

## How to Submit a Letter of Support

Starting in 2019, the California State Legislature has an online system for individuals and organizations to submit letters of support or opposition on current bills.

We've created these step-by-step instructions about using the system to submit letters. The instructions include screenshots (pictures) to help describe each step.

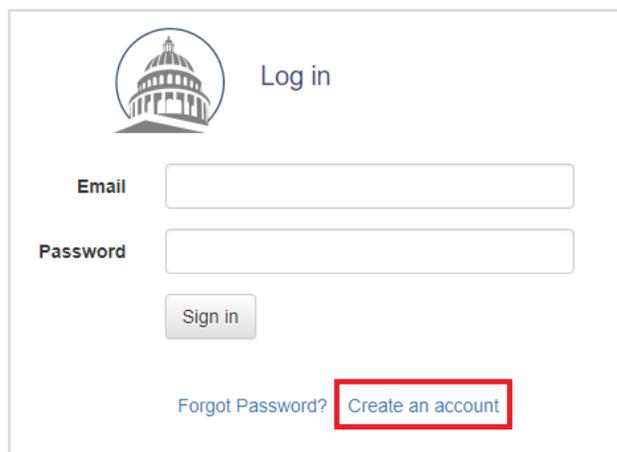
**We recommend printing or having these instructions open on your computer as you submit your letter.**

If you have questions or suggestions, please contact Tracey Patterson at [tracey@cfpa.net](mailto:tracey@cfpa.net) or 510.433.1122 ext 101.

### Set Up an Account

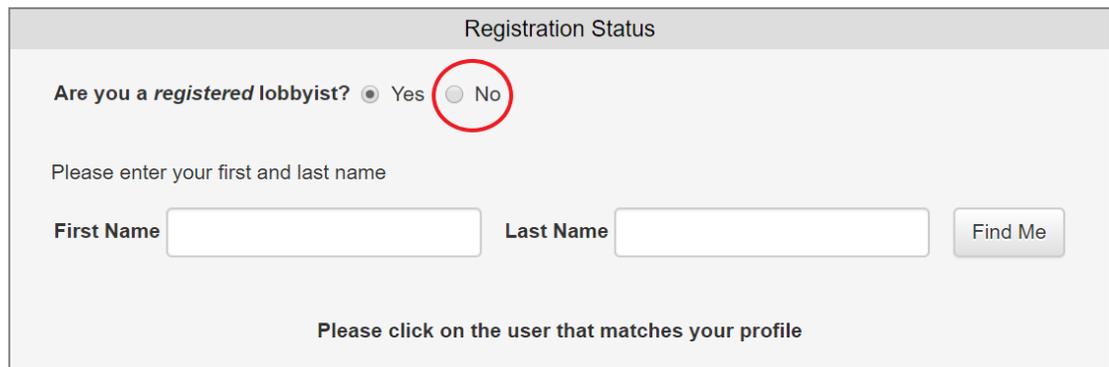
In order to submit a letter, you'll need to set up an online account with the CA State Legislature. You only need to set up an account one time. This should take less than five minutes.

1. Go to: <https://calegislation.lc.ca.gov/Advocates/>
2. When you get to the page, click on "Create an account."



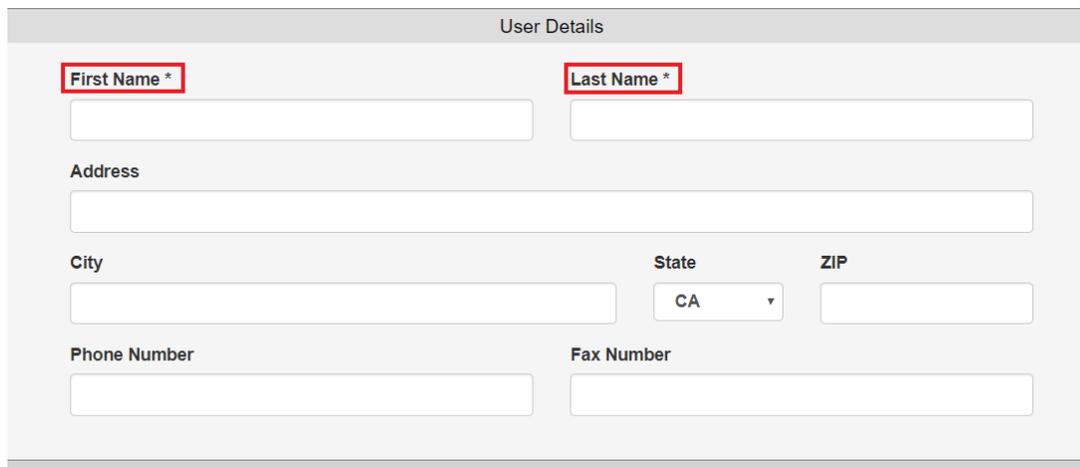
The screenshot shows a login interface with the following elements: a capitol building icon, a "Log in" link, an "Email" input field, a "Password" input field, a "Sign in" button, a "Forgot Password?" link, and a "Create an account" link. The "Create an account" link is highlighted with a red rectangular box.

