

These instructions can be found at:

<https://www.cupertino.org/our-city/committees/legislative-review-committee/contact-your-legislators>

SUBMITTING A LETTER TO THE STATE LEGISLATURE

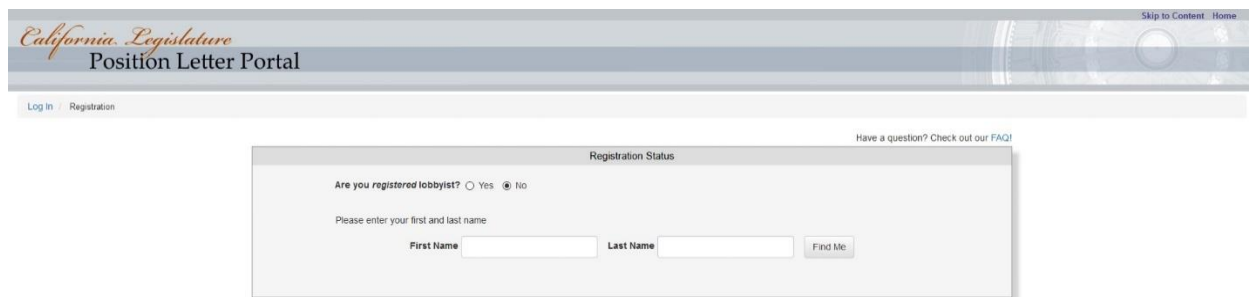
Position letters can be submitted on any piece of legislation via the Legislature’s Position Letter Portal. Below are instructions on how to register and submit letters via the Portal.

REGISTRATION

In order to submit a position letter, a one-time registration must be completed to obtain a username and password. Once registered, an organization or individual seeking to communicate views on a bill can provide their position to the author’s office, as well as the committee that will be considering the bill.

To register, follow these steps:

1. Go to the Position Letter Portal at: <https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>
2. Click on the “Registration” Link.
 - a. Alternatively, go directly to: <https://calegislation.lc.ca.gov/Advocates/faces/register.xhtml>



The screenshot shows the 'Registration Status' form on the California Legislature Position Letter Portal. The page header includes the California Legislature logo and 'Position Letter Portal'. Navigation links for 'Log In' and 'Registration' are visible. A 'Skip to Content' link and 'Home' button are in the top right. A link to 'Have a question? Check out our FAQ!' is also present. The form itself asks 'Are you registered lobbyist?' with radio buttons for 'Yes' and 'No' (selected). Below, it prompts the user to 'Please enter your first and last name' with input fields for 'First Name' and 'Last Name', and a 'Find Me' button.

3. Click the appropriate button in the section above:
 - a. If you respond “yes” to being a registered lobbyist, you will be asked to put in your First and Last Name so that you can be paired with your Secretary of State registration.
 - b. If you respond “no” to being a registered lobbyist, you will be asked “Do you represent an organization, registered or otherwise?”
 - i. If you respond “yes” you will be asked to identify your organization from a list of organizations registered to lobby with the Secretary of State, or indicate that your organization is not on the pre-populated list.
 1. After completing this section you will be taken to the User Details Page.
 - ii. If you respond “no” you will be taken directly to the User Details Page.

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4. Once on the User Details Page, complete the requested information to register:

The screenshot shows the registration form for the California Legislature Position Letter Portal. The form is divided into two main sections: "User Details" and "Account Details".

User Details:

- First Name * (text input)
- Last Name * (text input)
- Address (text input)
- City (text input)
- State (dropdown menu, currently showing "CA")
- ZIP (text input)
- Phone Number (text input)
- Fax Number (text input)

Account Details:

- Email Address * (text input)
- Confirm Email Address * (text input)
- Security Question * (dropdown menu, currently showing "What was your childhood nickname?")
- Security Answer * (text input)

Additional text on the right side of the Account Details section:

- Your temporary password will be e-mailed to you upon registration, so please enter a valid email.
- Upon registering, a confirmation email will also be sent to your organization's email addresses if it has already been registered.

