

2018 City of Goodyear
Request to Speak Instructions
Arizona State Capitol



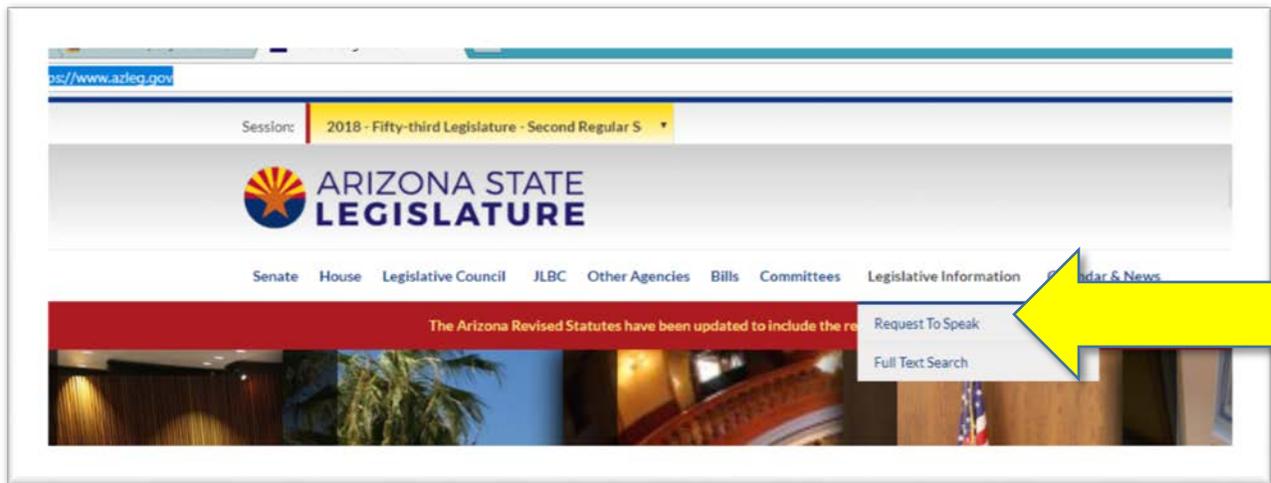
To enable your Request To Speak account, you must log in to the system from a Legislative kiosk computer located in the State Senate, House of Representatives or the Tucson Legislative offices:

Phoenix Location
1700 W. Washington St
Phoenix, AZ 85007

Tucson Location
400 West Congress St. Suite 201
Tucson, AZ 85701

Go to: <https://www.azleg.gov/>

On the menu located near the top of the screen, click on **Legislative Information** and select **Request to Speak** from the dropdown menu:



You will be redirected to a new page. Click on the **Sign On** button in the upper right corner.