3. The button next to "Are you a registered lobbyist?" will be automatically set to "Yes." Change it by selecting "No."



The screenshot shows a "Registration Status" form with the following elements: a question "Are you a registered lobbyist?" with "Yes" and "No" radio buttons, where the "No" button is circled in red; a prompt "Please enter your first and last name"; input fields for "First Name" and "Last Name"; a "Find Me" button; and a footer instruction: "Please click on the user that matches your profile".

4. Enter your first and last names. Your full name is required information. You can enter your address, phone number, and fax number, but that information is NOT required.



The 'User Details' form contains several input fields: 'First Name \*' and 'Last Name \*' (both highlighted with red boxes), 'Address', 'City', 'State' (a dropdown menu with 'CA' selected), 'ZIP', 'Phone Number', and 'Fax Number'.

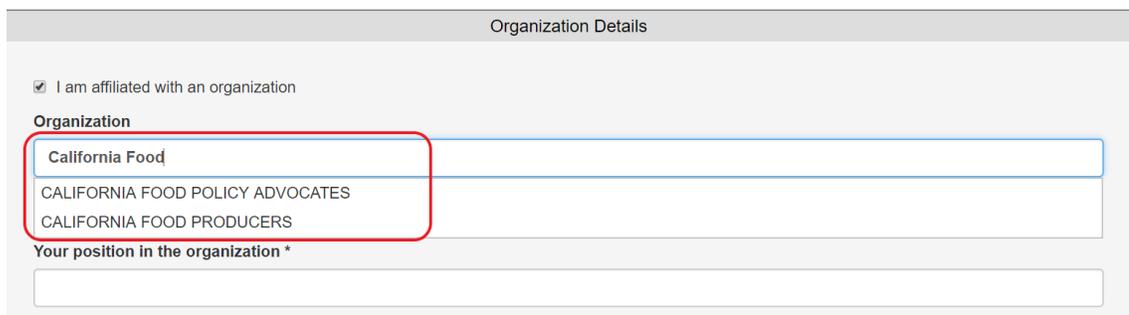
5. This next step varies for **organizations** and **individuals**. Please be sure to follow the instructions that match your needs!

### FOR ORGANIZATIONS

If you are setting up an account to submit a letter on behalf of your organization, check the box next to “I am affiliated with an organization.”

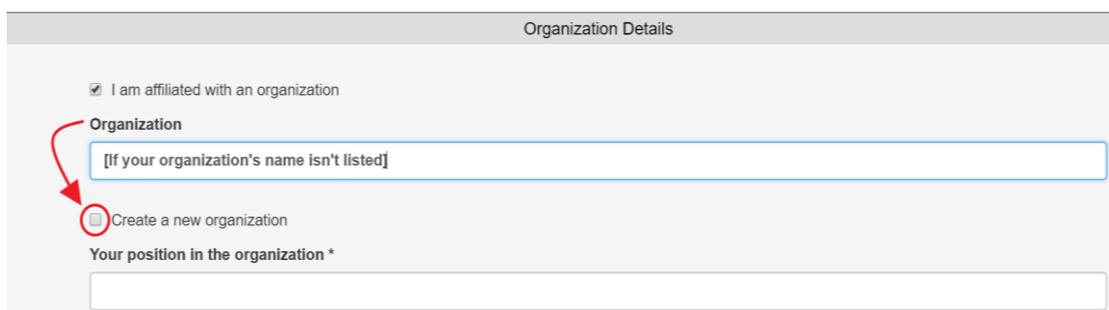
- A. Start typing in the name of your organization. The system may display a list of organizational names. Select the name that matches your organization.

