



## Advocate Accounts

### Submit Position Letter

Go to the **Submit a Letter** page. Select **measure type** and enter **measure number**, then click **Search**. The latest **Bill Version Date** will be auto selected. Click **Next→ Select Client**. Select the **Client** You Are Representing. Click **Next→ Select Recipients** button to select the recipient(s). **Committees** and **Author Staff** are checked by default. Click **Next→ Select File**. Select a **Stance** and input the Subject text for the letter. Click **Choose File** and navigate to select a letter. Click **Review**. Select **Submit Position Letter** to send the letter.

### Submit Position Letter for Multiple Organizations

Go to the **Submit a Letter** page. Select **measure type** and enter **measure number**, then click **Search**. The latest **Bill Version Date** will be auto selected. Click **Next** button to select the recipient(s). Click **Next→ Client** button to select **Client Organizations**. If organizations are not listed, click the **Select Other Organizations** link. Select the check box next to each organization that is listed in this letter. Click **Next→ Select Recipients**. **Committees** and **Author Staff** are checked by default. Click **Next→ Select File** button to upload letter. Select a **Stance** and input the **Subject** text for the letter. Select **Choose File** and navigate to the letter to be uploaded. To confirm and submit, click the **Review** button. Select **Submit Position Letter** to send the letter.

### View Submitted Letters Listing

Go to **Account Management** page by clicking on the **Manage my account** button. Select **View your document submission history** button. You can also view the list of the 10 most recent document submissions from the Home page.

### Change Email Address

Go to the **Account Management** page. Click on the **Request email address change** button. Input the new email address and select **Request Email Change**. An email will be sent to the new email address with a link to complete the email address change.

### Update Organization

Go to the **Account Management** page. Select **Update organization details**. Modify organization information and select **Submit**.

### Change Password

Go to the **Account Management** page. Select **Change your password**. Input the **Old password**. Input the **New Password** twice and select **Change Password**.

### Change Address

Go to the **Account Management** page. Select **Change your address**. Modify information and select **Submit**.

### Update Profile Picture

Go to the **Account Management** page. Select **Request Updated Profile** image. Select **Request Update**.

*(For Individual Accounts, please see page 2)*



## Individual Accounts

### Submitting Notes or Position Letter

Select **measure type**, enter **measure number** and select **Session Type**. Click the **Search** button. Select the appropriate **Committee** and **Stance**. Input a note message in the note box or select **Submit a letter instead** checkbox to upload a letter. If you check to **Submit a Letter** and pop up appears asking **Do you wish to represent an organization?** Select **No**. Select **Submit** to send the letter.

### Edit Account option for Individuals

Select the **Edit Account button** from the top-right navigation menu. Modify account information and select **Submit**.

### Change Password

Click **Change password** link. Input the **Old password**. Input the **New Password** twice and select **Change Password**.