The Illinois General Assembly's Dashboard allows users to create and modify electronic witness slips for House and Senate Committees. Two methods are available for entering witness slips.

The first method for entering witness slips on a piece of legislation or on subject matter in committee requires registering information on the ILGA Dashboard.

Registering allows you to:
- Save all of 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 all of your witness slips filed for each chamber for the current GA.
- 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.

The second method for entering 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. It does not allow you to edit a slip once it is submitted.

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User Registration

Registering allows you to not only enter witness slips but to manage your witness slips.

Click on the Register button located on the left side of the screen.
User Registration

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.

When Register is clicked, a confirmation screen displays.
User Registration

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

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

Type your email address and password. Click "Log On". 
User Registration

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.

Verify the Profile Details are correct.

*If you need to edit any of your information, click the “Update Profile” button.
Logging On

Click in the top, right-hand corner of ILGA Dashboard to log on to your secured account.

Type your email address and password and click “Log On”.

*If you have forgotten your password, click the “Forgot Password” button, and an email will be sent to you so that you can create a new password.
Logging On

Once you log on, your email address will appear in the top, right corner of the screen.

The menu on the left now has "MyILGA".

“MyILGA” contains two menu items:

- View Profile
- Manage Slips

Clicking on View Profile will display your profile information. Update your profile information here.

After you have submitted witness slips, the Manage Slips menu item will display any House/Senate witness slips you submitted when you were logged on.
After logging on, there are two different options available to display committee hearing information so that witness slips can be entered.

The first option displays both House and Senate Committee Hearings posted for today only. The second option displays one chamber’s committee hearings posted for today, the week, the month or previous committees.

**OPTION 1**

Selecting “Home” on the side menu of the ILGA Dashboard displays the main page containing both the House and Senate committee hearings posted for today.

Select the “View Hearing Details” icon on the right to display the committee Hearing Details screen.

OR
OPTION 2

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”.

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.
The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a committee hearing with legislation assigned.

Click "Create Witness Slip" to start the witness slip process.
Entering Witness Slips – Legislation only Committee

Since you are logged on, your profile information automatically displays for:

- I. IDENTIFICATION
- II. REPRESENTATION

Complete the following fields:

- III. POSITION: Select a button for Proponent, Opponent or No Position on Merits.
- IV. TESTIMONY: Check all boxes that apply.

Once you are finished, click "Create(Slip)".
Entering Witness Slips – Legislation only Committee

Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

You will also receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded. Verify the information is correct.

*If the information is incorrect, see “My Witness Slips” section.
Entering Witness Slips – Subject Matter only Committee

The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a Subject Matter only Committee Hearing.

Click “Create Witness Slip” to start the witness slip process.
Entering Witness Slips – Subject Matter only Committee

Since you are logged on, your profile information automatically displays for:

- I. IDENTIFICATION
- II. REPRESENTATION

Complete the following fields:

- III. POSITION: Select a button for Proponent, Opponent or No Position on Merits.
- IV. TESTIMONY: Check all boxes that apply.

Once you are finished, click "Create(Slip)".
Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

You will also receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded. Verify the information is correct.

*If the information is incorrect, see “My Witness Slips” Section.
The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a Subject Matter committee hearing with additional legislation assigned.

Click "Create Witness Slip" under Subject Matter to start the witness slip process for Subject Matter Testimony.

Click in the Bill row to start the witness slip process for a bill. In the Bill example, a witness slip for Senate Bill 3012 would be created.
Entering Witness Slips – Subject Matter Committee with Legislation

Since you are logged on, your profile information automatically displays for:

- IDENTIFICATION
- II. REPRESENTATION

Complete the following fields:

- III. POSITION: Select a button for Proponent, Opponent or No Position on Merits.
- IV. TESTIMONY: Check all boxes that apply.

Once you're finished, click "Create(Slip)".
Entering Witness Slips – Subject Matter Committee with Legislation

Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

You will also receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded. Verify the information is correct.

*If the information is incorrect, see “My Witness Slips” Section.
Editing Slips

When logged on as a registered user, your menu bar to the left has an addition: "MyILGA". Select "MyILGA" to display "View Profile" and "Manage Slips".

When you submit witness slips while logged on, you are able to change a position on a piece of legislation or subject matter.

Click on:
- Manage Slips
- Click House Witness Slip tab or Senate Witness Slip tab
- Find the submitted slip you need to modify. If needed, sort by clicking on one of the heading tabs: Committee, Date/Time or Legislation
- Click View

The screen on the following page will display.
Edit your position under III. POSITION and/or edit any testimony under IV. TESTIMONY. Click Update(Slip). This action will overlay the previously submitted witness slip.

You will not receive another confirmation email.

**You may edit a witness slip until the end of the posted day in the Senate and until the conclusion of the committee hearing in the House.**
After logging on, there are two different options available to display committee hearing information so that witness slips can be entered.

