

How to Submit a Position Letter

All Letters

- Are due by **3:00 p.m. seven (7) calendar days before a scheduled hearing** in order to be considered in the analysis.
 - *The hearings have not been set yet. HOWEVER, start submitting your papers now so you (1) you not scrambling once they are and (2) you give them time to review and consider your points.*
 - *Be sure to be following @factslawtruthjustice, @ca_freedom_keepers, @perk_group and/or @avoiceforchoice so you know when the hearings are scheduled and can respond to Calls to Action (“CTA’s”).*
- Letters must clearly indicate position – “Support” or “Oppose” – letters containing “concerns” or “conditional support will not be listed on the analysis.
- Submit letters only once unless bill is subsequently amended causing uncertainty as to the organization's present position.
- Submit via the Legislature’s [Advocacy Portal](#) [“Submit Position Letter”] and/or Mail to: Senate Health Committee, State Capitol Room 2191, Sacramento, CA 95814.

How to Submit Online Via the Portal

1. Identify the bill(s) you want to Support or Oppose.
2. Go to the [California Legislature’s Position Letter Portal](#) and create an account.

If you are the head of an organization, please register as an individual and as an organization and submit your papers on behalf of both.
3. Select “Measure Number” (means bill number, e.g. AB1993, SB866).
4. Select “Session Type” (Regular Session).
5. Hit “Search” button.
6. Select the Committees to submit to.

There will be a drop down with all the committees that the measure has been assigned to.
Please submit your statements to each one listed.

7. Select your stance (Support or Oppose).
8. Input note message in the note box AND/OR attach your letter.

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9. Complete the Captcha and select the “Submit” button.
10. Repeat for each committee and each bill.
11. For more detailed steps please
 1. Watch this 3 min video from the CA Legislature’s [“How to Submit a Letter”](#)
 2. Visit their [FAQ’s Section](#)
 3. Review the Legislature’s [Advocacy Quick Reference Guide](#)

Notes for Organizational and/or Coalition Letters

1. Must be on letterhead with signature and title of an official of the organization.
2. Include all logos, signatures, and titles for all organizations in the coalition.