



# Navigating the Request to Speak System

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- What will be covered:
  - ✓ Logging into the system
  - ✓ Moving between the Request to Speak (RTS) and BSI
  - ✓ How to register and edit your position on a bill
  - ✓ How to sign up to speak on a bill
  - ✓ How to view RTS positions

# Sign into Request to Speak system



Arizona Legislature

azleg.gov

Session: 2018 - Fifty-third Legislature - Second Regular S

ARIZONA STATE LEGISLATURE

Bill # Search

Senate House Legislative Council JBC Other Agencies Bills Committees Legislative Information Calendar & News

The Arizona Revised Statutes have been updated to include the revised sections from the 53rd Legislature, 1st Regular Session.

From the main screen hover over the Request to Speak area and choose the blue Request to Speak box.

Request to Speak

The Request To Speak in Committee system replaces sign in slips used by those wishing to testify in Senate and/or House committees. All committee members have access to the list of people requesting to speak and their comments.

Request To Speak

Members

Legislative Tracking

Standing Committees

Committee Agendas

Arizona Capitol Television

# Sign into Request to Speak system



Request To Speak

Upcoming Agendas

Agenda Search

Need Help Sign On Applications

## Upcoming Agendas

Session: 2017 - Fifty-third | v

Select Body: Both Senate House

Agenda Type: Standing Interim

Committee Name	Agenda Date	Agenda Time	Agenda Room
There are no agendas associated with the selected session.			

Select Sign On

# Sign into Request to Speak system



Welcome to the Arizona State Legislature  
Web Application System

 Sign Into Your Account

 Create An Account

If you already have an account sign in here:

 kristinc@countysupervisors.org

 .....

Note: This application is designed to run on Internet Explorer 10 and higher and modern versions of Chrome, Firefox and Opera browsers.  
[Upgrade my browser.](#)

**Sign On**

[Forgot your password?](#)

Are you an AZ Legislature employee? [Sign On Using My Windows Login](#)

Enter your sign on information. If you need the help please let us or your county managers know.

The State of Arizona reserves the right to audit, inspect and disclose all transactions and data sent over this state-owned technology resource in a manner consistent with state and federal laws. Users should have no expectation of privacy as to any communication on or information stored within this resource. By using this resource you expressly consent to all such auditing, inspecting and disclosure. While the data contained in the Arizona Legislature Applications website have been entered and processed in a manner believed to be reliable, no warranty expressed or implied, is made regarding accuracy and completeness of any information.

**Attention Lobbyists:** With the start of a new Legislative Session, you may want to update your account with the most current organizations you represent. This can be

# Sign into Request to Speak (RTS) system



The screenshot shows the 'AZ Legislature Applications' web interface. On the left is a dark sidebar with 'AZ Legislature' at the top and two menu items: 'Request to Speak' (with a microphone icon) and 'Bill Status Inquiry' (with a document icon). The main content area has the title 'AZ Legislature Applications' and a sub-header 'Please select an application below'. Below this are two blue buttons: 'Request to Speak' (with a microphone icon) and 'Bill Status Inquiry' (with a document and pen icon). A red arrow points to the 'Request to Speak' button. At the top right of the main area, a user profile for 'Kristin Cipolla' is visible, circled in red. A red callout bubble points to it with the text 'Successful sign in shows your name'. To the right of the user profile is a grid icon labeled 'Applications'. A red callout bubble points to it with the text 'As you move through the system you can always get back to RTS by selecting application and choosing RTS'.

# Updating Your Profile



Dashboard || Request to Spei Account Management | × +

apps.azleg.gov/Account/AccountMgt

Need Help Kristin Cipolla Applications

Profile Settings  
Kristin Cipolla  
Account Management  
Sign Out

**Reset Password** **Update Personal Information**

### Update Your Personal Information

Note: Fields outlined in orange are required.

Kristin

Cipolla

Agency / Organization

Do you wish to identify yourself as an Arizona resident?  Yes  No ?

**Update Personal Information**

You can add your title and select Update Personal Information

### Lobbyist Information

Do you wish to identify yourself a registered lobbyist in Arizona?  Yes  No ?

#### Represented Organizations

Organization Name	Verified
COUNTY SUPERVISORS ASSN OF AZ	Yes

Organization Name  **Add** **Update From Secretary of State**

Click on your name then select Account Management & then Update Personal Information

# Making a Request to Speak



Request to Speak

Home

My Requests

New Request

My Bill Positions

Upcoming Agendas

Agenda Search

RTS Manual

Request to Speak Topic Search

Please use the following search criteria to find the topic you would like to speak on.

