

“Speaking Up and Speaking Out” by Filing a Witness Slip Resource

(Developed December 2019)

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SECTION 1: Witness Slip Frequently Asked Questions

1. What is a Witness Slip?

- Pubic record of a person or group’s position on a particular bill
- A slip that is filled out electronically instead of on paper with a pen or pencil
- Can be filed by individuals on behalf of themselves, or on behalf of organizations
- Can be filed for any bill scheduled for a hearing in the Illinois Senate or House Committee

2. Why submit a Witness Slip?

- Witness slips are important because they let lawmakers know where people and organizations stand before they vote on a piece of legislation

3. How Can I File a Witness Slip?

- You can file a witness slip electronically using a computer, tablet, or smart phone

4. When should I file my Witness Slip?

- Your witness slip can be submitted as soon as a committee hearing is posted
- You should file your witness slip a day before the committee but at least one hour before the committee hearing to ensure that it is accounted for and read by the committee
- Witness slips can be submitted up to the end of the day of the committee’s scheduled date

5. Does one Witness Slip follow each hearing for my bill?

- No. You will need to submit a witness slip for each committee hearing posted. For example, your bill may be posted twice within the same week. You will need to submit a witness slip both times, HOWEVER
 - If your bill is heard in a committee hearing that has been rescheduled for a different time that same day, your witness slip will remain connected with that piece of legislation. If the piece of legislation is heard in a committee hearing that has been rescheduled to a different day, you will have to submit a new witness slip for the new posting date

6. Once I have filed a Witness Slip, can I change my mind and delete it?

- No. Even if you change your mind, once you file a Witness Slip, it stays on the record. It can be searched for and found years later.

SECTION 2: Register & File a Witness Slip

The Illinois General Assembly's (ILGA) online dashboard allows users to create and modify witness slips for House and Senate Committees. You can register and create an account, which allows you to:

- Save your user information such as name, address, phone number, email, business and representation, eliminating the need to re-enter the information on each Witness Slip
- Create a witness slip in just a few clicks
- View your witness slips filed for each chamber for the current General Assembly
- Filter and sort by committee name, date/time and legislation number
- Update user information, testimony and positions on filed witness slips
- Log on to the ILGA Dashboard to enter and manage witness slips

You can register an account at my.ilga.gov. You'll need an email address and a password. Email accounts are free from gmail.com, yahoo.com, or a many other providers.

Step 1: Click on the Register button located on the left side of the screen.

The screenshot displays the ILGA Dashboard for the 98th General Assembly (2013-2015). The left sidebar features a navigation menu with the following items: Home, House, Senate, ILGA.GOV, About, and Register. The Register link is highlighted with a red circle and a large red arrow pointing to it. The main content area includes a Session Schedule table, Today's House Committee Hearings section, and Today's Senate Committee Hearings section.

Session Schedule

	Today	Scheduled
House	No Session Today	Next: No Day Scheduled
Senate	No Session Today	Next: No Day Scheduled

Today's House Committee Hearings

View Hearing Details

Date / Time	Committee
-------------	-----------

Displaying items 0 - 0 of 0

Today's Senate Committee Hearings

View Hearing Details

Date / Time	Committee
-------------	-----------

No records to display.

Displaying items 0 - 0 of 0

Step 2: Type a valid email address and password. The password is case-sensitive and needs to be a minimum of 6 characters in length. Type the password again to confirm it. Click in the box next to "I Agree to the ILGA Terms of Agreement" and click "Register". To read the Terms of Agreement, click on the underscored words, which links you to the terms.

General Assembly:
98th G.A. (2013-2015)

Home

House

Senate

ILGA.GOV

About

Register

ILLINOIS ALERT
2013-2015
LEGISLATIVE ALERT
LEGISLATIVE ALERT

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CHILDREN
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Create a New Account

Your MyILGA Account is more than just creating Witness Slips.

