

# Committee Electronic Sign-In (CSI)

The Committee Electronic Sign-in application (CSI) allows people to electronically sign in for public hearings in most committees. After signing in to testify or indicate your position, the information is transmitted to committee staff. The information you provide becomes part of the public record of the hearing.

There are three restrictions regarding use of electronic sign-in:

- Sign-in is only available on the day of the hearing.
- You must be on the capitol campus. If using a personal web-enabled device, you must be connected to the Legislature's WSLPublic wireless network.
- The agenda items must still be open for testimony.

## Signing in Using CSI

1. Open CSI using one of the following methods:
  - If using your own device, log in to the WSLPublic wireless network, accept the user agreement if prompted and navigate to <https://app.leg.wa.gov/CSI>.
  - If using a public access terminal on the legislative campus, click the icon on the desktop. (The application may already be open.)



### Locations of Public Access Terminals:

- Hearing rooms in the John L. O'Brien Building
  - First floor (west end) of the John L. O'Brien Building
  - Hearing rooms in the John A. Cherberg Building
  - Either end of the John A. Cherberg Building main hallway
  - Two Legislative Information Center areas:
    - First floor of the Legislative Building
    - First floor of the Pritchard Building
2. Click the hearing at which you wish to testify or indicate your position. The scheduled agenda items appear.
  3. Click the applicable agenda item.
  4. Complete the form. Required information is marked with a red asterisk (\*) and must be entered to continue. (Other requested contact information is appreciated.)
  5. Before submitting your information, review the form to confirm the correct agenda item and personal details.
  6. Click **Submit**. If you have not entered the required information, you'll be prompted to do so before moving on.
  7. After entering your information, select one of the following:
    - Click **I'm Done** if no other sign up is necessary (this clears personal information and resets the program for next user)
    - Click **Sign up for another agenda item in this meeting** to return to the list of agenda items (retains personal information)
    - Click **Sign up for a different hearing**. (retains personal information)

# Personal accounts for frequent users (optional)

You may create and log in to a personal account within the Committee Electronic Sign-In Program (CSI) from a personal web-enabled device. This is an optional feature.

## Creating a personal account allows you to:

- Save your default personal information so you don't have to enter it each time
- Edit or delete your entry before the hearing has begun
- View your sign-in history for the current year

## Restrictions on accounts:

- Accounts are only available from a personal web-enabled device (smartphone, laptop, etc.). For security reasons, accounts are not available at the public kiosks on campus.
- You must be on campus and logged into the WSLPublic wireless network to access your account.

## To set up an account:

1. Using a personal web-enabled device, log into the WSLPublic wireless network and accept the user agreement if prompted.
2. Navigate to <https://app.leg.wa.gov/CSI>.
3. Click **Log In** in the top right corner of the screen.
4. You may use a pre-existing Google, Yahoo, or Facebook account to create an account. Sign in using your username and password. If you prefer not to use one of these accounts, you can create a Public WSL Account.
5. To save your personal information within your account, click **Manage Account**, then enter the information you wish to save and click **Submit**.

## To sign in using an account:

1. Follow steps 1-3 above to create an account.
2. After selecting the bill for which you wish to sign-in, indicate your position and whether you wish to testify. Your saved information will have automatically been populate below. Edit any information you wish to change, like Organization.
3. Click **Submit**.

## To view, edit or delete an entry:

1. Follow steps 1-3 above.
2. Click **Sign-In History**.
3. Click the bill for which you wish to view, edit or delete your entry.
4. Click **Edit** or **Delete** if desired (this must be done before the scheduled start of the hearing). If editing, change any information and click **Submit**.