



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.