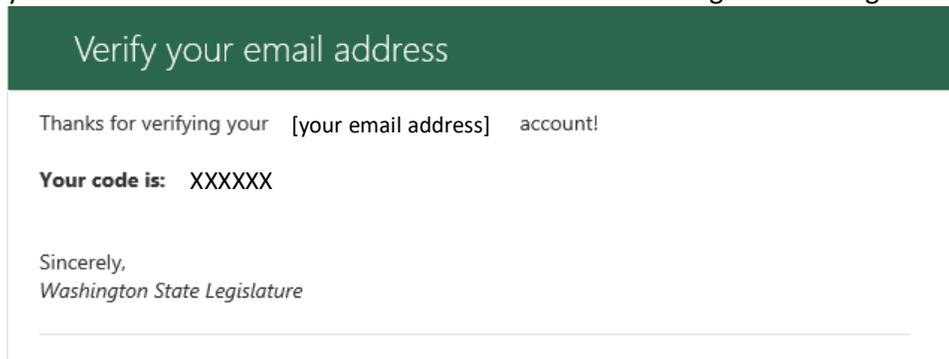


LEGISLATIVE ACCOUNTS FOR TESTIFIERS

You may find it useful to create a Legislative Account if you frequently testify in committee hearings. With a Legislative Account, you can fill out a profile, and the next time you sign up to testify or have your position noted for the record on a bill, your contact information will automatically be filled in. You will also be able to view and edit your sign-in history when you are logged in to your Account, including changing your position on bills and deleting your registration. Note: You can edit and/or delete your testimony registration only within the open registration period. CSI registration opens when the public hearing is published for a bill or bills on the scheduled meeting agenda and closes one (1) hour before the meeting start time.

Creating a Legislative Account

1. Go to the Committee Sign-in Page (<https://app.leg.wa.gov/csi>) and click the green **Log In** button in the upper right corner.
2. Click **Sign up now** to create an account.
3. In the **Sign up for a new Washington State Legislature account** screen, provide your email address and click **Send verification code** to send a verification code to your email address. You will need to access the verification email and enter the verification code before you can proceed. (Hint: Check your spam or junk email folder if you do not see the verification email in your inbox from the sender "Microsoft on behalf of Washington State Legislature".)



4. Once you enter the verification code, create a password and enter your first and last name. Verify that your information is correct and click **Create**.
5. When you return to the Committee Sign-in Page, you will see two options in the upper right corner of the webpage – **Sign-in History** and **Log Out**. There will also be an **Edit Profile** option in the left-hand menu.
6. Click **Edit Profile** to fill out your sign-in information. Once you are done, click **Continue**. This information will auto-fill the next time you register to testify or to have your position on a bill noted for the record.

Viewing and Editing Sign-in History

1. To edit your Sign-in History, log in to your Legislative Account and click **Sign-in History** in the upper right.
2. An expandable list of your testifier sign-in history will enable you to edit an entry for which the registration period is still active. To edit an entry, expand the bill or topic and click **Edit**. To delete an entry, click **Delete Registration**.

Contact support@leg.wa.gov if you require assistance.