

How to Submit Position Letter

Create an account with [California Legislature Position Letter Portal](#): The Legislature will only accept letters received through an online portal system called California Advocates.

- Create an account [here](#) if you do not already have one.
- Follow the prompts and fill out the necessary information to set up your account.
- Once you've set up your account, please follow the steps below to begin the letter submission process.

Create a letter of support: There is a sample letter on the next page for your reference. Please place the content of the sample letter on your own organizational letterhead, include a signature, and tailors desired to reflect the perspective of your organization and/or why this bill is necessary. Personal stories are important!

Submit a letter of support: Once signed into the portal:

- Select the "Submit a Letter" (top left corner).
- Enter the bill number (AB 2160 and session type (Regular). Select "Search."
- Ensure that the proper bill has populated and select "Next."
- On the "Submit Letter as" page, either select or enter your organization.
- Ensure that the **Assembly Health Committee** is selected. This will ensure that the appropriate legislative staffer will receive a copy of your letter. Select "Next."
- Upload your letter, select "Support" under "Stance," and enter a subject line.
- You will be prompted to a final "Review Your Submission" page where you can make sure the information you entered is accurate.
- Once you've done so, select "Submit."
- Please also email a copy of your letter of support to Sarah Diaz, at sdiaz@calwic.org.