Legislative Body: Senate, House, Both

Session: 2017 - Fifty-third Legislature - First Regular Session

Committee: Select a committee...

Search Phrase: Enter bill number, bill description, nominee name, or topic

SEARCH

# Making a Request to Speak



The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak/TopicSearch`. The page title is "Request to Speak Topic Search". A sidebar on the left contains navigation links: Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area includes a search form with the following fields:

- Legislative Body:** Radio buttons for Senate, House, and Both (selected).
- Session:** A dropdown menu showing "2017 - Fifty-third Legislature - First Regular Session".
- Committee:** A dropdown menu showing "Ad Hoc Joint Committee on the Tax Treatment of Digital Goods and Services".
- Search Phrase:** A text input field with the placeholder "Enter bill number, bill description, nominee name, or topic".

A blue "SEARCH" button is located below the search form. Below the search form, the "Search Results" section displays a table with the following data:

Session	Agenda Date	Type	Description	Committee Name	Location	Requests To Speak
1R	12/14/2017	Discussion Item	Public Testimony	Senate Ad Hoc Joint Committee on the Tax Treatment of Digital Goods and Services	SHR 109	<a href="#">Add Request</a>

Callouts provide additional instructions:

- A callout pointing to the "Both" button: "You can narrow or expand your search by selecting Senate, House or Both".
- A callout pointing to the "Committee" dropdown: "You can search by committee, phrase or bill number".
- A callout pointing to the "SEARCH" button: "Click search and results will show up in Search Results below".
- A callout pointing to the "Add Request" button: "Then select Add Request on the bill you want".

# Making a Request to Speak



New Request || Request X +

apps.azleg.gov/RequestToSpeak/New/99135

Request To Speak

Home  
My Requests  
New Request  
M  
Upcoming Agendas  
Agenda Search  
RTS Manual

Need Help  
Kristin Cipolla  
Applications

## New Request to Speak

Who are you representing?

Your position on the item:

- For
- Neutral
- Against

Do you wish to speak?

- Yes
- No
- If Necessary

Comment

250 characters remaining

Item Description: Public Testimony  
Session: 1R  
Agenda Date: 12/14/2017  
Agenda Time: 10:00 A.M.  
Agenda Room: SHR.109

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the Senate Secretary's Office: [602 926-4231](tel:6029264231) (voice). Requests should be made as early as possible to allow time to arrange the accommodation.

**Indicate who you are representing**

**Select your position on the bill**

**Choose if you want to speak**

**Comments are visible to committee members & public**

# Modifying a Request to Speak



apps.azleg.gov

apps.azleg.gov/RequestToSpeak/MyRequests

Request To Speak

- Home
- My Requests**
- New Request
- My Bill Positions
- Upcoming Agendas
- Agenda Search
- RTS Manual

My Requests

2017 - Fifty-third Legislature - First Regular Session

Include requests for past agendas

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
1R	1/18/2017	Judiciary and Public Safety	Bill	HB2087 - Arizona criminal justice commission; continuation		County Supervisors Association Of Arizona	HHR 4	<a href="#">Update</a> <a href="#">Add</a>
1R	1/24/2017	Energy, Environment and Natural Resources	Bill	HB2065 - waste tire disposal; continuation		County Supervisors Association Of Arizona	HHR 3	<a href="#">Update</a> <a href="#">Add</a>
1R	1/25/2017	Local and International Affairs	Bill	HB2151 - indigent defense fund; distribution; purpose		County Supervisors Association Of Arizona	HHR 5	<a href="#">Update</a> <a href="#">Add</a>
1R	2/1/2017	Transportation and Infrastructure	Bill	HB2230 - intergovernmental public transportation authority; taxation		County Supervisors Association Of Arizona	HHR 3	<a href="#">Update</a> <a href="#">Add</a>
1R	2/1/2017	Judiciary and Public Safety	Bill	HB2066 - aggravated DUI; sentence; county jail.		County Supervisors Association Of Arizona	HHR 4	<a href="#">Update</a> <a href="#">Add</a>
1R	2/1/2017	Government	Bill	SB1243 - misconduct involving weapons; public places		County Supervisors Association Of Arizona	SHR 109	<a href="#">Update</a> <a href="#">Add</a>
1R	2/2/2017	Government	Bill	HB2339 - (NOW: bad debt deduction; retail TPT)		County Supervisors Association Of Arizona	HHR 1	<a href="#">Update</a> <a href="#">Add</a>