Click on **Create An Account**

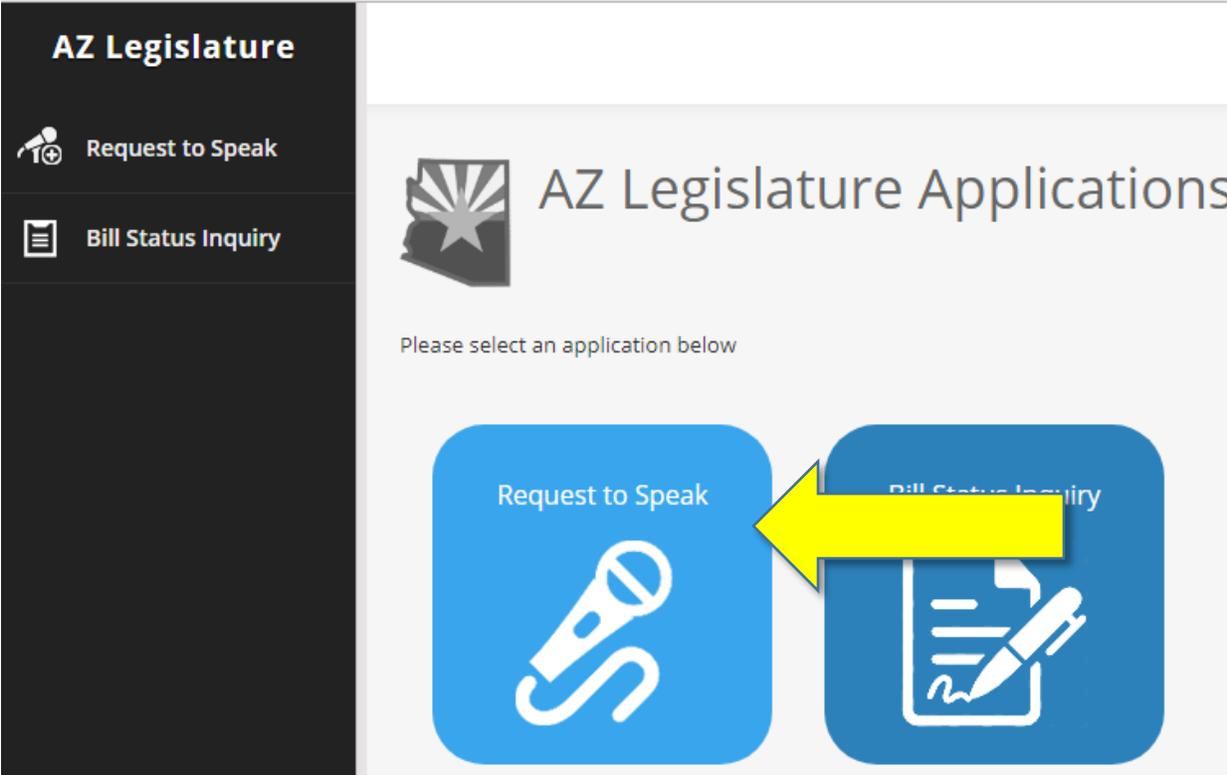
A screenshot of the Arizona State Legislature Web Application System login page. The page title is "Welcome to the Arizona State Legislature Web Application System". There are two buttons: "Sign Into Your Account" with a lock icon and "Create An Account" with a person icon. A large yellow arrow points to the "Create An Account" button. Below the buttons, it says "If you already have an account sign in here:".

Fill in the boxes with your information and click on the **Create Account** button at the bottom of the screen.

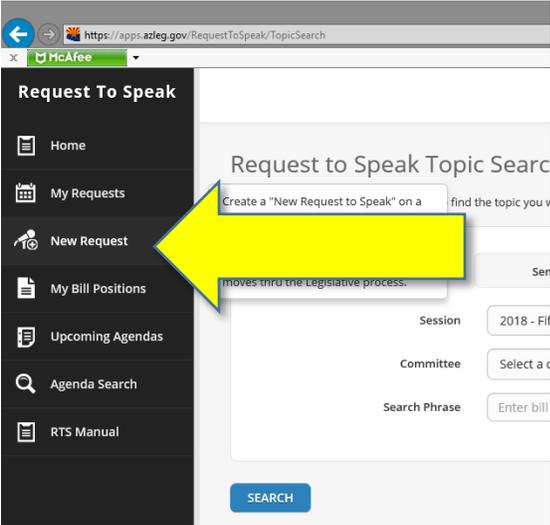
A screenshot of the account creation form. The page title is "Welcome to the Arizona State Legislature Web Application System". There are two buttons: "Sign Into Your Account" and "Create An Account". Below the buttons, a note says "Note: Fields outlined in orange are required." There are two sections: "Sign on Information" and "Personal Information". The "Sign on Information" section has three fields: an email field containing "dawn.reid@goodyearaz.gov", a password field with "*****", and a confirm password field with "*****". Below the password fields, it says "Passwords must be at least 6 characters long." The "Personal Information" section has two fields: a first name field containing "DAWN" and a last name field containing "REID". At the bottom right, there is a blue button labeled "CREATE ACCOUNT". A large yellow arrow points to this button.



Click on the **Request to Speak** button:



Click on **New Request** on the left side menu:



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Enter your **search criteria**:

- Legislative Body: Senate House or Both
- Sessions: (The current session is automatically selected)
- Committee: Select a Committee (not required)
- Search Phrase: Enter a bill number, bill description, nominee name, or topic (not required)
- Click the Search button to see your search results