A "Register" button is located at the bottom of the Account Details section. A "Privacy + Terms" link is visible in the bottom right corner.

5. Once you have completed the information, you will be emailed a temporary password.

6. You can use that temporary password to sign in to submit a letter here:

<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

SUBMITTING A LETTER

Once registered, a letter can be submitted by signing into your account at:

<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

The screenshot shows the sign-in page for the California Legislature Position Letter Portal. The page has a header with the California Legislature logo and the text "Position Letter Portal".

WELCOME!

Welcome to the updated Position Letter Portal

This site was designed to facilitate the submission of position letters to committees as bills move through California's legislative process. The site is still a work in progress and we are striving to provide you and committees with features that streamline the overall position letter process.

Who should use this site? Anyone wishing to submit a position on a California Legislative bill can use this site. Please note we have three categories of registrants:

1. Registered Lobbyists with the Secretary of State
2. Organizations – an individual affiliated with an organization
3. Individuals

How Do I Get Started?

After completing a one-time registration to obtain a username and password, log in to submit your position letter as a registered lobbyist, organization or individual seeking to communicate your views to the bill author's staff as well as the committee that will be hearing the bill.

I Need More Help

For a list of site FAQs, click [here](#).

To submit a request for assistance or provide site feedback, click [here](#).

We value your input which will help us further improve the position letter process.

Sign in

Email

Password

Show Password

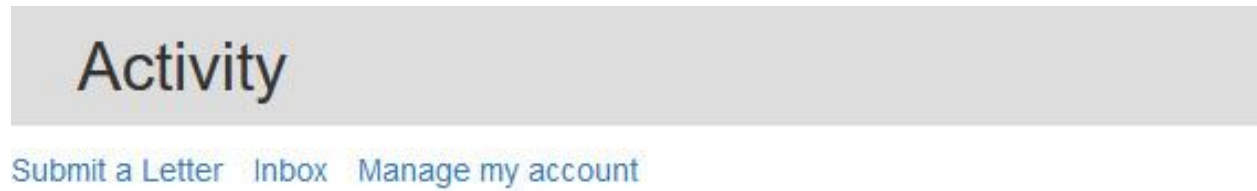
[Forgot Password?](#) [Create an account](#)

Accessibility

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1. Once logged in to your account, you will have the option to “Submit a Letter” under the “Activity” header:



2. Next you will be prompted to indicate which bill you would like to submit a position on
 - a. You will need to indicate if the bill is an Assembly Bill (AB), Senate Bill (SB), or a specific type of resolution or constitutional amendment.

3. Once you have input the bill number, push the “Search” button

4. Once you have selected a bill, you will be prompted to select the Committee and/or Author Staff that you would like the position letter to be sent to (these are auto-populated by the Letter Portal System), and then press the “Next-Select File” button.
5. At this point, you will be prompted to select your bill position, the Subject of your Letter, and to attach your letter
 - a. The Subject should identify the bill and your position (i.e. AB 1234 – Support)

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The screenshot shows the 'California Legislature Position Letter Portal' submission interface. At the top right, there is a 'Skip to Content' link. Below the header, a breadcrumb trail reads: 'Home / Bill Selection / Client Selection / Recipient Selection / File Selection'. The main section is titled 'Upload The File For Submission'. It includes a 'Stance*' section with five radio button options: 'Support', 'Oppose', 'Support if Amended', 'Oppose unless Amended', and 'Other'. Below this is a 'Subject*' text input field. The 'Letter*' section features a 'Browse...' button and the text 'No file selected.'. A 'Review' button is positioned at the bottom right of the form area.

6. Press the “Review” button to verify the information that was inputted.

7. Press “Submit” to submit your letter.

Once your letter has been submitted you can return to your profile home. From there you will be able to view all letters previously submitted under your account.

From your profile page, you will also find a “FAQ” link in the upper right-hand corner with answers to common questions about submitting position letters.