**“How to Submit a Witness Slip”**

By Ronald Kubicki Legislative Liaison

With the Veto session for the Ninety-Ninth General Assembly fast approaching at the end of November and the new 100th General Assembly starting up in January, I felt it would be a good time to refresh everyone’s memory on just how to submit a “Witness Slip” for House and Senate bills. By submitting witness slips on specific bills and hearings we are able to let our legislators know our position on those bills and how they will affect the fire service. Witness Slips are a vital tool we use to keep our legislators aware of just where we stand on a wide verity of issues. Generally we would let everyone on our legislative e-mail list know when we would like them to file a witness slip along with the information on the bill number and the date and time of the committee hearing when that bill will be discussed. That’s when we need you to spring into action and file your witness slip.

So please review the simple instructions I have listed below to either set up your account with [**http://www.ilga.gov/**](http://www.ilga.gov/)or you can use it to refresh your memory on how to file a witness slip. Should you have any questions please feel free to contact me at 708-768-1668 or by e-mail, ronaldkubicki@comcast.net .

**How to File a “Witness Slip”**

1. Go to http:www.ilga.gov/
2. Click on: My Legislation at the top center of the page.
3. Enter your e-mail address and password. For those who have “Not Registered and have not set up an account” please click on Not Registered. After you have registered go to the top of the page on the left side and chick on the IL State Seal to go back to the home page.
4. You should be on the IGA Home page, locate “GA Dashboard” Click on it.
5. You are now in the ILGA Dashboard. Please make sure you are Log on, to do this go to the upper right hand corner and click on “Log On”. After you log in check the upper right hand corner to be sure that your name and e-mail address is up there.
6. Your page should say “My Witness Slips”
7. At this point, you will need to have the hearing information and Bill number to submit a witness slip.
8. Now look to the left of the screen and pick either the House or the Senate where the Bill originated from. Then click on the one you need.
9. Now look to the left of the screen again and click on “Committee Hearing” Find the committee hearings for the week by clicking on week. Find the hearing based on 1) Date and Time, 2) Committee Name. 3) Click on the hearing detail icon on the right side of the screen. 4) Find the bill number, 5) Click on the icon on the right side of the page to create a witness slip. 6) Validate the bill number and hearing date and time. 7) The slip should auto fill but make sure your identification is correct. 8) Please mark your position on the bill in the middle of the page, (Opponent, Proponent or no position). 9) Then click “Record of Appearance only”. 10) At the bottom of the slip click “Create (Slip).

Congratulations you have just submitted a Witness slip. Now you can sign out.