

GUIDE TO USE GENERAL ASSEMBLY WEBSITE TO SUBMIT TESTIMONY OR SET UP TRACKING LIST

General Assembly Website: <http://mgaleg.maryland.gov>

To testify at a hearing of either the House or Senate you must set up an “MyMGA” account

To set up an account:

Go to the homepage of the GA website. In the upper right corner click on the icon “MyMGA”

At the MyMGA page click on “Create a MYMGA account”.

Fill out your personal information and if you are representing an organization enter the organization name. Enter your e-mail and set a password. Save your sign up. Remember to use your name exactly as you will use it for your testimony. When you join a Zoom meeting to testify orally your name must match your name that you use to register your MyMGA account.

Once you have an MYMGA Account You can do two different activities. You can “sign up” to testify; and/or you can set up one or more Tracking List(s) for legislation for which you want to monitor progress throughout the session.

Signing up for testimony must be done 2 work days prior to the hearing date for House bills and one work day before a Senate hearing. You can sign up between the hours of 8 a.m. and 3 p.m.

To “sign up” to testify: Sign into your MyMGA account.

Click on the “Witness Sign Up” button. Find the committee hearing you wish to testify at and then find the bill you wish to testify on.

Click on the small text box to the left of the bill number. A check mark will appear.

Tab to the “organization” text box and enter your organization or enter “self” to testify as an individual.

Tab to the “position” box and choose the appropriate position: Favorable, Favorable with Amendments or Unfavorable.

Tab to “Type of Testimony” Choose either: Oral, Written or Both. In 2023 you can choose Oral In-Person or Oral-Virtual. You cannot change your choice once the sign up time expires.

Tab to “Upload Testimony” if you are submitting written testimony.

Clicking on this tab will bring up the screen for you to select your file with your written testimony from your computer. REMEMBER: **THE FILE MUST BE SAVED AS A PDF** file or the system will not accept the file.

Next: **CLICK SAVE.**

To be sure your sign up is in the system – Click on “Signed Up Items” and review that there is a “check mark” in the box to the left of the bill number, and that your position on the bill is correct and the file is uploaded. You can print the list of bills for which you have signed up. **CLICK SAVE AGAIN.**

What if you sign up for Oral testimony and decide you want to add written testimony? Write your testimony and save it as a pdf file. Sign in as above. Go to "Edit Sign Up".

Tab over to "Type of Testimony" Scroll down and click on both. Tab over to upload files and continue as above. **REMEMBER CLICK SAVE.**

The number of people accepted for oral testimony is limited. In general, in the House there is a limit of 50. But sometimes the Chairman will choose a smaller number of people for oral testimony. If you are approved to give Virtual oral testimony you will receive an e-mail the day before the hearing with the subject: "Invitation to Zoom hearing for bill number". The link to the Zoom hearing will be in the body of the e-mail. At the appropriate time** click on the Zoom link and you will be in the "waiting room" you can hear and see the testimony. The Chairman will call on you and you can unmute your microphone and provide your testimony.

The agenda giving the order in which bills will be heard is posted on the committee meeting site the day before the hearing. It is helpful to make a copy of order of the bills. However, sometimes the Chairman will alter the schedule at the beginning of the hearing. You can view the hearing by clicking on the utube symbol in the upper right=hand corner of the GA homepage. Choose the appropriate committee and day. **When the bill before the bill you plan to testify on Is called, go to your e-mail and click on the link for the hearing.**`

After you testify, you will need to return to the utube to view the remainder of the hearing.

To Set Up a Tracking List

Sign in as above.

Choose Tracking List. Give the List a name.

Then Click on Edit List.

Go down the list of bills and click on the small text box to the left of the bill numbers that you want on your list. You can set up multiple lists.

When you have selected all of the bills you want to monitor. Click Save. Then choose if you want to receive daily e-mails on the list or if you only want to be notified of changes (hearing date, action by the committee, etc.) or you can choose "No" to emails.

If You choose "no" to receiving e-mails, you can sign into your account and choose "Run Report" for the list that you want to check on the progress of the bills and print out the list with updates.

REMEMBER CLICK SAVE.

If later you decide you don't need to follow some of the bills on your list. You can sign in to your lists and click on Edit list and "unclick" the checkmark to the left of the bill number and take that bill off your list.

Remember to "SIGN OUT" each time you leave the MYMGA system.