

***How to...* Receive Hearing Notices by E-mail**

You can ask the Hawaii State Legislature's website to alert you when a measure you are interested in gets scheduled for a hearing. It's a great way to make sure you don't miss an important opportunity to offer testimony.

1. Go to the **Legislature's website** (www.capitol.hawaii.gov) and click on "**Sign In**" (upper right-hand corner of the page) and enter your email address and password.*
2. Next, click on the **orange "Hearing Notification" icon** located in center screen.
3. **Subscribe by measure** To receive hearing notices for a specific bill or resolution, enter its number (HB123 or SB2496, for example -- no spaces, and don't include any draft numbers) in the left hand column and click "**Add**." You can do this for any number of bills.
4. **Subscribe by committee** To receive hearing notices for specific committees, go to the right hand column and check by the name of the committees you're interested in.
5. When done, **click the "Save and Exit" button** centered near the top of the page. (It's easy to come back anytime, sign in again, and change your selections.)



The hearing notices will be sent to you by email as soon as they are issued.

* If this is your first time using the interactive features of the website, you'll have to **Register**. Click on "Register" (upper right-hand corner of the page) and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to access your email account and open the email sent to you by the website. Follow the instructions for confirming your account. You'll only be asked to do this once. After that, just sign in and enter your password.