



CA POSITION LETTER PORTAL

STEP-BY-STEP GUIDE: REGISTRATION

1 Go to the Position Letter Portal

Visit
<https://calegislation.lc.ca.gov/Advocates>

2 Click on the "Registration" Link

Alternatively, go directly to
<https://calegislation.lc.ca.gov/Advocates/faces/register.xhtml>

3 Make Appropriate Selections

a. If you respond "**yes**" to being a registered lobbyist, you will be asked to enter your **first** and **last** name so you can be paired with your Secretary of State registration.

b. If you respond "**no**", you will be asked "**Do you represent an organization, registered or otherwise?**"

- If you respond "**yes**" you will be asked to identify your organization from a list of organizations registered to lobby with the Secretary of State, or indicate that your organization is not on the pre-populated list.
 - After completing this section you will be taken to the **User Details Page**.
- If you respond "**no**" you will be taken directly to the **User Details Page**.

4 Complete User Details Page

Once on the **User Details Page**, complete the requested information to register.

5 Receive Temporary Password

Once you have completed the information, you will be emailed a temporary password. You will use that temporary password to sign in and to begin submitting position letters here:
<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

For frequently asked questions, visit: <https://calegislation.lc.ca.gov/Advocates/faces/faq.xhtml>



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STEP-BY-STEP GUIDE: LETTER SUBMISSION

1 Log into Account

Once registered, a position letter can be submitted by signing into your account at:
<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

2 Enter Bill Info

Once logged into your account, you will select “**Submit a Letter**” under the “**Activity**” header.

You will be prompted to indicate which bill you would like to submit a position on.

- You will need to indicate if the bill is an Assembly Bill (AB) or Senate Bill (SB).
- Once you have input the bill number, select “**Search.**”
- Your selected bill will appear and you will be prompted to select the Committee and/or Author Staff that you would like the position letter to be sent to. Make your desired selection and select “**Next-Select File.**”

Select a Bill

Measure : AB

Session Type : Regular

3 Select Your Position

You will be prompted to select your bill position (“**Support**”, “**Oppose**”, etc.), the *subject of your letter*, and to attach your letter.

- The *subject* should identify the bill and your position (e.g. AB 1234-Support)

4 Submit Your Letter

Select “**Review**” to verify the information that was inputted. Once verified, select “**Submit.**”

Once submitted, you may return to your profile homescreen which will display all letters previously submitted under your account.