

ELECTRONIC WITNESS SLIP SUBMISSION INSTRUCTIONS: Senate Energy & Public Utility Subject Matter Hearing on Floor Amendment No. 3 to SB 1585, May 19, 2016

Witness slips in SUPPORT of Floor Amendment No. 3 to SB 1585 (ComEd's bill) for the May 19, 2016 Senate Energy & Public Utility Hearing may now be submitted electronically.

To submit a witness slip electronically in SUPPORT of Floor Amendment No. 3 to SB 1585 for the May 19, 2016 subject matter hearing, please take the following steps:

1. If you have not done so already, register your name with the Dashboard.
 - a. Go to www.ilga.gov.
 - b. Under **Reports & Inquiry**, find the **GA Dashboard** in red and click on it.
 - c. In the menu to the left, click on **"Register"** to proceed to the application.
 - d. Complete the application.
 - e. Verification will be sent to your email address. You must go to your email, open the email from noreply@ilga.gov and click on the link indicated to activate your account.
2. Completing your profile.
 - a. Once you are registered, you access the General Assembly Dashboard in the same manner as registration.
 - b. Once you reach the Dashboard, click on **"Log On"** in the top right hand corner of the screen.
 - c. Complete the profile information requested. Where the e-form asks for the "persons, groups, firms represented", you may enter your company name or your name, if filing on behalf of yourself.
3. Submitting your witness slip.
 - a. On the Dashboard, find "Senate" on the left hand side and a drop down menu appears.
 - b. In the drop down menu, click on **"Committees"**. A list of Senate committees will then appear. Search for the committee identified as **"Energy and Public Utilities"** and click on the  tab to the right of the committee name. A hearing notice indicating the "Date and Time" of the hearing as "05/19/2016-2:00 PM" will appear. Click on **"View Legislation"** to the right of that hearing notice.
 - c. The following will appear:



 Senate Energy and Public Utilities Hearing Details	
Scheduled Date :	5/19/2016 - 2:00 PM
Location :	212 - Capitol - Springfield, IL
Posting Date :	5/13/2016 - 2:42 PM
Subject Matter :	Subject Matter On: SB 1585 - SFA 3
 View Witness Slips  Create Witness Slip	

- d. Click on **"Create Witness Slip"**.
- e. The slip will automatically fill with your profile information. Go to sections III. and IV.
 - i. In section III, find the "Select Subject Matter" drop down menu and click on "SB 1585 - SFA 3".
 - ii. To the right of the Subject Matter drop down menu, find the circle **above** the word PROPONENT and click on it.
 - iii. In section IV, click on the type of testimony you will be submitting:
 1. Oral
 2. Written Statement Filed or
 3. Record of Appearance Only (which means you are slipping the bill to add your support but you are not providing oral or written testimony).
 - iv. Click on **"Create (Slip)"**.
 - v. You should receive a confirmation email.

Thank you for your support of SB 1585 - SFA 3!