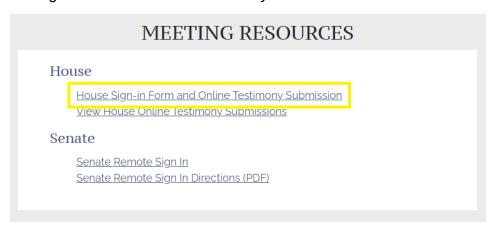
New Hampshire House of Representatives Public Guidance for Committee Meetings *January 2022

To register support or opposition on a bill that has a public hearing scheduled, you will utilize the sign-in form located on the homepage of the General Court website available here:

www.gencourt.state.nh.us

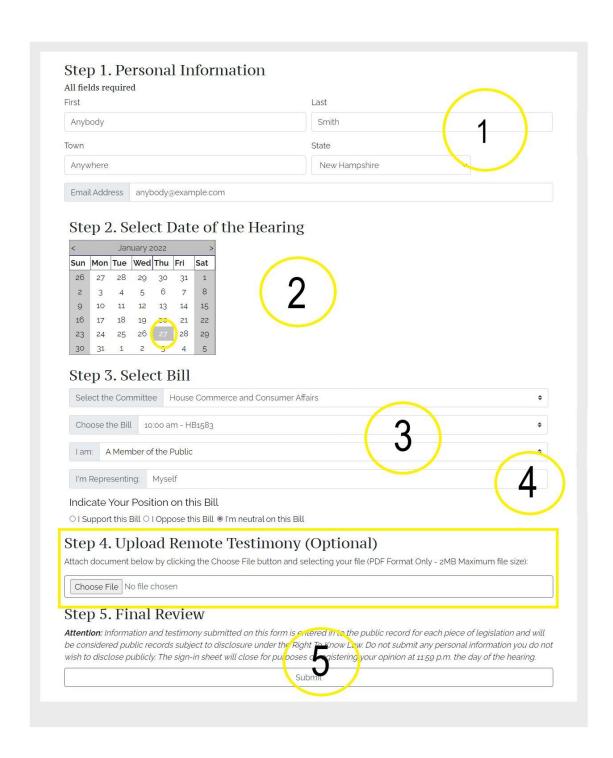
How to register support/opposition on a bill/Submit Testimony online:

Navigate to *MEETING RESOURCES* found on the bottom right side of the home page. Then click on *House Sign-In Form and Online Testimony Submission*.



Follow all prompts and fill in the required fields on this form:

- 1. Step 1 Personal Information
- 2. Step 2 Select Date of Hearing (please note, if there is no hearing scheduled, you will not be able to sign in)
- 3. Step 3 Select a Bill
 - a. Select the Committee (select the committee from the drop-down menu)
 - b. Choose the Bill (select the bill from the drop-down menu)
 - c. I am (select an option from the drop-down menu)
 - d. I'm Representing (this must be filled in manually)
 - e. Indicate Your Position on this Bill (choose your position)
- 4. Step 4 Upload Remote Testimony (Optional) *files must be in PDF format
- 5. Step 5 Final Review, if satisfied, hit 'Submit'



Please note: The form accepts testimony through the end of the day of each bill's public hearing. Testimony **must be** submitted online by <u>11:59 PM</u> on the day of the bill's hearing.

How to view online testimony submissions for a bill:

Navigate to *MEETING RESOURCES* found on the bottom right side of the home page. Then click on *View House Online Testimony Submissions*.



Follow all prompts and fill in the required fields on this form:

- 1. Step 1 Select a Committee (select committee from the drop-down menu)
- 2. Step 2 Select a Bill (select bill from the drop-down menu)
- 3. Once filled in, the field will populate registered positions and submissions, if applicable.

