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**Step by Step Instructions to Submit a Letter for CA AB 1412 (Hart) Pretrial Diversion Bill for Borderline Personality Disorder**

1. **Download and Update the Emotions Matter, Inc. Letter Template** by customizing all highlighted areas. The template can be found here: (INSERT LINK)
2. Once the letter is updated, **download the updated/customized template** to your computer.
3. Go to the **California Position Letter Portal:** <https://calegislation.lc.ca.gov/Advocates/>
4. **Create an account**- You will find this at the bottom right corner of the Sign In Section



1. **Answer the Registration Questions**. Here is how to answer registration questions:

REGISTRATION STATUS: Are you a registered lobbyist? **Answer**: NO

ORGANIZATION STATUS: Do you represent an organization, registered or otherwise?

**Answer NO**- if you are representing yourself

**Answer YES**- If you are from an organization

ORGANIZATION DETAILS: Enter- Emotions Matter and click “Emotions Matter Inc.” when the drop down appears.

1. Click “Proceed”
2. **Fill out your personal information and choose your password security** question and answer.
3. Click “Register”
4. **After your registration is complete, you will be sent an email** (to the email address you used to register) with your username and temporary password.
5. **Go back to the browser with the California Legislature Portal** or go back to the website: <https://calegislation.lc.ca.gov/Advocates/> , type in your username (email address) and **copy/paste the temporary password** from the email you just received.
6. **Create your own password** once you are brought to the account setup page. Follow the instructions for your password and click “Change Password”
7. Welcome to your activity homepage- You are now ready to submit your letter.
8. In the **Select a Bill section,** Measure is **AB**. Type in **1412**. Keep the Session Type as Regular.



1. Click “Search”
2. This should pop up once you hit search:



1. FOR STANCE: Click “Support”
2. **Click Submit a letter instead**

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1. Select “**NO**” if representing yourself to “Do you wish to represent an organization?”
2. Under Letter Section: Choose the file (letter template you just customized and downloaded) you wish to download.
3. Click “Submit”.
4. Click on this <https://forms.gle/ePY1tADsy5c2fySAA> to inform Emotions Matters and National Education Alliance for Borderline Personality Disorder to let us know that you completed the form.