MyILGA Profile

- Save all of your identification information making filing Witness Slips quicker.
- Create a Witness Slip in just a few clicks.

Track Your Witness Slips

- View all of your Witness Slips filed for each chamber for the current GA.
- Your Witness Slips are easy to locate by filtering and sorting by committee name, date/time and even legislation number.

Manage Your Witness Slips

- Update filed Witness Slips.
- Update identification information, testimony and even positions on Witness Slips you have filed.

Additional Functionality is Planned.

Account Information

Email address

Password

(Passwords are required to be a minimum of 6 characters in length.)

Confirm password

By checking the box below you acknowledge that you are the individual filling out this registration and you agree to the Terms of Agreement which can be viewed by clicking the button below. This Response will be used as your Digital Signature.

☒ I Agree to the ILGA [Terms of Agreement](#).

Register

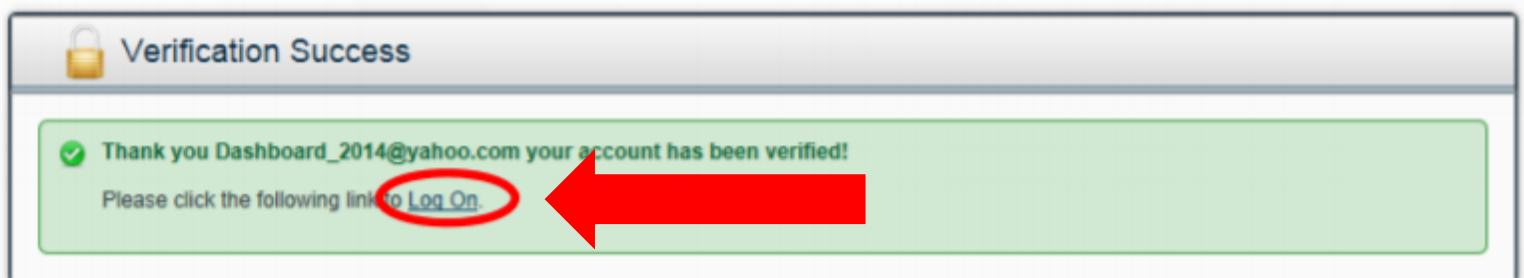
When **Register** is clicked, a confirmation screen displays.



Step 3: Open the verification email that you receive. Click the second link in order to verify your email address is correct.



Step 4: A Verification Success screen displays once your email is verified. Click the link to log on.



Step 5: Type your email address and password. Click "Log On".

Illinois 98th General Assembly
Log On

General Assembly:
98th G.A. (2013-2015)

Home
House
Senate
ILGA.GOV
About
Register

Log On

Don't have an account? Register [here](#).

Account Information

Email Address
Dashboard 2014@yahoo.com

Password
••••••••

☒ Remember me?

[Forgot Password](#) [Log On](#)

Don't forget to save your password somewhere you can refer to later. You can even **bookmark** the page so that you have quick access to your account right from your list of favorites.

Step 6: Once you log on, your email address will appear in the top, right corner of the screen. Since this is the first time logging on, enter your Profile Information. Only the Fax field is optional. Click "Create" when you are done.

Illinois 98th General Assembly
Update Profile

Welcome Dashboard_2014@yahoo.com! [Log Off]

General Assembly:
98th G.A. (2013-2015) [Go]

Home
House
Senate
ILGA.GOV
About
MyILGA

ILLINOIS
ALERT
NATIONAL
CENTER FOR
MISSING & EXPLOITED
CHILDREN
www.missingkids.com

Edit Profile

Profile Information for Dashboard_2014@yahoo.com

All fields are required unless noted as optional.

First Name: Robert
Last Name: Jones
Address: 705 Stratton Office Building
City: Springfield
State: IL
Zip: 62704
Phone: 217 - 782 - 3944
Fax (Optional):
Firm/Business or Agency: Legislative Information System
Representation: LIS
Title: Legislation Specialist

Create

Step 7: Verify the Profile Details are correct.