If you don't see your organization listed, go to Step B.



The 'Organization Details' form shows the checkbox 'I am affiliated with an organization' checked. Below it, the 'Organization' dropdown menu is open, displaying a list of suggestions: 'California Food', 'CALIFORNIA FOOD POLICY ADVOCATES', and 'CALIFORNIA FOOD PRODUCERS'. The first suggestion is highlighted with a red box. Below the dropdown is the 'Your position in the organization \*' text input field.

- B. If your organization is not listed, click “New Organization.”



The 'Organization Details' form shows the checkbox 'I am affiliated with an organization' checked. Below it, the 'Organization' dropdown menu is open, displaying the text '[if your organization's name isn't listed]'. A red arrow points from the dropdown to a red circle around the 'Create a new organization' button. Below the dropdown is the 'Your position in the organization \*' text input field.

Then type in the name of your organization and your position.

Organization Details

I am affiliated with an organization

Create a new organization

New Organization

Organization Name

Your position in the organization \*

## FOR INDIVIDUALS

If you are setting up an account to submit a letter as an individual, do NOT check the box next to “I am affiliated with an organization.” Even if you are a representative of an organization (staff, volunteer, etc.), leave this unchecked when creating an account to submit a letter as an individual.

Organization Details

I am affiliated with an organization

6. Type in your email address.
  - a. Select a security question and type in the answer.
  - b. Check the box next to “I am not a robot.”
  - c. Hit “Register.”

Account Details

Email Address \*

Your temporary password will be e-mailed to you upon registration, so please enter a valid email.

Confirm Email Address \*

Upon registering, a confirmation email will also be sent to your organization's email addresses if it has already been registered.

Security Question \*

What was your childhood nickname? ▾

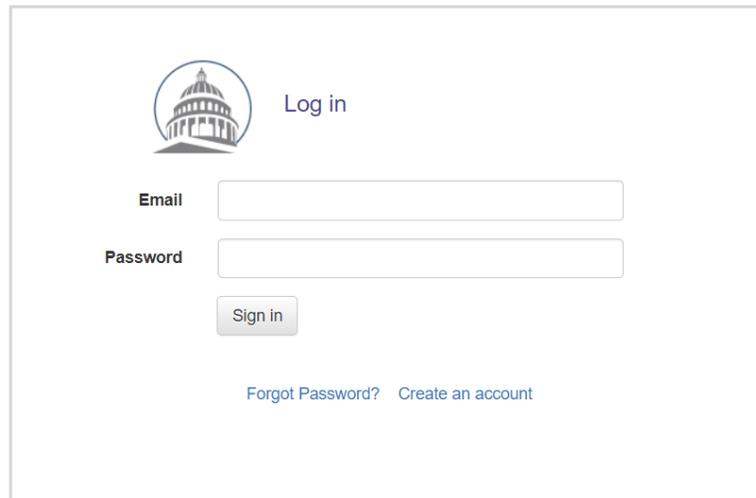
Security Answer \*

I'm not a robot

 reCAPTCHA  
Privacy - Terms

Register

- Once you hit "Register," you should be sent back to the log-in page. Before you can log in, you need to access your temporary password.