The first option displays both House and Senate Committee Hearings posted for only today. The second option displays one chamber’s committee hearings posted for today, the week, the month or previous committees.

**OPTION 1**

Selecting “Home” on the side menu of the ILGA Dashboard displays the main page containing both the House and Senate committee hearings posted for today.

Select the “View Hearing Details” icon on the right to display the committee Hearing Details screen.

**OR**
OPTION 2

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”.

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.
Entering Witness Slips – Legislation only Committee

The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a committee hearing with legislation assigned.

On the following page is a witness slip form. Complete the four sections:

- IDENTIFICATION: Type Personal Information (only Email and Fax are optional).
- REPRESENTATION: Typing “Self” is acceptable.
- POSITION: Select position by clicking one button.
- TESTIMONY: Check all buttons that apply.

In Section 4, beneath the buttons, is CAPTCHA text. Type what is displayed in the CAPTCHA box in the field below the box.

Click the Refresh button if you are unable to read the CAPTCHA text. This will give you a new set of CAPTCHA text to type.

Click in the box next to “I Agree to the ILGA Terms of Agreement”. To read the Terms of Agreement, click on the underscored words, which links you to the terms. Click Create(SLIP).
Unregistered Legislation Witness Slip form:
Entering Witness Slips – Legislation only Committee

Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

If you provided an email address, you will receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded.
The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a Subject Matter only Committee Hearing.

Click “Create Witness Slip” to start the witness slip process.

On the following page is a witness slip form. Complete the four sections:

- IDENTIFICATION: Type Personal Information (only Email and Fax are optional)
- REPRESENTATION: Typing “Self” is acceptable.
- POSITION: Select position by clicking one button.
- TESTIMONY: Check all buttons that apply.

In Section 4, beneath the buttons, is CAPTCHA text. Type what is displayed in the CAPTCHA box in the field below.

Click the Refresh button if you are unable to read the CAPTCHA text. This will give you a new set of CAPTCHA text to type.

Click in the box next to “I Agree to the ILGA Terms of Agreement”. To read the Terms of Agreement, click on the underscored words, which links you to the terms.

Click Create(SLIP).
Entering Witness Slips – Subject Matter only Committee

Unregistered Subject Matter Witness Slip form:
Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

If you provided an email address, you will receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded.
The Committee Hearing Details screen displays information about the scheduled committee hearing.

There are three types of committee hearings:

- Legislation only Committee Hearings
- Subject Matter only Committee Hearings
- Subject Matter with Legislation

Below is a Committee Hearing Details screen for a Subject Matter Committee Hearing with Legislation.

Click "Create Witness Slip" under Subject Matter or in the Bill row to start the witness slip process.
On the following page is a witness slip form. Complete the four sections:

- **IDENTIFICATION:** Type Personal Information (only Email and Fax are optional)
- **REPRESENTATION:** Typing “Self” is acceptable.
- **POSITION:** Select position by clicking one button.
- **TESTIMONY:** Check all buttons that apply.

In Section 4, beneath the buttons, is CAPTCHA text. Type what is displayed in the CAPTCHA box in the field below.

Click the Refresh button if you are unable to read the CAPTCHA text. This will give you a new set of CAPTCHA text to type.

Click in the box next to “I Agree to the ILGA Terms of Agreement”. To read the Terms of Agreement, click on the underscored words, which links you to the terms.

Click Create(SLIP).
Unregistered Subject Matter Witness Slip form:
Once your witness slip has been submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished.

If you provided an email address, you will receive a confirmation email containing the options you selected on your witness slip. This email lets you know how you were recorded.
Viewing Witness Slips

Shown below is the Hearing Details screen for a committee hearing with assigned legislation. Under Witness Slips, click the "View Witness Slips" button to see submitted witness slips.

Tabs indicate how many witnesses have filed as Proponents, Opponents, or have No Position.
Viewing Previous Committee Hearings

Use the chamber committee page to display previous committee hearings. The committee hearings are listed individually by chamber.
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”.

Click the “Previous” tab.
Viewing Previous Committees

A list of all previously posted committee hearings will display. The list is displayed in ascending order by Date/Time. To put the list in descending order, click the Date/Time heading. To sort alphabetically by committee name, click the Committee Description heading.

Click the filters icon in each heading box for more specific results, like searching on only one committee or a specific date.

Once you find the previous committee hearing needed, click the Hearing Details icon.

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On the Hearing Details screen, you are able to view submitted witness slips and vote details for legislation posted to the committee hearing.

Click the Witness Slip icon to view submitted witness slips on posted legislation.
Viewing Previous Committees

Click the Vote Details icon to view individual committee member votes on posted legislation.

Submitted witness slips are available to view immediately upon submission.

Vote Details are available on the ILGA Dashboard the following day after the committee hearing.