Illinois 98th General Assembly
Profile

Welcome Dashboard_2014@yahoo.com! [Log Off]

General Assembly:
98th G.A. (2013-2015) [Go]

Home
House
Senate
ILGA.GOV
About
MyILGA

Profile Details

Name : Robert Jones
Address : 705 Stratton Office Building , Springfield IL 62704
Title : Legislation Specialist
Firm/Business or Agency : Legislative Information System
Phone : 2177823944
Fax :
Email : Dashboard_2014@yahoo.com
Representation : LIS

Update Profile

Step 8: Now that you are logged in, select either the “House” or “Senate” menu item on the left side of the screen. Three additional menu items appear:

- Members
- Committees
- Committee Hearings

Click “Committee Hearings”

The screenshot shows the Illinois 98th General Assembly website. The left sidebar contains a menu with items: Home, House, Senate, Members, Committees, Committee Hearings, ILGA.GOV, About, and Register. The 'Committee Hearings' item is circled in red, and a red arrow points to it. The main content area is titled 'Scheduled Senate Committee Hearings' and displays a table of upcoming hearings.

Date / Time	Committee
3/31/2014 - 5:00 PM	Appropriations I Capitol - 400 - Springfield, IL
4/01/2014 - 11:00 AM	Executive Appointments Capitol - 212 - Springfield, IL
4/01/2014 - 3:00 PM	Agriculture and Conservation Capitol - 212 - Springfield, IL
4/01/2014 - 4:00 PM	Judiciary Capitol - 212 - Springfield, IL
4/01/2014 - 4:00 PM	Human Services

Step 9: View committee hearings posted for today, the week, the month or previous hearings posted by clicking on the appropriate tab. Select the “View Hearing Details” icon on the right to display the committee Hearing Details screen.

Illinois 98th General Assembly
Scheduled Senate Committee Hearings

General Assembly:
98th G.A. (2013-2015)

Home
House
Senate
Members
Committees
Committee Hearings
ILGA.GOV
About
Register

Scheduled Senate Committee Hearings

Today Week Month Previous

Date / Time	Committee
3/31/2014 - 5:00 PM	Appropriations I Capitol - 400 - Springfield, IL
4/01/2014 - 10:00 AM	Public Health Capitol - 212 - Springfield, IL
4/01/2014 - 11:00 AM	Executive Appointments Capitol - 212 - Springfield, IL
4/01/2014 - 3:00 PM	Agriculture and Conservation Capitol - 212 - Springfield, IL
4/01/2014 - 4:00 PM	Judiciary Capitol - 212 - Springfield, IL
4/01/2014 - 4:00 PM	Human Services

View Hearing Details


Step 10: Once you find your bill and hearing information, click “Create Witness Slip”

Senate Subcommittee on Capital (AP) Hearing Details

Scheduled Date : 4/08/2019 - 2:00 PM
Location : Peplow Pavillion - Haden-Clark Alumni Center - Bradley University - Peoria, IL
Posting Date : 4/02/2019 - 9:23 AM
Subject Matter : Subject Matter On: Capital Infrastructure Needs

View Witness Slips Create Witness Slip


The Witness Slip will display.

 **RECORD OF COMMITTEE WITNESS - STATE SENATE**

N/A
BILL OR RESOLUTION
NUMBER

Subcommittee on Capital (AP) Committee
Monday, April 8, 2019 2:00 PM
Other (Subject Matter): Subject Matter On: Capital Infrastructure
Needs

I. IDENTIFICATION

 All fields are required unless noted as optional.

Name

Address

City State Zip

Firm/Business
Or Agency


Title

Email
(A confirmation email will be sent if email address is provided.)

Phone - -


Fax (Optional) - -

II. REPRESENTATION

 This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.