Log in

Email

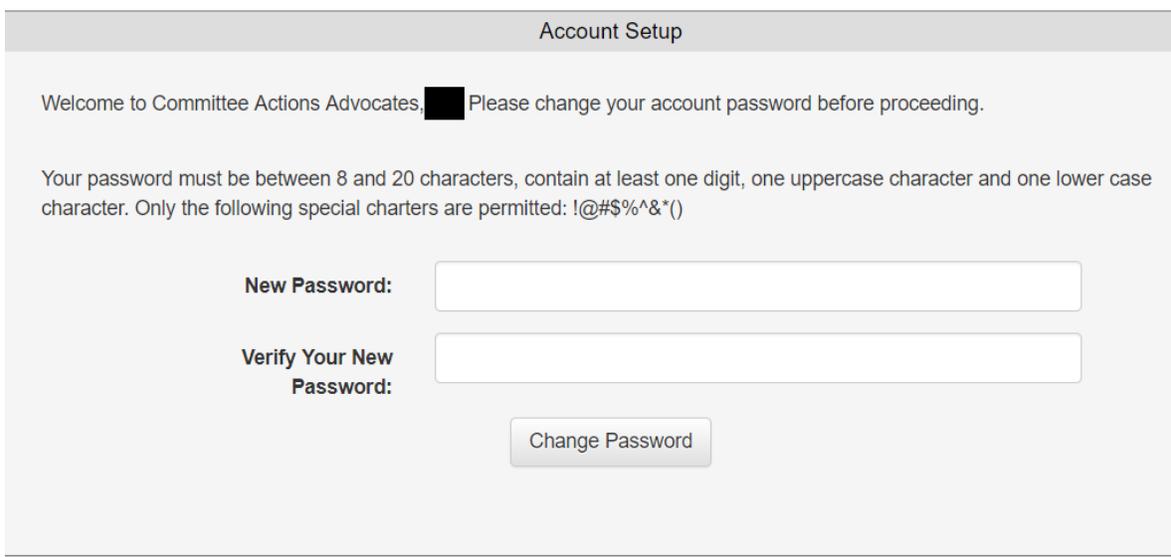
Password

Sign in

[Forgot Password?](#) [Create an account](#)

- Go to the email account you provided in the steps above. Check for an email sent by "Advocates Support Team" (California.Advocates@lc.ca.gov). That email will include a temporary password.
- On the log-in page (pictured in Step 7), sign in using your email address and the temporary password.
- You will automatically be asked to select a new password. Type your new password, type the same password again to verify, and hit "Change Password."

You are now ready to submit your letter!



Account Setup

Welcome to Committee Actions Advocates, [REDACTED]. Please change your account password before proceeding.

Your password must be between 8 and 20 characters, contain at least one digit, one uppercase character and one lower case character. Only the following special characters are permitted: !@#\$%^&\*()

New Password:

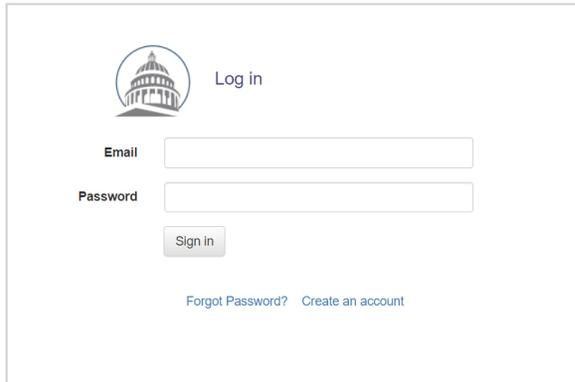
Verify Your New Password:

Change Password

## Submit a Letter: Organizations

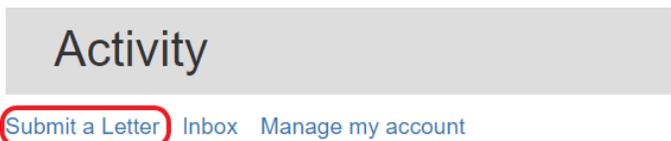
Organizations and individuals will take different steps to submit a letter. Step-by-step details for organizations are below. You can also access instructions to submit an [individual letter](#).

1. Go to: <https://calegislation.lc.ca.gov/Advocates/>
2. Sign into your account using your email address and password.



The image shows a login form for organizations. At the top left is a logo of the California State Capitol building. To its right is the text "Log in". Below the logo are two input fields: "Email" and "Password". Below the "Password" field is a "Sign In" button. At the bottom of the form are two links: "Forgot Password?" and "Create an account".

