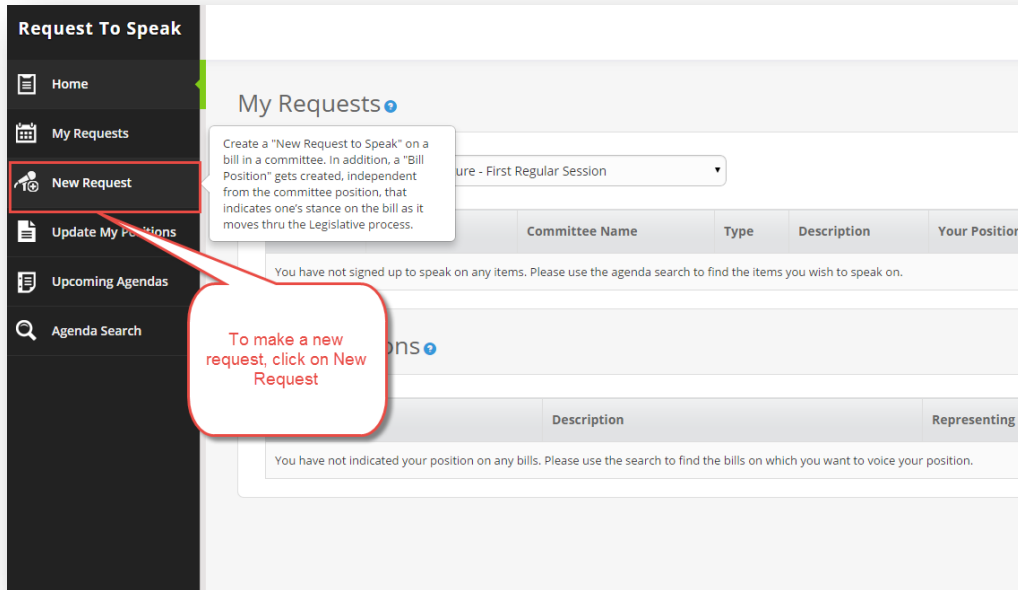
After a successful login: you'll see the following screen. Your name will show up on the upper right-hand corner.



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 you into 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.



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

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	HHR.1	Add Request
1R	2/11/2015	Bill	HB2380 - state budget; estimates; public notice	House Appropriations	HHR.1	Add Request
1R	2/11/2015	Bill	HB2517 - internet crimes against children; fund	House Appropriations	HHR.1	Add Request
1R	2/11/2015	Bill	HCR2022 - auditor general; reappointment.	House Appropriations	HHR.1	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 your position on the bill

Do you wish to speak?

Yes

No

If Necessary

Indicate if you want to speak

Comment

50 characters remaining

SUBMIT

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

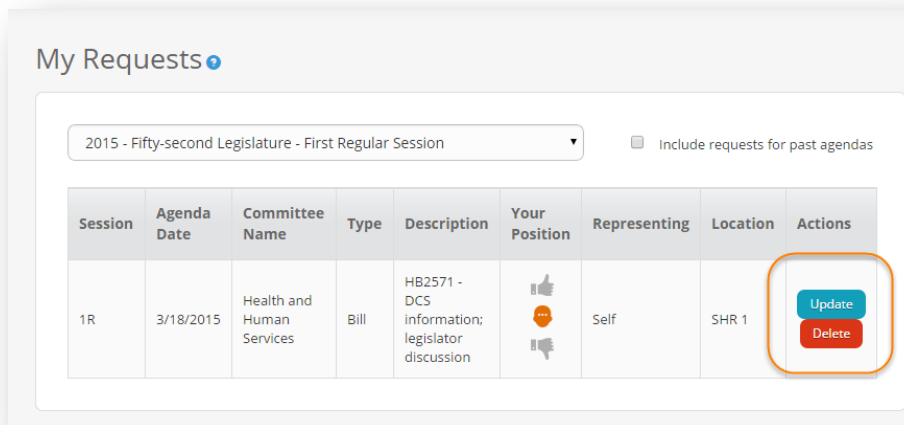
After filling in the form to show your position, if you wish to speak, and any comments you want to include, click on the *Submit* button.

OTHER THINGS YOU CAN DO IN RTS

1. View a list of your positions on bills
2. Change your position
3. Find upcoming Agendas
4. Conduct an Agenda search including agendas from past legislation sessions

VIEW A LIST OF YOUR POSITIONS ON BILLS

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



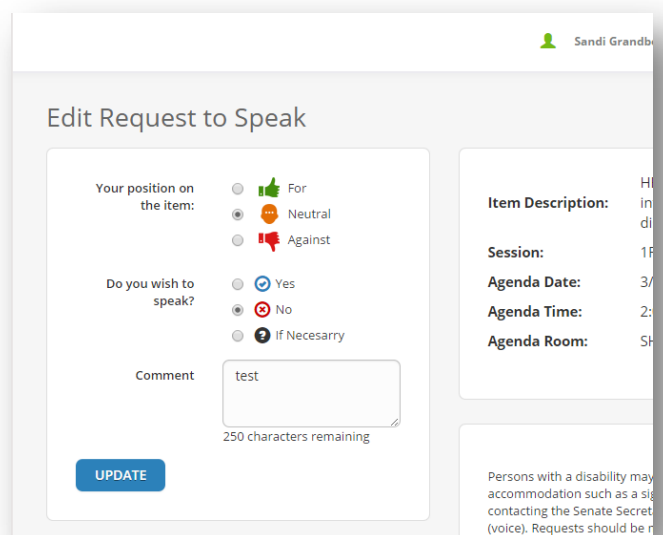
On the right side is the option to Update or Delete your position.