Persons, groups firms represented in this appearance:

III. POSITION

 Select your position(s) on the legislative items.

Subject Matter ☐ Proponent ☐ Opponent ☐ No Position On Merits

IV. TESTIMONY (Check all that apply)

 Select the testimony types that you will supply for the hearing. (Check all that apply)

☐ Oral ☐ Written Statement Filed ☐ Record Of Appearance Only

Note, since you registered, your information will automatically be filled in, saving you time.

Step 11: Please see pages 12 - 14 for a detailed explanation on how to complete the rest of the witness slip.

SECTION 3: Filing a Witness Slip Without Registering For An Account

The other method for entering electronic witness slips on a piece of legislation or on subject matter in committee requires **no** registration or log on by the user. This method is usually used by first time users or users that enter in witness slips very infrequently. Note, it **does not** allow you to edit a slip once it is submitted. Sometimes you will have a link to file an electronic witness slip. Clicking the link will take you directly to the Witness Slip for that particular bill. Other times you may need to search for the bill that you want to file a witness slip for.

General Assembly:
101st G.A. (2019-2021)

Go

Home

House

Senate

ILGA.GOV

Help

MyILGA

ILLINOIS AMBER ALERT

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www.missingkids.com

RECORD OF COMMITTEE WITNESS - STATE SENATE

N/A

BILL OR RESOLUTION NUMBER

Subcommittee on Capital (AP) Committee

Monday, April 8, 2019 2:00 PM

Other (Subject Matter):

Subject Matter On: Capital Infrastructure Needs

I. IDENTIFICATION

All fields are required unless noted as optional.

Name

Address

City

State

IL

Zip

Firm/Business Or Agency

Title

Email

(A confirmation email will be sent if email address is provided.)

Phone

Fax (Optional)

II. REPRESENTATION

This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Persons, groups firms represented in this appearance:

Self

III. POSITION

Select your position(s) on the legislative items.

Subject Matter

< Select Subject Matter >

Proponent

Opponent

No Position On Merits

Add Position

Remove Position

IV. TESTIMONY (Check all that apply)

Select the testimony types that you will supply for the hearing. (Check all that apply)

☐ Oral

☐ Written Statement Filed

☐ Record Of Appearance Only

Create(Slip)


11

SECTION 4: Filing a Witness Slip Electronically Using a Link

Click the link to take you to the Witness Slip. You will be taken to the electronic Witness Slip. See below instructions on how to complete the form.

1. Under I. IDENTIFICATION, fill in the following:
 - a. Name
 - b. Address
 - c. City
 - d. State
 - e. Zip code
 - f. Firm/Business Agency
 - i. This is the organization to which you are connected. Examples may include the name of your self-advocacy group, the name of the agency/organization that supports you, The Illinois Self-Advocacy Alliance, Inc., etc.
 - g. Title
 - i. This is how you identify yourself. Examples may include self-advocate, ambassador, director, etc.
 - h. Email
 - i. Phone number

I. IDENTIFICATION

 All fields are required unless noted as optional.

Name	John David		
Address	100 W Sample		
City	Chicago	State	IL
		Zip	60601
Firm/Business Or Agency	Illinois Self-Advocacy Alliance		
Title	Ambassador		
Email	John _ David@gmail.com		
	(A confirmation email will be sent if email address is provided.)		
Phone	312	-	2323 - 7144
Fax (Optional)		-	

Under II. REPRESENTATION, fill in the following:

- Persons, Group, Firms represented in this appearance
 - If you are representing yourself and your opinion about the bill, you will write "self"
 - **IMPORTANT: If you are not authorized by an organization, business, or other entity, you cannot speak on their behalf and cannot write in the organization, business, or other entity name.**

II. REPRESENTATION

 This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Persons, groups firms represented in this appearance:

Self


2. Under III. POSITION, select your position(s) on the legislative items.

a. Click on either "Proponent" or "Opponent"