3. Once you sign in, you will enter your homepage. Click on "Submit a Letter."



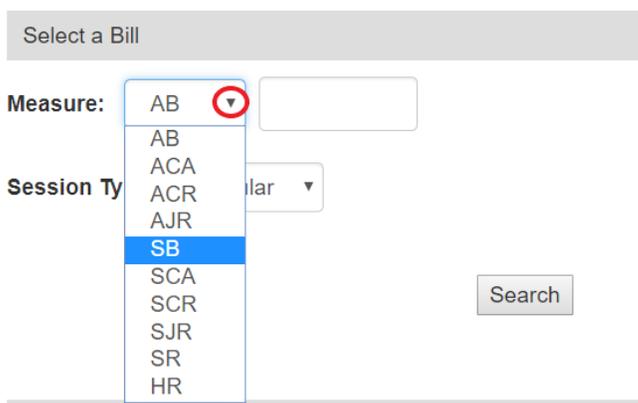
The image shows a navigation bar with a grey background. The word "Activity" is written in a large, bold, sans-serif font. Below it are three links: "Submit a Letter" (which is circled in red), "Inbox", and "Manage my account".

### Recent Document Submissions

You have not submitted any documents...

4. Select the bill you are writing about. If you want to submit letters for multiple bills, you will submit them one at a time.

Click on the down arrow to select the type of bill. The most common bill types are "SB" (Senate Bill) and "AB" (Assembly Bill).



The image shows a form for selecting a bill. At the top is a grey bar with the text "Select a Bill". Below it are two labels: "Measure:" and "Session Ty". The "Measure:" label is followed by a dropdown menu with a red circle around the down arrow. The dropdown menu is open, showing a list of bill types: AB, ACA, ACR, AJR, SB (highlighted in blue), SCA, SCR, SJR, SR, and HR. To the right of the "Session Ty" label is a dropdown menu with the text "lar" and a down arrow. Below the dropdown menus is a "Search" button.

5. Type in the bill number and hit "Search." In this example, we are using the bill SB 285.

Select a Bill

Measure: SB 285

Session Type: Regular

Search

Bill	Subject	Author
SB 285	Public social services.	Wiener

6. If more than one version of the bill is listed, select the latest version.

Then click "Next => Select Recipient."

Bill Version Date	Bill Version
2019-02-13	Introduced

Next => Select Recipient

7. When the bill has been assigned to a legislative committee, the committee will be listed. In this example, the bill has been assigned to the Senate Human Services Committee.

- a. Click to select committee that you want to receive your letter.
- b. If applicable, you can also opt to notify the staff of the bill's author.
- c. Click "Next => Select Client"

Committee Author Staff

Committee(s) : Selected Bill Does not have any author staff to notify

Senate Committees

Human Services

Next => Select Client.

8. Click the box next to the name of your organization. Then click "Next => Upload Letter"

Select The Client You Are Representing

Your organization's name here

Next => Upload Letter - or - Select Other Organizations...

9. Select your position on the bill. In this example, we've selected "Support."
- Type in a subject line. For this example, we've typed "SB 285 (Wiener) - Support"
  - Click "Choose File" and select the file that contains your letter.
  - Click "Next => Review Submission"

Upload The File For Submission

Stance\* :

Support     Oppose     Support if Amended     Oppose unless Amended

Subject\* :

Letter\* :

No file chosen

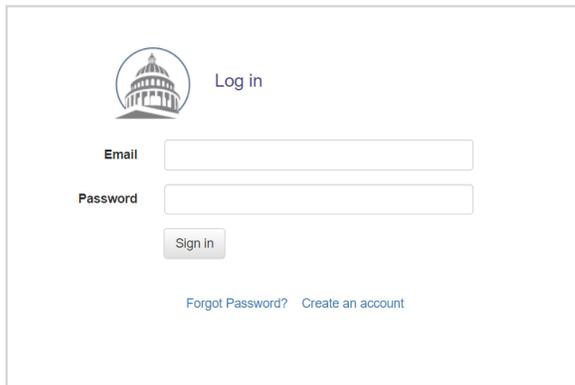
**General Letter requirements**

- Letters must be signed.
- Letters must include a reference to bill it is in reference to.
- Letters from a single organization must be on that organization's letterhead.
- Letters from multiple organizations must include the letterhead insignia for each organization.

