



## How to file a witness slip

1. Log onto ILGA.gov
2. On the left side enter the bill number. Be sure to put SB (senate bill) or HB (house bill) before the number, click GO
3. This will bring you to that bill status page, click on the committee link it was assigned to. It should be listed in last action or action.
4. This will bring you to the committee page. Click on Notice of Hearing tab.
5. This tab will bring you to the bills that have been assigned to committee.
6. Click on the create witness slip button.
7. This will bring you to the Local Government committee list. Find the bill you want to file and click on the icon to the right.
8. This will bring you to the witness slip registration page. Fill in the information using your name as the person and the City/Village as the firm/business/agency.
9. Click proponent (support) or opponent (oppose)
10. Click Record of Appearance Only
11. Click submit.
12. You will receive an email confirmation.