

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

Ask the Hawaii State Legislature's website to alert you when a measure you're interested in gets scheduled for a hearing, or to let you know when a particular committee has issued a hearing notice.

It's a great way to make sure you don't miss an important opportunity to offer testimony. It's easy to add to or change the list, too. Try it out!

1. Go to the Legislature's website (www.capitol.hawaii.gov) and in the upper-right corner, select "[Register](#)." (You need to do this step one time only. If you've already completed this process, proceed to Step 2.)

- You'll be asked for your name and email address, and to create a password.
- Next, go to your email inbox where you'll receive an email message asking you to confirm your account. Follow the steps to confirm.

This is an important step. The system sends you an email to make sure that you are a person attempting to set up a user account, and not a computer attempting to spam the system. Click on the link that's sent to you and you will be brought back to the Legislature's website, signed in and ready to go.

2. On the Legislature's website (www.capitol.hawaii.gov) click on the "[Hearing Notification](#)" icon in the center screen.

- If you haven't already signed in, enter your email address and password.
- You'll be brought to a screen where you can enter the bills and resolutions numbers or the committees for which you'd like to receive hearing notices.
- **To track specific bills or resolutions:**
 - In the left hand column, type in bill or resolution numbers for which you'd like to receive hearing notices and then click "Add."

To track committees' activities:

- In the right hand column, click the boxes next to the committees whose hearing notices you'd like to receive.
- When done, click the "**Save and Exit**" button centered near the top of the page.
- You're good to go! You'll receive the hearing notices by email.

*Questions? Need help with something else?
Contact the Public Access Room (PAR) – we'll be happy to help.*

Public Access Room (PAR)

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