

HOW TO SET UP A NEW REQUEST TO SPEAK (RTS) ACCOUNT

- 1) New accounts need to be set up in person at the AZ State Capitol during normal business hours.
- 2) You (or someone who is authorized by you to open an account for you) will need:

EMAIL ADDRESS: _____

PASSWORD: _____

FIRST NAME: _____

LAST NAME: _____

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## HOW TO USE THE REQUEST TO SPEAK (RTS) SYSTEM

- 1) For complete instructions, please refer to the Request to Speak Manual:  
[www.azleg.gov/alispdfs/Using\\_the\\_Request\\_to\\_Speak\\_Program.pdf](http://www.azleg.gov/alispdfs/Using_the_Request_to_Speak_Program.pdf)
- 2) Once your account is activated:
  - Go to <https://apps.azleg.gov/Account/SignOn>, and select **Sign Into Your Account**.
  - Enter your account information.
  - Select **Request to Speak** or **Bill Status Inquiry**.
- 3) From **Bill Status Inquiry**, enter the Bill # (e.g., HB2196) & SEARCH
  - Click the options in the dark blue bar to find **Overview**, **Bill Status**, **Sponsor**, and **Documents** (the wording of the bill).
  - Click **RTS Current Bill Positions** to see a list of those who support or oppose the bill.
- 4) From **Request to Speak**, you can
  - Search **Upcoming Agendas** for the House and Senate.
  - Enter a **New Request** (voice your “thumbs-up” or “thumbs-down” opinion on a bill).
  - Submit your request to attend a committee hearing and speak in-person.
  - Check **My Bill Positions** and **My Requests**.
    - View all comments on a bill from **Agenda Search**. Select House or Senate, the Committee name, and/or the Bill #, then SEARCH.
    - Click on the bill, then click on the circled arrow in the left column to view the list of people for or against the bill and their comments.