

**ZOE LOFGREN, CALIFORNIA**  
CHAIRPERSON

MARY GAY SCANLON, PENNSYLVANIA  
VICE CHAIRPERSON

JAMIE RASKIN, MARYLAND  
G.K. BUTTERFIELD, NORTH CAROLINA  
PETE AGUILAR, CALIFORNIA  
TERESA LEGER FERNANDEZ, NEW MEXICO

JAMIE FLEET  
STAFF DIRECTOR

One Hundred Seventeenth  
Congress of the United States  
House of Representatives

**COMMITTEE ON HOUSE ADMINISTRATION**

1309 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-6157  
202-225-2061 | CHA.HOUSE.GOV

**RODNEY DAVIS, ILLINOIS**  
RANKING MINORITY MEMBER

BARRY LOUDERMILK, GEORGIA  
BRYAN STEIL, WISCONSIN

TIM MONAHAN  
MINORITY STAFF DIRECTOR

May 5, 2021

Dear Colleague:

This letter may look like every other group Member letter that has come across your desk, but it is actually the first letter in a new era for Congressional sign-on letters. The Committee on House Administration is proud to announce that the House has officially adopted Quill, a proven e-signature platform designed to make your office more productive.

As elected members of the U.S. House of Representatives, we regularly draft and sign group and individual letters to express our views, elevate issues and ask critical questions. This process often involves hours of staff and intern time to call around and see who covers certain issues, format letters and walk the halls of the House office buildings to gather supporting signatures.

We're writing to let you know that the days of your staff roaming the halls of the House office buildings to collect signatures are gone. With the new e-signature application Quill, offices can now share letters, collect supporting signatures and track the progress of the letter signing process from start to finish without ever making a phone call or visiting another office. This service is offered by the CAO and is free for all Member offices and committees.

Quill was originally developed by the Senate, where it is already in use. It has been modified and custom-built for the House and is available through the Office of the Chief Administrative Officer. Quill allows your staff to easily upload and format letters, collect and organize signatures, track who has signed letters and publish letters in one easy-to-use web application.

This bipartisan letter from the Committee on House Administration that you are currently reading was uploaded, formatted, circulated and signed using Quill.

All House offices can now enroll to use this application. We recommend you join us and save your staff the time and effort involved in collecting and formatting signatures for correspondence so they can focus on more impactful work. The Office of the Chief Administrative Officer is available for trainings and tutorials, and there is in-line help integrated throughout the application.

The Committee on House Administration is committed to working with our institutional partners to streamline the operations of the House. New technology-driven solutions like Quill are a key element of these efforts, and we are excited to see it officially rolled out to the House community.

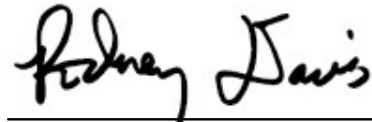
To enroll your office in Quill today, visit <https://housenet.house.gov/Quill>.

Sincerely,



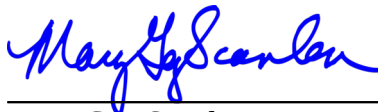
---

Zoe Lofgren  
Member of Congress  
Chairperson, Committee on  
House Administration



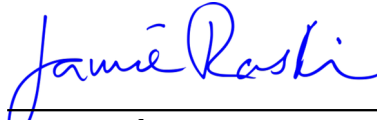
---

Rodney Davis  
Member of Congress  
Ranking Member, Committee  
on House Administration



---

Mary Gay Scanlon  
Member of Congress  
Vice-Chairperson, Committee  
On House Administration



---

Jamie Raskin  
Member of Congress



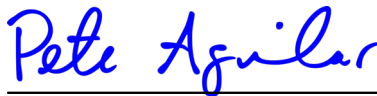
---

Barry Loudermilk  
Member of Congress



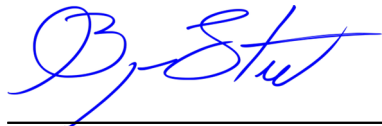
---

G.K. Butterfield  
Member of Congress



---

Pete Aguilar  
Member of Congress



---

Bryan Steil  
Member of Congress



---

Teresa Leger Fernández  
Member of Congress