- i. **Proponent** means that you like and are for the bill, wanting it to pass
- ii. **Opponent** means that you don't like or are against the bill, and don't want it to pass

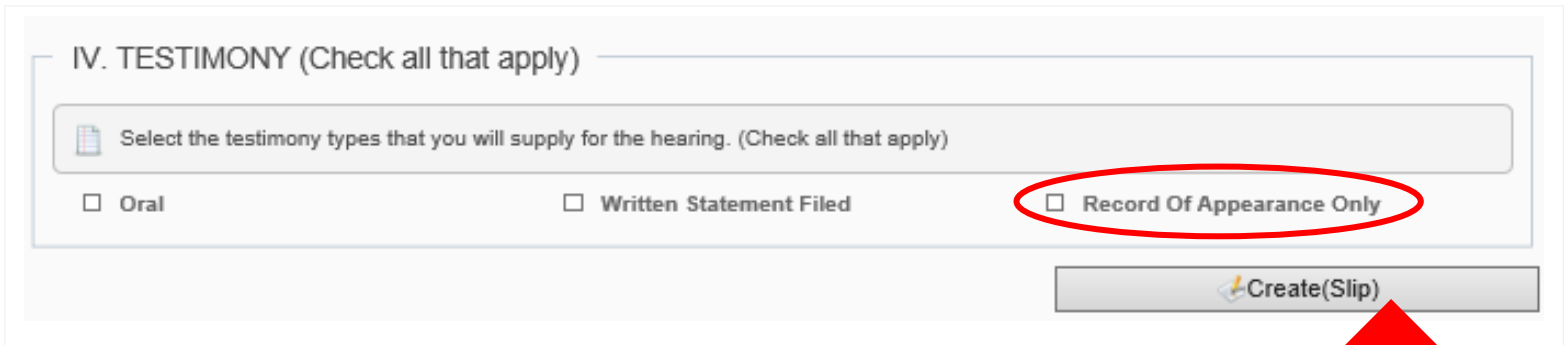
IMPORTANT: Make sure you are correctly checking your position on the bill.

III. POSITION

 Select your position(s) on the legislative items.

Subject Matter < Select Subject Matter > ☐ Proponent ☐ Opponent ☐ No Position On Merits

3. Under IV. TESTIMONY, click "Record of Appearance Only"



IV. TESTIMONY (Check all that apply)

Select the testimony types that you will supply for the hearing. (Check all that apply)

☐ Oral ☐ Written Statement Filed ☒ Record Of Appearance Only

Create(Slip)

4. Once you have completed your Witness Slip, click on "Create (Slip)"

Congratulations! You "spoke up and spoke out" by creating a successful electronic Witness Slip! You should also receive an email confirming the submission of your Witness Slip.

SECTION 5: Filing a Witness Slip Electronically By Searching For The Bill

If you do not know the bill number, you can search for the bill by Keyword.

Step 1: Go to www.ilga.gov and find the By Keyword box on the left-hand side of the page.

The screenshot shows the Illinois General Assembly website. The browser address bar displays 'ilga.gov'. The website header includes the Illinois General Assembly logo and a 'Translate Website' button. A navigation bar contains links for Home, Legislation & Laws, Senate, House, My Legislation, and Site Map. On the left side, there is a 'SESSION SCHEDULE' section with information for the Senate and House sessions. Below this is a search section titled 'Search the 101st General Assembly'. It features two search methods: 'By Number' (with an example 'HB0001') and 'By Keyword'. The 'By Keyword' search box is highlighted with a red circle. To the right of the search section, there are several menu categories: 'Legislation & Laws' (including Bills & Resolutions, Public Acts, Illinois Compiled Statutes, and Illinois Constitution), 'Senate' (including Members, Schedules, Committees, Journals, Transcripts, Rules, Audio/Video, FOIA Information, and Media Guidelines), 'House' (including Members, Schedules, Committees, Journals, Transcripts, Rules, Audio/Video, and FOIA Information), 'Reports & Inquiry', and 'Additional Resources'.

