

Instructions for Uploading a Position Letter to the Position Letter Portal (Policy Committees, i.e., Assembly Education)

Note: *if you have previously created an account, you do not have to create a new account.*

Create an Account

- 1. Go to the Registration Page: https://calegislation.lc.ca.gov/Advocates/
- 2. Click on "Create an Account."
- 3. Select the "No" bubble next to "Are you a registered lobbyist?"
- 4. Complete the required fields in the "User Details" box.
- 5. Select the box labeled "I am affiliated with an organization," if applicable.
 - a. Begin typing the name of your organization. Select your organization from the dropdown menu that will appear as you type.
 - b. If your organization does not return in the dropdown menu, select "Create a new organization" and enter your position in the organization.
- 6. Complete the "Account Detail" fields.
- 7. Complete the Captcha and Click "Register."

You will receive an email with your user name and a temporary password. Once you log in, you will be prompted to enter a new password. Your password must be between 8 and 20 characters, contain at least one digit, one uppercase character, and one lowercase character.

Submitting a Position Letter

- 1. Click on "Submit a Letter" under the Activity bar.
- 2. Select "Measure Type" (i.e., AB), "Measure Number" (i.e., 126), and "Session Type" (i.e., Regular).
- 3. Click on the "Search" button, then next.
- 4. Enter or confirm the organization (or individual) the letter is being submitted on behalf of, and then "Select Recipients" on the left hand side.
- 5. Select the appropriate Committee that the letter is addressed to and staff, if applicable.
- 6. Select "Stance" (i.e., Support), "Subject" (i.e., Support letter for AB 126), choose the appropriate file, and review.
- 7. After you have reviewed everything is correct, click "Submit position letter."
- 8. If applicable, complete the CAPTCHA to identify yourself as a human.

Edit Account

Select "Manage My Account" under the Activity bar on the home page to modify your account information, including password changes.