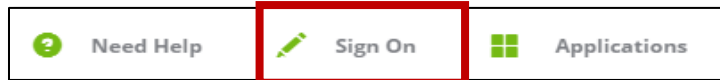


# Request To Speak (RTS) Bill Position Instructions



1. Launch the RTS system: <https://apps.azleg.gov>.
2. Click the Sign On button (top right).



3. Enter your username & password to sign on.
4. Select the Request to Speak icon.

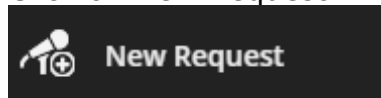


5. Choose how to enter your Position (try option A first unless instructed otherwise)

## **A. Bills on a committee agenda:**

Allows input a comment. Only available for bills being actively discussed by one or more legislative committees.

- i. Click on New Request.



- ii. Type the Bill Number in the Search Phrase field. Press Enter or click Search.

Legislative Body	Senate	House	<b>Both</b>
Session	2021 - Fifty-fifth Legislature - First Regular Session		
Committee	Select a committee ...		
Search Phrase	SB1248		



- iii. When the Search Results appear, click the Add Request button.



**Note:** If multiple *Add Request* buttons appear, you may have entered a partial bill number. Be sure to click the Add button associated with the Bill we are targeting.

- iv. When the form appears, choose your Position. Wish to Speak selection, and enter a Comment. Always enter a comment, even if you only type "Please support" or "Please oppose". This helps our Legislators know we are real people.

The screenshot shows a form with three red boxes highlighting specific sections:

- Your position on the item:** This section contains three radio button options:  For (with a thumbs up icon),  Neutral (with a neutral face icon), and  Against (with a thumbs down icon).
- Do you wish to speak?** This section contains four radio button options:  Yes (with a checkmark icon),  No (with a red X icon),  If Necessary (with a question mark icon), and  Yes - Remotely (with a headset icon).
- Comment:** This is a text input field with a character count at the bottom right that reads "250 characters remaining".

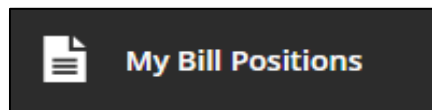
- v. Click the Submit button.



**B. Bills in progress but not currently on an agenda**

No Comment option. This option is always available, regardless of committee agenda status.

- i. Choose My Bill Positions.



- ii. Begin to type the bill number. The system will search as you type. Select the bill when it is displayed.

The screenshot shows a search interface with two red boxes highlighting key elements:

- Bill Number:** A text input field containing "SB1248" and "electronic comm". Below it, a dropdown menu displays a search result: "SB1248 - electronic communications; social media post".
- Your position:** A section with three radio button options:  For (with a thumbs up icon),  Neutral (with a neutral face icon), and  Against (with a thumbs down icon).

- iii. Select your Position and click Add.

