

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

- 1) Go to: <https://apps.azleg.gov/Account/SignOn>
- 2) Click on **Create an Account** and complete the following:
 - a) Your E-mail address; b) Password, confirm password;
 - c) First Name; d) Last Name
- 3) To **ACTIVATE YOUR RTS ACCOUNT**:
Please provide (print legibly) this information to _____.

EMAIL ADDRESS: _____

PASSWORD: _____

FIRST NAME: _____

LAST NAME: _____

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%20the%20Request%20to%20Speak%20Program.pdf)
- 2) Once your account is activated, **SIGN ON**:
 - 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.