Step 2: Put in the Keyword that most closely represents the bill that you are searching for. For example, Keywords can include “disability”, “minimum wage”, “group homes”, “sheltered workshop”, etc.

Not secure | ilga.gov

Apps ICDD Illinois Self Ad... ICDD Illinois Self Ad... DisABILITY Series ...

Translate Website

Home Legislation & Laws Senate House My Legislation Site Map

SESSION SCHEDULE

SENATE
Not In Today
Next: 4/30/2019

HOUSE
Not In Today
Next: 4/30/2019

Search the 101st General Assembly

By Number
(example: HB0001)

Go [Search Tips](#)

By Keyword
disability

Go [Search Tips](#)

Legislation & Laws

Bills & Resolutions

Public Acts

Illinois Compiled Statutes

Illinois Constitution

Senate

Members

Schedules

Committees

Journals

Transcripts

Rules

Audio/Video

FOIA Information

Media Guidelines

House

Members

Schedules

Committees

Journals

Transcripts

Rules

Audio/Video

FOIA Information

Additional Resources

Reports & Inquiry

Legislative Reports

Previous General Assemblies

A listing of every active bill that includes the Keyword you entered will be shown.

Not secure | ilga.gov/search/iga_results.asp?q=disability&submit1=Go&site=leg101

Apps ICDD Illinois Self Ad... ICDD Illinois Self Ad... DisABILITY Series ...

Translate Website

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Compiled Statutes

Public Acts

Legislative Reports

IL Constitution

Legislative Guide

Legislative Glossary

Search By Number
(example: HB0001)

Go [Search Tips](#)

Search By Keyword

Go

Results for "disability" within 101st GA Legislation.

Results 1 - 50 of about 1320.

[New Search](#) [Advanced Search](#) [Search Tips](#)

[Next >](#)

1. **SB0001enr 101st General Assembly** [Bill Status](#)

Terms found: disabilities (5) disability (3)

... permit lower wages for persons with disabilities on any basis that is unrelated to such person's ability resulting from his disability, and such regulation may be issued only ...

2. **SB0001eng 101st General Assembly** [Bill Status](#)

Terms found: disabilities (5) disability (3)

... permit lower wages for persons with disabilities on any basis that is unrelated to such person's ability resulting from his disability, and such regulation may be issued only ...

3. **SB0001sam001 101st General Assembly** [Bill Status](#)

Terms found: disabilities (5) disability (3)

... permit lower wages for persons with disabilities on any basis that is unrelated to such person's ability resulting from his disability, and such regulation may be issued only ...

To read the entire bill, click on the 1st link.

You will be taken to a screen that shows the entire wording of the bill.

← → ↻ 🏠 ⓘ Not secure | ilga.gov/legislation/101/SB/101005SB0001enr.htm 🔍 ☆

Apps ICDD Illinois Self Ad... ICDD Illinois Self Ad... DisABILITY Series ~...

SB0001 Enrolled LRB101 06174 JWD 51196 b

1 AN ACT concerning employment.

2 Be it enacted by the People of the State of Illinois,
3 represented in the General Assembly:

4 Section 1. This Act may be referred to as the Lifting Up
5 Illinois Working Families Act.

6 Section 5. The Illinois Administrative Procedure Act is
7 amended by changing Section 5-45 as follows:

8 (5 ILCS 100/5-45) (from Ch. 127, par. 1005-45)
9 Sec. 5-45. Emergency rulemaking.

10 (a) "Emergency" means the existence of any situation that
11 any agency finds reasonably constitutes a threat to the public
12 interest, safety, or welfare.

