



Navigating the Request to Speak System

- 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



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



Sign into Request to Speak system



The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak/UpcomingAgendas`. The page has a dark sidebar on the left with the title "Request To Speak" and two menu items: "Upcoming Agendas" (highlighted with a green bar) and "Agenda Search". The main content area is titled "Upcoming Agendas" and contains a form with the following fields:

- Session:** A dropdown menu showing "2017 - Fifty-third | v".
- Select Body:** Three buttons: "Both" (selected), "Senate", and "House".
- Agenda Type:** Two buttons: "Standing" (selected) and "Interim".

Below the form is a table with the following headers: "Committee Name", "Agenda Date", "Agenda Time", and "Agenda Room". The table body contains a single row with the text: "There are no agendas associated with the selected session."

In the top right corner of the page, there are three links: "Need Help" (with a question mark icon), "Sign On" (with a pencil icon), and "Applications" (with a grid icon). A red speech bubble points to the "Sign On" link with the text "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:

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](#)

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

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

Sign into Request to Speak (RTS) system



AZ Legislature

- Request to Speak
- Bill Status Inquiry

AZ Legislature Applications

Please select an application below

Request to Speak

Bill Status Inquiry

Successful sign in shows your name

Kristin Cipolla

Applications

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 Speak || Account Management | ×

apps.azleg.gov/Account/AccountMgt

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

AZ Legislature

- Request to Speak
- Bill Status Inquiry

Account Management

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 lobbyist?

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

Making a Request to Speak



Topic Search || Request X +

← → ↺ | apps.azleg.gov/RequestToSpeak/TopicSearch

Need Help Kristin Cipolla Applications

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



Topic Search || Request ×

apps.azleg.gov/RequestToSpeak/TopicSearch

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.

Legislative Body: Senate, House, Both

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

Committee: Ad Hoc Joint Committee on the Tax Treatment of Digital Goods and Services

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

SEARCH

Search Results

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	Add Request

Page 1 of 1

Need Help Kristin Cipolla Applications

You can narrow or expand your search by selecting Senate, House or Both

You can search by committee, phrase or bill number

Click search and results will show up in Search Results below

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
My Requests
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 (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
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Need Help Kristin Cipolla Applications

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	Update Add
1R	1/24/2017	Energy, Environment and Natural Resources	Bill	HB2065 - waste tire disposal; continuation		County Supervisors Association Of Arizona	HHR 3	Update Add
1R	1/25/2017	Local and International Affairs	Bill	HB2151 - indigent defense fund; distribution; purpose		County Supervisors Association Of Arizona	HHR 5	Update Add
1R	2/1/2017	Transportation and Infrastructure	Bill	HB2230 - intergovernmental public transportation authority; taxation		County Supervisors Association Of Arizona	HHR 3	Update Add
1R	2/1/2017	Judiciary and Public Safety	Bill	HB2066 - aggravated DUI; sentence; county jail.		County Supervisors Association Of Arizona	HHR 4	Update Add
1R	2/1/2017	Government	Bill	SB1243 - misconduct involving weapons; public places		County Supervisors Association Of Arizona	SHR 109	Update Add
1R	2/2/2017	Government	Bill	HB2339 - (NOW: bad debt deduction; retail TPT)		County Supervisors Association Of Arizona	HHR 1	Update Add

Modify your request here

Modifying a Request to Speak



Browser window: Edit Request | Request | apps.azleg.gov/RequestToSpeak/Edit/192027

Top navigation: Need Help, Kristin Cipolla, Applications

Request To Speak

- Home
- My Requests
- New Request
- My Bill Positions
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Edit Request to Speak

Who are you representing? Select ...

Your position on the item:

- ☒ For
- ☐ Neutral
- ☐ Against

Do you wish to speak?

- ☒ Yes
- ☐ No
- ☐ If Necessary

Comment

250 characters remaining

UPDATE

Item Description: HB2087 - Arizona criminal justice commission; continuation

Session: 1R

Agenda Date: 1/18/2017

Agenda Time: 2:00 P.M.

