

Creating an Account:

Step 1:

Visit this website:

<https://mgaleg.maryland.gov/mgawebsite/>

Step 2:

At the top right of the page, click the red box that says "My MGA"



Step 3:

Click "Register"

Step 4:

Fill out the required fields:

First Name

Last Name

E-mail

Password

Confirm Password

Note: When you sign up, a confirmation email will be sent to your email account. Please make sure you sign up with a working email address, otherwise you won't be able to register an account, and you won't be able to submit testimony. You need to follow the instructions in the email to complete the registration.

Step 5:

You will receive an email from the State of Maryland. It will alert you that you have to click the link provided (**link valid for only 24 hours**) to complete the registration. **Click that link.**

Note: If you do not receive an email within minutes of signing up, please check your spam folder in your email.

Step 6:

When clicking the link, it should re-direct you to the Maryland General Assembly website. It will inform you that you have successfully created an account.

To get started and submit testimony, click:

“Click here to sign in”

If the link does not re-direct you, please go to the link from Step 1.

<https://mgaleg.maryland.gov/mgawebsite/>

Logging in to your account:

Step 7:

Enter your email and password to log in:

If you do not see where to log in, please click the “MY MGA” button at the top of the website (on the right)



Using the Website:

Step 8:

At the top of the page on the General Assembly website, you will see a Search Bar where you can type words in. Here you will be able to locate and find the bills you are looking to submit testimony for:

Enter the bill number you are looking for. Remember to type in HB or SB before the number. HB stands for House Bill and SB stands for Senate Bill. We are looking for:

- SB
- HB

Note: For each hearing, there are specific days and times for when you can submit written testimony and sign up to provide oral testimony. Below are the timeslots:

Senate Hearing (Occurring on)

- **You will only be able to submit written testimony and sign up to provide oral testimony on**

House Hearing (Occurring on)

- **You will only be able to submit written testimony and sign up to provide oral testimony on**
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How to submit Testimony:

Step 9:

- a) If you aren't on the General Assembly website, visit this link:

<https://mgaleg.maryland.gov/mgawebiste/>

- b) Click the "MY MGA" button at the top right portion of the webpage and sign in with your account information.



- c) Upon clicking the "MY MGA button", a drop-down list of options should show up. Click the second option where it says, "Witness Signup".
- d) Upon clicking "Witness Signup", all the bills that testimony can be submitted for in the coming day(s) will be listed. Both House and Senate bills.
- e) Locate the relevant bill you want to submit testimony for (SB0443 or HB0403). Each Committee will show what bills are available to submit testimony for in that relevant Committee. Make sure to check both the House and Senate Committees for the bill.

- f) **Once you find the specific bill you want to submit testimony for, you will have to fill in and click a few things: You will see the bill number, the Delegate/Senator who sponsored the bill, and a brief title of the bill. To submit testimony, make sure you are filling out the information underneath the right bill number: You must:**

- Type in your specific organization, or "none" if you are submitting testimony as an individual.
- Click the drop-down button that says "Position". You will click what position you are taking on the bill.
- There will be a drop down button that says "Testimony". Click that drop down button and click the type of testimony you will be providing. You have the option for, "None", "Written", "Oral", "Both".
- You are then ready to submit your testimony. You must then click the "Upload File(s)" button:
- Click "Choose Files" and then you must click and attach the proper file from your computer/phone/device.
- Click "Ok" after attaching the file(s)

Note: Written files must be submitted in a pdf format. The Coalition can help with creating a PDF if you need.

*******VERY IMPORTANT STEP*******

- After uploading the file, scroll up to the top of the page and click the **"Save"** button.

After scrolling all the way up on the website, this save button should be towards the upper left-hand portion of your screen under the words "Witness Signup"

Note: If you do not click the "Save" button, your testimony will not be submitted.

Check to see if your testimony was submitted:

- After the testimony is uploaded and saved, click the button that says: "Signed Up Items". This button is underneath "Witness Signup", near the Save button. Upon clicking the "Signed Up Items" button, the website should show you the bill and the relevant information of what you submitted. If it does not show up there, try refreshing/reloading the website by right clicking on your mouse and clicking refresh/reload. If it does not appear, there is no guarantee that your testimony was submitted. To try again, please go through each step found in Step 9.