13 (b) If any agency finds that an emergency exists that
14 requires adoption of a rule upon fewer days than is required by
15 Section 5-40 and states in writing its reasons for that
16 finding, the agency may adopt an emergency rule without prior
17 notice or hearing upon filing a notice of emergency rulemaking
18 with the Secretary of State under Section 5-70. The notice
19

← → ↻ 🏠 ⓘ Not secure | ilga.gov/search/iga_results.asp?q=disability&submit1=Go&site=leg101

📱 Apps 📄 ICDD Illinois Self Ad... 📄 ICDD Illinois Self Ad... 📄 DisABILITY Series ~...



Illinois General Assembly

Tran

Home Legislation & Laws Senate House My Legislation Site Map

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Public Acts

Legislative Reports

IL Constitution

Legislative Guide

Legislative Glossary

Search By Number
(example: HB0001)

Go [Search Tips](#)

Search By Keyword

Go [Search Tips](#)

Results for "disability" within 101st GA Legislation. [New Search](#)

Results 1 - 50 of about 1320. [Advanced Search](#) [Search Tips](#)

[Next >](#)

- [SB0001enr 101st General Assembly](#)** [Bill Status](#)

Terms found: disabilities (5) disability (3)

... permit lower wages for persons with **disabilities** on any basis that is unrelated to such person's ability resulting from his **disability**, and such regulation may be issued only ...
- [SB0001eng 101st General Assembly](#)** [Bill Status](#)

Terms found: disabilities (5) disability (3)

... permit lower wages for persons with **disabilities** on any basis that is unrelated to such person's ability resulting from his **disability**, and such regulation may be issued only ...
- [SB0001sam001 101st General Assembly](#)** [Bill Status](#)

Terms found: disabilities (5) disability (3)


... permit lower wages for persons with **disabilities** on any basis that is unrelated to such person's ability resulting from his **disability**, and such regulation may be issued only ...

To check on the Bill Status, click the 2nd link.

You will be taken to a screen that shows the status of the bill.

← → ↻ 🏠 ⓘ Not secure | ilga.gov/legislation/BillStatus.asp?DocNum=1&GAID=15&DocTypeID=SB&LegID=113573&SessionID=108&GA=101&SpecSess=0

📱 Apps 📄 ICDD Illinois Self Ad... 📄 ICDD Illinois Self Ad... 📄 DisABILITY Series ~...



Illinois General Assembly

[Translate Website](#)

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Compiled Statutes
Public Acts
Legislative Reports
IL Constitution
Legislative Guide
Legislative Glossary

Search By Number
(example: HB0001)

 [Search Tips](#)

Search By Keyword

 [Search Tips](#)

Bill Status of **SB0001** 101st General Assembly

[Full Text](#) [Votes](#) [Witness Slips](#) [View All Actions](#) [Printer-Friendly Version](#)

