

# State of Arizona



## Arizona Legislative Information System (ALIS) & Request to Speak System (RTS)

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### ALIS

**Overview:** The Arizona Legislative Information System (ALIS) is a computer program used by legislators and staff and can also be used by the general public through the [www.azleg.gov](http://www.azleg.gov) website. The program features the ability to search for and track bills as they move through the legislative process.

### **Instructions:**

1. Log on to [www.azleg.gov](http://www.azleg.gov).
2. On the left-hand side of the homepage, under the "General Information" tab, click "ALIS Tracking."
3. This will take you to the log-in screen. If you don't already have an account, you will need to create one. Read the directions and click on the "Registration" link to create an account.
4. Create and enter a "User ID" and "password." It will also ask you to enter your "First Name," "Last Name," "Company/Agency," and "Email Address." You can enter "Self" or "N/A" if you are not representing any company or agency. Click "Submit."
5. You will be redirected back to the log-in screen. Your "User ID" should already be entered. Enter the password you created and click "Log In."
6. Once you are into the ALIS program, you will see a list of options near the top of the page:
  - **Sponsor Inquiry** – Produces a listing of bills sponsored by a legislator, which includes Prime (Sponsor), Prime Prime (Original Sponsor), or Co-sponsor. If you know the original sponsor of the bill you are searching for, select "Only Prime-Prime Bills," select the legislator's last name, and click "Begin Search."

This will generate a list of bills that originally sponsored by that legislator. You can also check the box next to “Bill Links” and “Committee Actions” to have links to the actual bill and which committees the bill has been assigned to appear in the list.

- **Keyword Inquiry** – Allows you to locate a bill by a keyword, such as “firearms, etc.”
- **Committee Inquiry** – Produces a listing of bills that have been assigned to a particular committee.
- **Personal Progress** – Allows you to maintain five separate lists of bills and generate a progress report for each bill in the lists. An alert will appear when a bill within your list(s) has been posted to a committee agenda or floor calendar.
- **Agenda Inquiry** – Allows you to view committee agendas.
- **Calendar Inquiry** – Allows you to view session calendars for the active calendar day.
- **Short Title Search** – Allows you to search for bills within its short title.
- **Bill #** - Allows you to track a particular bill's legislative progress. If you already know or have found the number of the bill you are looking for, simply type in the bill number such as “2205.” This will bring you straight to the information page for the bill. You will see links to view the status of the bill, the actual bill as it was written and its amendments, and shortened summaries of the bill.

## RTS

**Overview:** The Request to Speak System (RTS) is a computer program designed for members of the Arizona public to voice their opinions on pieces of legislation. It allows citizens to sign up as “in favor,” “neutral,” or “in opposition” to various bills and leave comments which are viewed by the Committee Chairperson while the bill is passing through committee. The comments can also be viewed by any legislator who logs into the system to view the bill.

### **Instructions:**

1. If you do not already have an account, you must create one. This can only be done by using the RTS computers at 1700 W. Washington in Phoenix, or by using the RTS computer at 400 W. Congress Ste. 201 in Tucson, or by calling that office at 520-398-6000 to have an account set up for you. **(NOTE: This is a completely separate account from your ALIS account. ALIS login information will not work on the RTS.)**
2. If you prefer to set up an account by calling the Tucson office, you will be asked to provide your email address. An email will be sent to that address with a temporary password which you can change once you are logged into your account on RTS. **Only once you receive the email, can you proceed.**
3. Log on to [www.azleg.gov](http://www.azleg.gov).
4. On the left-hand side of the homepage, under the “FAQ” tab, click “New: Request to Speak” which is highlighted in red. You will be re-directed to a page with brief

instructions on how to use the RTS. To launch the RTS application click the “Request to Speak” link at the bottom of the instructions.

5. Your username will be your email address and use the temporary password provided to you in the email to sign into your account.
6. Once you are logged in, you may begin commenting on bills. On the left-hand side of your RTS homepage is a list of options. If you know the bill number click on “New Request.” Next to “Search Phrase,” enter the bill number.
7. You may also change your account settings to appear as an “Arizona registered voter.” Just click on “Settings” at the top right of your screen, then “Account Management,” “Update Personal Information,” and click on “Yes” you would like to be identified as a registered voter. It will ask you to input your Date of Birth, Voter ID number, AZ Driver’s License number, and the last four digits of your social security number. Then click “Update Personal Information” to update.

### **Questions**

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