UPDATE YOUR POSITION ON A BILL

Clicking on Update will take you back to the screen where you can change your positions, and comments. If the bill has not been heard yet, you will also be able to change whether or not you wish to speak.

DELETE YOUR POSITIONS

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

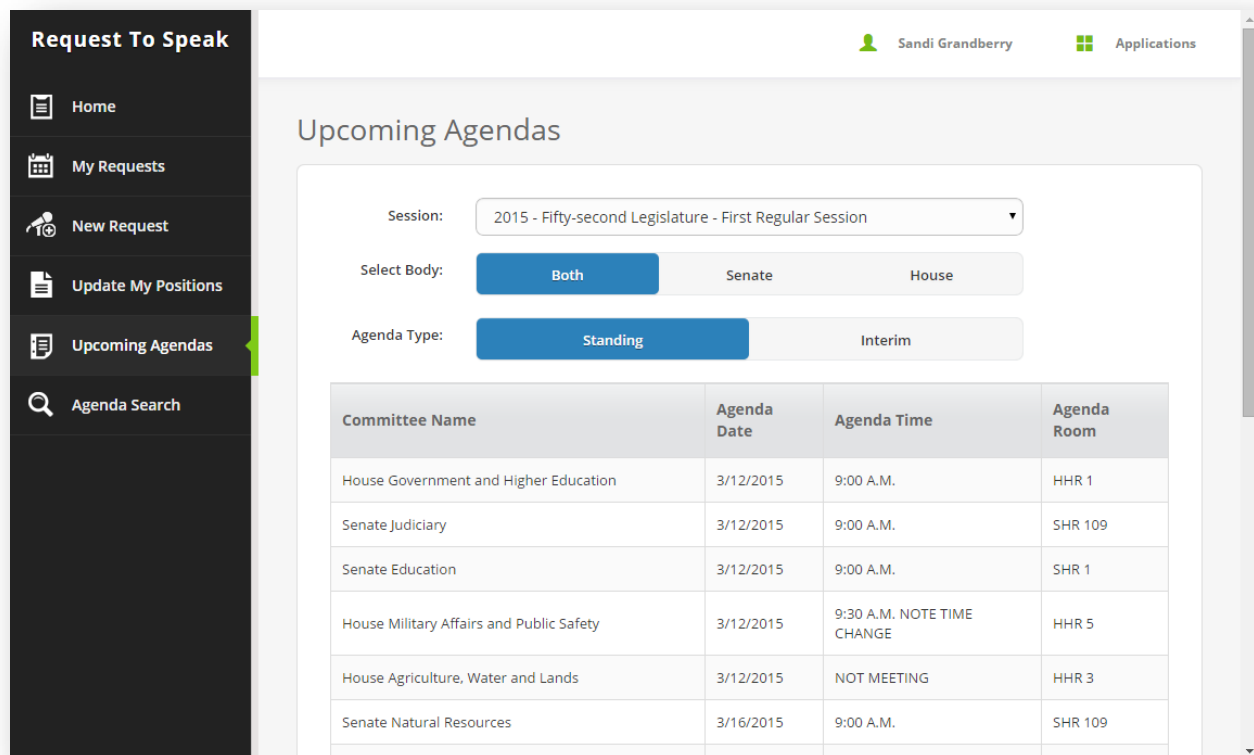


VIEW UPCOMING AGENDAS

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.



The screenshot displays the 'Request To Speak' application interface. On the left is a dark sidebar with navigation links: Home, My Requests, New Request, Update My Positions, Upcoming Agendas (highlighted), and Agenda Search. The top right of the main area shows the user 'Sandi Grandberry' and 'Applications'. The main content area is titled 'Upcoming Agendas' and features a filter section with a dropdown for 'Session' (2015 - Fifty-second Legislature - First Regular Session), radio buttons for 'Select Body' (Both, Senate, House), and radio buttons for 'Agenda Type' (Standing, Interim). Below the filters is a table of upcoming agendas.

Committee Name	Agenda Date	Agenda Time	Agenda Room
House Government and Higher Education	3/12/2015	9:00 A.M.	HHR 1
Senate Judiciary	3/12/2015	9:00 A.M.	SHR 109
Senate Education	3/12/2015	9:00 A.M.	SHR 1
House Military Affairs and Public Safety	3/12/2015	9:30 A.M. NOTE TIME CHANGE	HHR 5
House Agriculture, Water and Lands	3/12/2015	NOT MEETING	HHR 3
Senate Natural Resources	3/16/2015	9:00 A.M.	SHR 109

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.

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 or not 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
			HB2705 - health/welfare/budget reconciliation	Senato	