Short Description: MINIMUM WAGE/INCOME TAX CREDIT

Senate Sponsors
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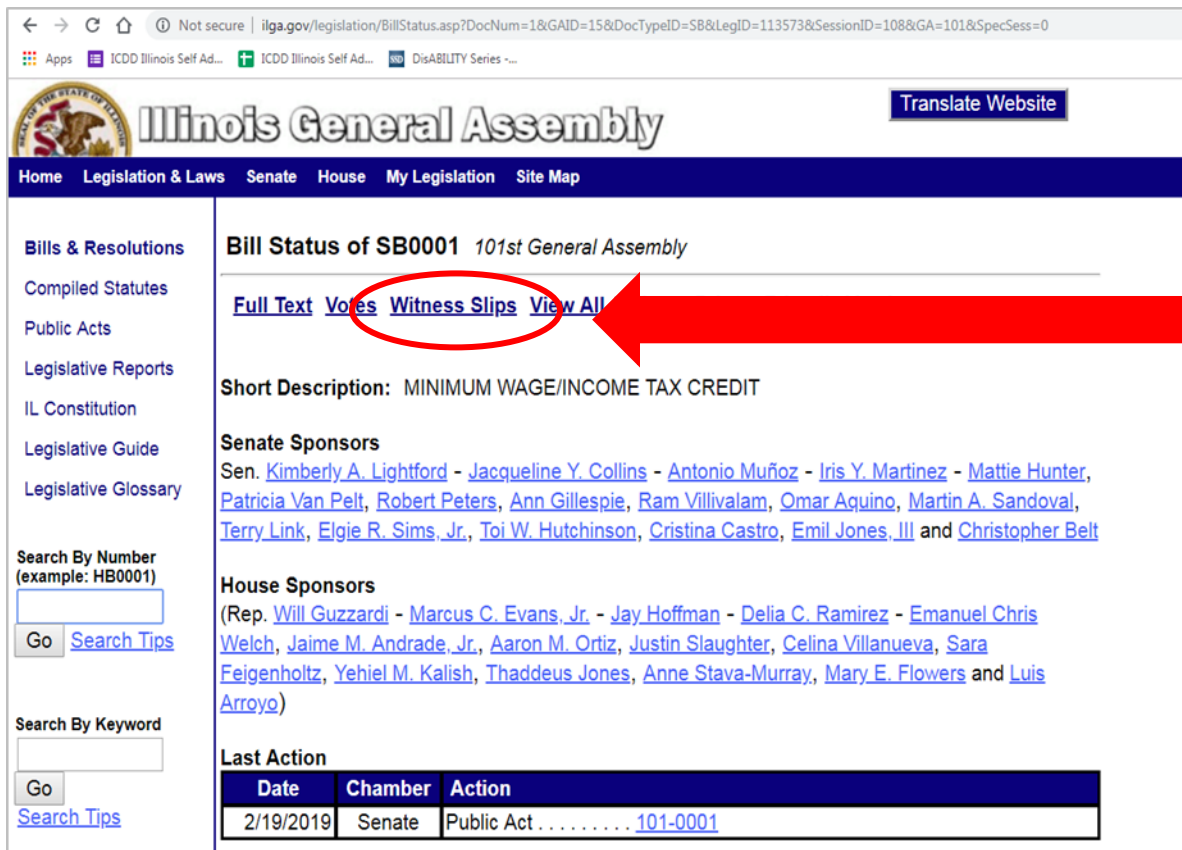
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[Yehiel M. Kalish](#), [Thaddeus Jones](#), [Anne Stava-Murray](#), [Mary E. Flowers](#) and [Luis Arroyo](#))

Last Action

Date	Chamber	Action
2/19/2019	Senate	Public Act 101-0001

Bill number is listed at the top of the page.

To submit a Witness Slip, click on Witness Slips Link and follow Section 4: Filing a Witness Slip Electronically Using a Link steps listed on pages 12 – 14.



Not secure | ilga.gov/legislation/BillStatus.asp?DocNum=1&GAID=15&DocTypeID=SB&LegID=113573&SessionID=108&GA=101&SpecSess=0

Apps ICDD Illinois Self Ad... ICDD Illinois Self Ad... DisABILITY Series -...

Illinois General Assembly Translate Website

Home Legislation & Laws Senate House My Legislation Site Map

Bills & Resolutions

- Compiled Statutes
- Public Acts
- Legislative Reports
- IL Constitution
- Legislative Guide
- Legislative Glossary

Search By Number
(example: HB0001)

Go [Search Tips](#)

Search By Keyword

Go [Search Tips](#)

Bill Status of SB0001 101st General Assembly

[Full Text](#) [Votes](#) [Witness Slips](#) [View All](#)

Short Description: MINIMUM WAGE/INCOME TAX CREDIT

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Last Action

Date	Chamber	Action
2/19/2019	Senate	Public Act 101-0001



www.self-advocacyalliance.org



"Speaking Up and Speaking Out" by Filing a Witness Slip Resource was developed in partnership with the Illinois Council on Developmental Disabilities (ICDD).
ICDD.Illinois.gov