Witness Slip Tutorial
Electronic Testimony Made Easy
A **witness slip** is a method of communicating your opinion regarding a particular bill with legislators at a *bill hearing*. 
What is a bill hearing?

• When legislation is introduced in either the House of Representative or the Senate it begins as a *bill*.

• The bill is assigned to a committee.

• The committee then holds a *hearing* to determine if the bill should move forward.

• At the *bill hearing* testimony is heard from the *proponents* and *opponents*. 
Bill Hearing: Testimony

Methods of Testimony include:
- In person
- Written
- Electronic (witness slip)
Proponent or Opponent

**Proponent**

In favor of the bill.

For

Yea

**Opponent**

Oppose the bill.

Against

Nay
Step by Step Witness Slip Directions

First of all follow all of the directions.

If you skip a step or miss filling in a box you will be frustrated because it won’t work.

Second of all follow all of the directions.
Step 1

Visit [http://my.ilga.gov](http://my.ilga.gov) and click on Register
Step 2

Complete the Account Information:
1. Email address
2. Password
3. Confirm password
4. Click on I Agree...
5. Click on Register

By creating an account you won’t have to register every time you create a witness slip.
Step 3

Click on either the House or Senate. It depends on the bill number. HB = House    SB = Senate
### Illinois 99th General Assembly
#### Scheduled House Committee Hearings

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Committee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/18/2015 - 2:30 PM</td>
<td>Agriculture &amp; Conservation Committee</td>
<td>Capitol Building - Room D-1 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 2:30 PM</td>
<td>Insurance Committee</td>
<td>Capitol Building - Room 114 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 2:30 PM</td>
<td>Juvenile Justice &amp; System-Involved Youth Committee</td>
<td>Capitol Building - Room 115 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 2:30 PM</td>
<td>Transportation: Regulation, Roads &amp; Bridges Committee</td>
<td>Capitol Building - Room 118 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 3:30 PM</td>
<td>Cities &amp; Villages Committee</td>
<td>Capitol Building - Room 122B - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 3:30 PM</td>
<td>Consumer Protection Committee</td>
<td>Straton Building - Room C-1 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 3:30 PM</td>
<td>Environment * Cancelled *</td>
<td>Straton Building - Room 413 - Springfield, IL</td>
</tr>
<tr>
<td>2/18/2015 - 3:30 PM</td>
<td>Financial Institutions Committee * Cancelled *</td>
<td>Capitol Building - Room 114 - Springfield, IL</td>
</tr>
</tbody>
</table>

**Step 4**

Scroll to Committee Hearings and Click on Committee Hearings
Step 5

Scroll to the Committee that the bill has been assigned to, Click on the View Legislation Button
Step 6

Within the committee scroll to the bill number that you are interested in.
Step 7

Click on create a witness slip icon next to the bill. You can view all witness slips that have been filed by clicking view witness slips.
Step 8

Your profile information will appear in the witness slip. You can edit the information for each slip you want to file. **Be sure to select your position on the bill (proponent, opponent, or no position).** Select “record of appearance only” when filing a slip.
Final Step

After you have selected the type of testimony (Record of Appearance Only)

Click on Create (Slip).
Once you create the slip, you will receive an email copy of the witness slip. You can also find a record of your witness slip in your profile (by House and Senate).
Illinois Association for Health, Physical Education, Recreation and Dance

Prepared by IAHPERD Governmental Affairs Committee

For additional information contact
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