Agenda Room: HHR 4

People with disabilities may request reasonable accommodations such as interpreters, alternative formats, or assistance with physical accessibility. If you require accommodations, please contact the Chief Clerk's Office at: [\(602\) 926-3032](tel:6029263032), TDD [\(602\) 926-3241](tel:6029263241).

Annotation: A red speech bubble points to the 'UPDATE' button with the text: "Make necessary changes and click update". A red arrow points to the 'UPDATE' button.

Viewing & Changing Bill Positions



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

Modify your position as the bill is amended

apps.az

TestToSpeak/MyBillPositions

Need Help Kristin Cipolla Applications

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

Bill Number: Enter bill number or title

Your position: ☐ For ☐ Neutral ☐ Against

Who are you representing? COUNTY SUPERVISORS ASSN OF ARIZONA 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	Update Delete 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	Update Delete 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	Update Delete 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	Update Delete 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	Update Delete Add
1R	HB2233 - (NOW: operations; employees; home-based business)	County Supervisors Association Of Arizona	<input type="radio"/> For <input checked="" type="radio"/> Neutral <input type="radio"/> Against	Update Delete 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	Update Delete 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	Update Delete 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	Update Delete 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	Update Delete 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	Update Delete Add
1R	HB2419 - (NOW: occupational regulation; municipalities; counties)	County Supervisors Association Of Arizona	<input type="radio"/> For <input checked="" type="radio"/> Neutral <input type="radio"/> Against	Update Delete 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	Update Delete 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	Update Delete Add

Updating Bill Positions



Edit Bill Position || Requ X

apps.azleg.gov/RequestToSpeak/EditBillPosition/128623

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

apps.azleg.gov/RequestToSpeak/UpcomingAgendas

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

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

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

Viewing RTS Positions



On Upcoming Committee Agendas

Start | Search Results | Office | Permanent Base Adj | PBA_Override_Webini | Webinars | Office of tl | Agenda || Reques

apps.azleg.gov/RequestToSpeak/Agenda/13488#itemid99102

Find on page fire No results Options

Request To Speak

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Need Help Robin Hillyard Applications

Committee Agenda

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

Show All Show Bills Show Executive Nominees Show Discussion Items

Discussion Item	EXECUTIVE SESSION					✓ ✕ ⏏ 🗨 📄
Discussion Item	A. Arizona Department of Administration, Risk Management Services - Consideration of Proposed Settlements under Rule 14.					✓ ✕ ⏏ 🗨 📄
Spk	Position	Name	Representing	Comments	Status	
No speakers.						
Discussion Item	B. Arizona Department of Administration - Risk Management Annual Report.					✓ ✕ ⏏ 🗨 📄
Discussion Item	ARIZONA DEPARTMENT OF ADMINISTRATION - Automation Projects Fund.					✓ ✕ ⏏ 🗨 📄
Spk	Position	Name	Representing	Comments	Status	
No speakers.						

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 X +

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'Ardino, 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



A screenshot of a web browser showing the 'Request To Speak' application. The browser's address bar displays 'apps.azleg.gov/RequestToSpeak'. The application has a dark sidebar on the left with a 'Request To Speak' header and several menu items: 'Home', 'My Requests', 'New Request', 'My Bill Positions', 'Upcoming Agendas', 'Agenda Search', and 'RTS Manual'. The 'RTS Manual' item is circled in red with a red arrow pointing to it. The main content area has a top bar with 'Need Help', 'Kristin Cipolla', and 'Applications' links. Below this, the 'My Requests' section features a dropdown menu set to '2016 - Fifty-second Legislature - Second Regular Session' and 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.' The 'My Bill Positions' section is partially visible at the bottom, showing a table with columns: Session, Description, Representing, and Your Position.

- 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

- Craig Sullivan, Executive Director (602) 452-4500
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- Michael Madden, Legislative Liaison (602) 452-4501
michaelm@countysupervisors.org
- Robin Hillyard, Research Program Manager (602) 452-4504
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CSA is on  @csaofaz & on  as County Supervisors Association of Arizona!