Modify your request here

# Modifying a Request to Speak



# Viewing & Changing Bill Positions



Enter new positions on bills.  
\*Note this will not sign you up to speak

Request

Home

My Requests

New Request

My Bill Positions

Upcoming Agendas

Agenda Search

RTS Manual

Session: 2017 - Fifty-third Legislature - First Regular Session

Bill Number:

Your position:  For  Neutral  Against

Who are you representing? COUNTY SUPERVISORS ASSN OF

Add

Session	Description	Representing	Your Position	
1R	HB2065 - waste tire disposal; continuation	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2066 - aggravated DUI; sentence; county jail.	County Supervisors Association Of Arizona	<input type="radio"/> For <input checked="" type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2087 - Arizona criminal justice commission; continuation	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2151 - indigent defense fund; distribution; purpose	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2230 - intergovernmental public transportation authority; taxation	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2233 - (NOW: operations; employees; home-based business)	County Supervisors Association Of Arizona	<input type="radio"/> For <input type="radio"/> Neutral <input checked="" type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2239 - incompetent, nonrestorable defendants; involuntary commitment	County Supervisors Association Of Arizona	<input type="radio"/> For <input checked="" type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2258 - county contributions; hospitalization; medical; repeal	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2332 - property tax; valuation appeals	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2339 - (NOW: bad debt deduction; retail TPT)	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2407 - appropriation; counties; essential services	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2419 - (NOW: occupational regulation; municipalities; counties)	County Supervisors Association Of Arizona	<input type="radio"/> For <input type="radio"/> Neutral <input checked="" type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HB2477 - civil forfeiture; report information; remedies	County Supervisors Association Of Arizona	<input type="radio"/> For <input checked="" type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
1R	HCR2011 - motor vehicle fuel taxes	County Supervisors Association Of Arizona	<input checked="" type="radio"/> For <input type="radio"/> Neutral <input type="radio"/> Against	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>

Modify your position as the bill is amended

# Updating Bill Positions



Request To Speak

- Home
- My Requests
- New Request
- My Bill Positions
- Upcoming Agendas
- Agenda Search
- RTS Manual

Need Help Kristin Cipolla Applications

### Edit Bill Position

Who are you representing? County Supervisors As

Your position on the item:

- For
- Neutral
- Against

**UPDATE**

Number: HB2339

Short Title: presidential preference election; reimbursement

Session: 1R

Date Introduced: 1/23/2017

Change your position and select update

# Viewing RTS Positions



## On Upcoming Committee Agendas

Request To Speak

- Home
- My Requests
- New Request
- My Bill Positions
- Upcoming Agendas

Upcoming Agendas

Session: 2017 - Fifty-third Legislature - First Regular Session

Select Body: Both Senate House

Agenda Type: Standing Interim

Committee Name	Agenda Date	Agenda Time	Agenda Room
Ad Hoc Joint Committee on the Tax Treatment of Digital Goods and Services	12/14/2017	10:00 A.M.	SHR 109
House Education Committee - COR	12/14/2017	10:30 A.M.	HHR 1
Joint Legislative Budget Committee	12/19/2017	Immediately Upon Adjournment of the JLBC Meeting	House Hearing Room 1
Joint Committee on Capital Review	12/19/2017	9:00 A.M.	House Hearing Room 1
Joint Legislative Oversight Committee on the Department of Child Safety	12/19/2017	1:00 P.M.	SHR 1

Upcoming Agenda allows you search upcoming agendas to see who is signed up to speak

Once you find the agenda you want click on the link embedded in the committee name.

# Viewing RTS Positions



## On Upcoming Committee Agendas

The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak/Agenda/13488#itemid99102`. The page title is "Committee Agenda". The left sidebar contains navigation options: Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area displays the following information:

- Committee Name:** Joint Legislative Budget Committee
- Agenda Date:** 12/19/2017
- Agenda Time:** Immediately Upon Adjournment of the JLBC Meeting
- Agenda Room:** House Hearing Room 1

Below this information are four tabs: "Show All" (selected), "Show Bills", "Show Executive Nominees", and "Show Discussion Items". The "Show All" tab displays a list of discussion items:

- Discussion Item: EXECUTIVE SESSION
- Discussion Item: A. Arizona Department of Administration, Risk Management Services - Consideration of Proposed Settlements under Rule 14.
- Discussion Item: B. Arizona Department of Administration - Risk Management Annual Report.
- Discussion Item: ARIZONA DEPARTMENT OF ADMINISTRATION - Automation Projects Fund.

