



Committee Services - Quick Reference Sheet

Advocates Website

<https://calegislation.lc.ca.gov/Advocates/>

Advocate Account

Submit Letter

Go to the **Submit a Letter** page. Select **measure type** and **measure number**. The latest **Bill Version Date** will be auto selected. Click **Next** button to select recipient. **Select the Committee** and **Author Staff** who will receive the letter. Click **Next** button to select the **Client** organization that is sending this letter. Click **Next** button to upload the letter. Select a **Stance** and input the **Subject** text for the letter. Click **Choose File** and navigate to select a letter. Check **I'm not a robot** box and follow the pop up box instructions. Select **Submit Position Letter** to send the letter.

Submit Letter for Multiple Organizations

Go to the **Submit a Letter** page. Select **measure type**, **measure number** and appropriate **Bill Version Date**. Click Next button to select the **Committee** and **Author Staff**. Click the Next button to select clients. Click the **Select Other Organizations** link. Select the check box next to each organization that is submitting this letter. Click Next 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 Next button. Checkmark the **I'm not a robot** box and follow the pop up box instructions. Select **Submit Letter** to send the letter.

View Submitted Letters

Go to **Account Management** page by clicking Manage my Account. Select **View your document submission history**. You can also view recent document submissions from the Home page.

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.

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

Constituent Account

Submitting Notes or Position Letter

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 or select **Submit a letter instead** checkbox to upload a letter. Check **I'm not a robot** box. Select **Submit Letter** to send the letter.

Edit Account

Select **Edit Account** from 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**.