

How to... Register for an Account on the Legislature's Website


Creating an account on the Legislature's website allows you to submit testimony online, sign up to receive hearing notices, and create bill tracking lists.

1. Go to the **Legislature's website** (capitol.hawaii.gov).

2. Once there, click the "Register" link on the top right of the screen.



3. This "Register" link will take you to a **registration page**. Here, type in your name and email address, and create a password. *Only the information noted with an asterisk is required to register for an account.*

 Register with the Hawai'i Legislature

Registering with the Legislature will allow you to create personalized measure tracking lists, submit testimony without the need to re-enter required information, and receive hearing notice notification by e-mail.

* denotes a required field

Name:

Organization:

Phone Number:

Email:

Verify Email:

Create Password:

This privacy statement applies to the Hawai'i State Legislature Website, www.capitol.hawaii.gov, operated jointly by the Hawai'i State Senate and House of Representatives. The Website is designed to promote open access to information and records of the Hawai'i State Legislature and its members. The Website has been designed to minimize the need to provide personal information as a condition to accessing information and services available on the website. Some services, such as personalized email delivery of hearing notices, require that the person using the Website submit some personal information such as the person's email address. The personal information of persons accessing the website for

Be sure to tick the "I understand and agree to the terms above" box.

This indicates that you both understand and agree to the privacy statement for the site.

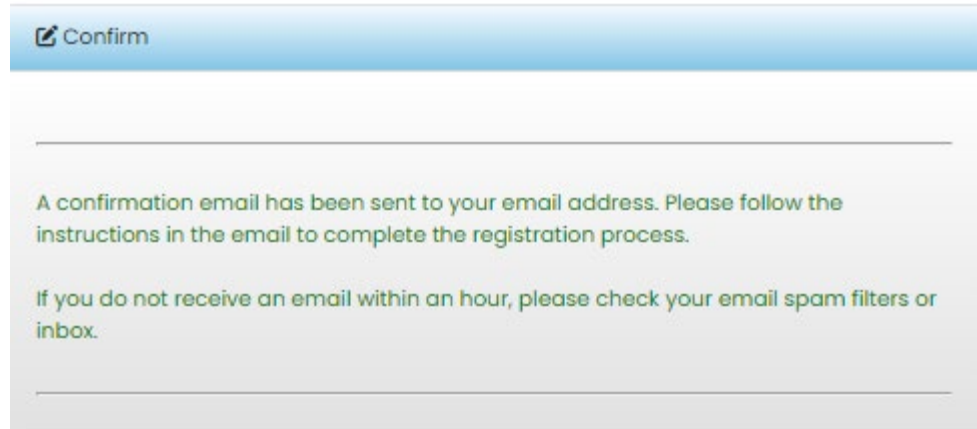
4. When you are finished, click "Create User."

*(You're not done!
Please see next page.)*

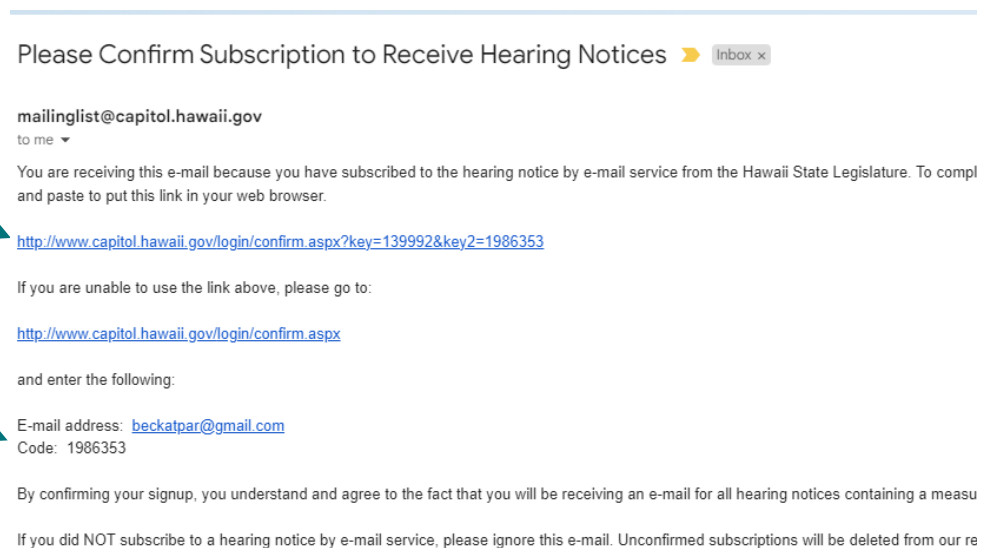
I understand and agree to the terms above.

Create User

- As the instructions state, you will now receive an **email** from the website (mailinglist@capitol.hawaii.gov) asking you to verify your account. (If you do not receive this email, be sure to check your spam or junk mail folders.)



- Go to your email inbox.
The email will provide you with a code and a link.
Copy the code and then **click this link** to verify your account.



Find the **code** here

- Clicking the link takes you back to the website where you can **fill in the information, including the code**. You will see a message confirming that your account was successfully created.
- You will see that in the upper right corner the links now appear as “Edit Account” and “Log Out.” This confirms that you are now signed in. Just log out when you’re done.

Note: You will be automatically logged out after 60 minutes if there is no activity.



That’s it! You’ve created an account. **To access your account in the future, just click the “Log In” link on the top right of the Legislature’s webpage (capitol.hawaii.gov).** Enter the email address and password you used when creating your account. Now, you’re all set to use any of the website’s interactive features!