Each discussion item has a blue arrow icon to its left. Below the list are two tables, each with columns for Spk, Position, Name, Representing, Comments, and Status. Both tables currently show "No speakers."

A red callout box on the left side of the screenshot contains the following text:

Clicking the arrow next to the agenda item or bill number will allow you to see who has requested to speak.

# Viewing Others RTS Positions



## On Bill Search

Dashboard || Request to Sp | apps.azleg.gov | Bill Status Inquiry

apps.azleg.gov/BillStatus/BillOverview

2017 - Fifty-third Legislature - First Regular Session

Need Help | Kristin Cipolla | Applications

Request to Speak (RTS)

Bill Status Inquiry (BSI)

Then type in your bill number

Select Application and choose Bill Status Inquiry

After your bills comes up you can click on the RTS tab and the current positions on the bill are logged

Agendas

Executive Nominees

Conference Committee

Personal Progress

Search

Overview | Bill Status | Videos | Sponsor/Keyword/Sections | **RTS Current Bill Positions** | Documents

This information is compiled both from the House and the Senate for the bill.

Only positions from the beginning of the Fifty-First Second Regular session are displayed.  
For committee specific RTS info please go to Agenda Inquiry.

**FOR**

Jen (Sweeney) Marson, AZ ASSOCIATION OF COUNTIES(01/23/2017); Melissa Amarello, Self(03/11/2017); Sandy Bahr, Sierra Club - Grand Canyon Chapter(01/22/2017); Mark Barnes, PINAL COUNTY(01/23/2017); Betty Bengtson, Self(01/24/2017); Peter Bengtson, Self(01/21/2017); Gary Beverly, Self(03/10/2017); Kristin Cipolla, County Supervisors Association Of Arizona(12/12/2017); SALLY CONNELLY, Self(03/10/2017); Marcus Dell'Artino, MARICOPA COUNTY(01/24/2017); Eric Emmert, East Valley Chambers Of Commerce Alliance(01/24/2017); Michael Fiflis, Self(03/12/2017); Michael Hoogendyk, Self(03/12/2017); Sally Howland, Self(03/12/2017); Pat Jayson, Self(03/10/2017); Alisa McMahon, Self(03/12/2017); Kathryn Nail, GREATER PHOENIX CHAMBER OF COMMERCE(03/13/2017); Michael Racy, PIMA COUNTY(03/13/2017); Amanda Stone, AZ DEPT OF ENVIRONMENTAL QUALITY(03/13/2017); Amanda Stone, AZ DEPT OF ENVIRONMENTAL QUALITY(03/13/2017); Craig Sullivan, COUNTY SUPERVISORS ASSN OF AZ(03/13/2017); Rip Wilson, MARICOPA COUNTY(01/24/2017);

**AGAINST**

**NEUTRAL**

PRINT | CREATE WORD REPORT

# Getting help



The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak`. The page title is "Request To Speak". In the top right corner, there are links for "Need Help", "Kristin Cipolla", and "Applications". The main content area is titled "My Requests" and includes a dropdown menu for "2016 - Fifty-second Legislature - Second Regular Session". Below this is a table with columns: Session, Agenda Date, Committee Name, Type, Description, Your Position, Representing, Location, and Actions. A message below the table states: "You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on." Below the "My Requests" section is another section titled "My Bill Positions" with a table that has columns: Session, Description, Representing, and Your Position. On the left sidebar, the "RTS Manual" link is circled in red with a red arrow pointing to it.

- RTS has a 10 page manual with screenshots and tips on how to walk through the program
- Kristin and Robin are available to help you troubleshoot issues anytime you need assistance



## Contact the Legislative Team

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- Craig Sullivan, Executive Director (602) 452-4500  
[craigs@countysupervisors.org](mailto:craigs@countysupervisors.org)
- Michael Madden, Legislative Liaison (602) 452-4501  
[michaelm@countysupervisors.org](mailto:michaelm@countysupervisors.org)
- Robin Hillyard, Research Program Manager (602) 452-4504  
[robinh@countysupervisors.org](mailto:robinh@countysupervisors.org)
- Vanessa Fielder, Research Analyst (602) 452-4503  
[vanessaf@countysupervisors.org](mailto:vanessaf@countysupervisors.org)

CSA is on  @csaofaz & on  as County Supervisors Association of Arizona!