

A Step-By-Step Guide to Submitting Written Testimony for the Maryland General Assembly



- 1) In order to submit written testimony (or provide oral testimony), you must **create a MyMGA Account** through the Maryland General Assembly website.
 - a. Navigate to <http://mgaleg.maryland.gov/mgawebsite>
 - b. Click on the "MyMGA" icon on the top right-hand corner
 - c. Click "Create a MyMGA Tracking Account" or click "Register"
 - d. Enter the requested information in the required fields
 - i. Required fields are denoted by a "*"
 - e. Click "Register" at the bottom of the page
 - f. Navigate to the email account you used to register your MyMGA Account with and complete the confirmation steps
 - g. At this point, you've fully created a MyMGA Account. You can exit your browser or continue to sign in using your email and password

To see a visual step-by-step guide of how to create an account, go to this website:
<https://mgaleg.maryland.gov/mgawebsite/Information/VideoTutorials>
Scroll until you find the "MyMGA New Account" video

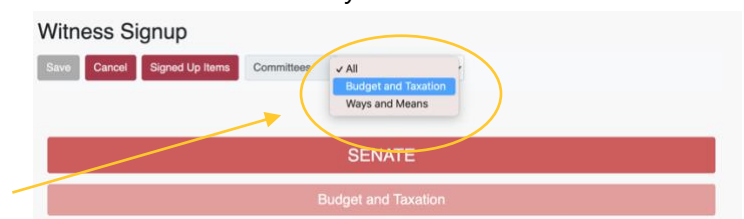
- 2) Once you've signed into your MyMGA Account, navigate to the **Witness Signup page** using the menu on the left hand.

This is what the Witness Signup page looks like after clicking from the left-hand menu



- 3) **All bills that are accepting oral/written testimony will be listed on this page.** By using the committee drop-down tab, you can easily find the committee in which your bill is under

- a. If your bill is not listed under the committee you selected or on the page, that bill may not be accepting testimony at this time



Example: At this point in time, only the Budget and Taxation and Ways and Means Committees are accepting testimony

- 4) Once you've located your bill, **select a position from that bill's drop-down** (i.e. favorable, unfavorable, etc.) and what type of testimony you're going to provide (i.e. oral, written)

Bill Number	Senator	Bill Title	Position	Testimony Type
<input checked="" type="checkbox"/> SB0246	Hester	Income Tax - Angel Investor Tax Credit Program	Favorable	Written

- 5) Once you've selected written testimony, an **"Upload" button** will appear. Click this button and then click the "Select Files" button on the pop-up window
- 6) From here, navigate through your computer folders to **locate/select the files you'd like to upload** for your testimony and click open
- Files **MUST** be in PDF form for the system to save your sign up
 - You can upload up to 10 PDF files
- 7) Once you've added your files, **click "Ok"** to close the window
- If there is a check mark next to the bill number – you've successfully selected this bill
- 8) **Click "Save"** at the top of the page to save your selection and testimony
- 9) If you wish to edit your selected files after saving your selections, utilize the "Edit File(s)" button next to the bills you've signed up for
- You can add new files the same way you added the initial files
 - You can uncheck any files you wish to remove
- 10) If you wish to see a list of bills for which you're signed up for, click the "Signed Up Items" button at the top of the screen
- If you wish to make changes, click "Witness Signup", find the bill, and make the necessary changes
- 11) Click the "Save" button anytime you make changes to any of the bills you've signed up for

To see a visual step-by-step guide of how to sign up and upload written testimony, go to this website: <https://mgaleg.maryland.gov/mgawebsite/Information/VideoTutorials> Scroll until you find the "Witness Sign Up" video

If you have any questions regarding your signup or procedural information, contact the committee assigned to the bill and refer to their guidelines.

If you have any questions or comments, go to the footer at the bottom of the MGA website and select "Contact Us". Select the "Send Feedback" option to send an email to webmaster@mgadls.state.md.us

Important Notes Regarding Written Testimony

- ◆ Written testimony must, usually, be submitted two (2) days in advance of the hearing during the period of 10:00 a.m. – 3:00 p.m.
- ◆ Late testimony will not be accepted.
- ◆ The MGA website does not support Internet Explorer. Please use a different web browser to upload written testimony.