Advocate Account

Submit Letter

Go to the **Submit a Letter** page. Select **measure type** and **measure number**. Click the **Search** button. Select the appropriate **Bill Version Date, Committee** and **Stance**. Input the S**ubject** text for the letter. Select **Choose File** and navigate to the letter to be uploaded. Select the **Client** organization that is sending this letter. Check **I'm not a robot** box and follow the pop up box instructions. Select **Submit Letter** to send the letter.

Submit Letter for Multiple Organizations

Go to the **Submit a Letter** page. Select **measure type** and **measure number**. Click on the **Search** button. Select the appropriate **Bill Version Date, Committee** and **Stance**. Input the S**ubject** text for the letter. Select **Choose File** and navigate to the letter to be uploaded. Select the OTHER… in the **Client** section. Click on **Select Organizations…** box. Select the check box next to each organization that is submitting this letter. Check the **I'm not a robot** box and follow the pop up box instructions. Select **Submit Letter** to send the letter.

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.**

Change Email Address

Go to the **Account Management** page. Select **Request email address change**. 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.

View Submitted Letters

Go to the **Account Management** page. Select **View your document submission history**. This will display   Modify information and select **Submit.**

Update Profile Picture

Go to the **Account Management** page. Select **Update your profile image**. Select **Choose File** and navigate to the image you want to upload. Select **Upload** to upload the new image.

Update Organization

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

Constituent Account

Submitting Notes

Select **measure type**, **measure number** and **Session Type**. Click on the **Search** button. Select the appropriate **Committee** and **Stance**. Input note message in the note box. Check **I'm not a robot** box and follow the pop up box instructions. Select **Submit Letter** to send the letter.

Edit Account

Select **Edit Account.** 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.**