## Submit a Letter: Individuals

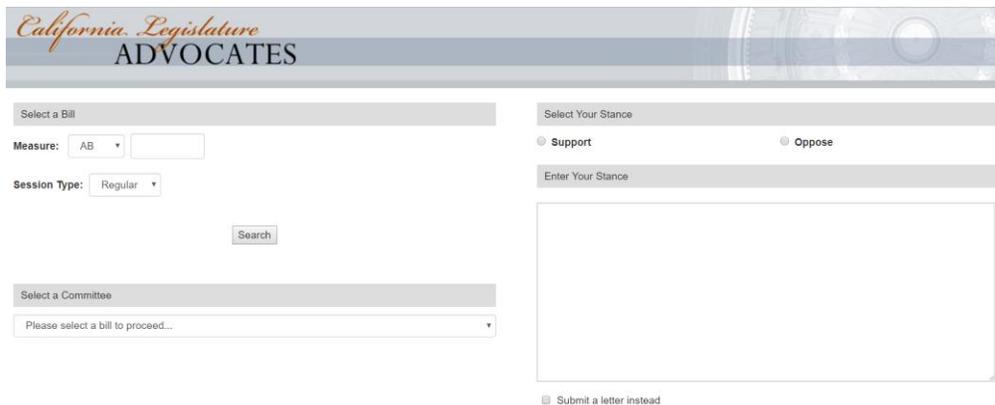
Organizations and individuals will take different steps to submit a letter. Step-by-step details for individuals are below.

1. Go to: <https://calegislation.lc.ca.gov/Advocates/>
2. Sign into your account using your email address and password.



The login form features the California State Capitol logo and the text "Log in". It includes two input fields: "Email" and "Password". Below the password field is a "Sign in" button. At the bottom of the form, there are two links: "Forgot Password?" and "Create an account".

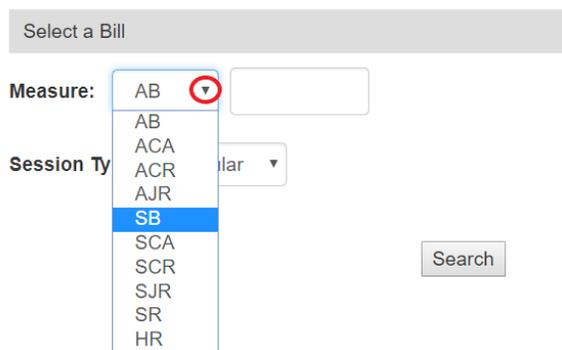
3. Once you will sign in, you will enter this page.



The main page has a header with the text "California Legislature ADVOCATES". Below the header, there are several sections: "Select a Bill" with a "Measure:" dropdown menu (currently set to "AB") and a "Session Type:" dropdown menu (currently set to "Regular"); "Select Your Stance" with radio buttons for "Support" and "Oppose"; and "Enter Your Stance" with a large text area. A "Search" button is located below the "Select a Bill" section. At the bottom of the page, there is a link that says "Submit a letter instead".

4. Select the bill you are writing about. If you want to submit letters for multiple bills, you will submit them one at a time.

Click on the down arrow to select the type of bill. The most common bill types are "SB" (Senate Bill) and "AB" (Assembly Bill).



This image shows a close-up of the "Select a Bill" dropdown menu. The menu is open, showing a list of bill types: AB, ACA, ACR, AJR, SB, SCA, SCR, SJR, SR, and HR. The "SB" option is highlighted in blue. A red circle is drawn around the down arrow icon at the top of the dropdown menu.

5. Type in the bill number and hit “Search.” In this example, we are using the bill SB 285

Select a Bill

Measure: SB

Session Type: Regular

Bill	Subject	Author
SB 285	Public social services.	Wiener

6. When the bill has been assigned to a legislative committee, the committee will be listed. In this example, the bill has been assigned to the Senate Human Services Committee.

Click on the down arrow and select the committee that you want to receive your letter.

Select a Committee

Human Services

-----Senate Committees-----

Human Services

7. Select “Support” or “Oppose” to indicate your position on the bill.

In this example, we’ve selected “Support.”

Select Your Stance

Support  Oppose

8. Type or paste the text of your letter. If you would prefer to attach your letter, click the box next to “Submit a letter instead.”

Enter Your Stance

Type or paste the text of your letter here.

Submit a letter instead

9. If you choose to attached your letter, click on “Choose File” and select the file that contains your letter.

Enter Your Stance

Submit a letter instead

No file chosen

10. Click the box next to “I am not a robot.”

Then hit “Submit.”

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Your letter has been submitted! Thank you for raising your voice about the important issues affecting individuals and families across California.**