Idaho Legislature
MY Bill Tracker
User Manual

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Idaho Legislature – My Bill Tracker

Overview

My Bill Tracker is a real-time web-based bill tracking system that allows users to follow and track legislation throughout the legislative bill process. By maintaining lists of legislation, users are able to follow the progress of the legislation they are interested in without having to sort or search through an entire years' worth of work from the legislature. This web-based application is available at no charge to its users.

By creating multiple lists, users are able to categorize the legislation they wish to track. For example, grouping all Taxation related bills on one list, and all Education related legislation on another. Legislation can also be added to multiple lists, moved from one list to another, or copied from one list to another. For example the same bill might be included in lists regarding Taxation, Transportation, and Agriculture.

You must have a valid email account to sign-up / login to use the Idaho Legislature Bill Tracker program. My Bill Tracker program will allow you to create and maintain personalized lists of legislation to track, you can choose to be notified by email when a new action occurs on any of the bills on your list(s), add your own notes to bills on your lists, and print your list(s). The notes you enter regarding a particular piece of legislation are personal to you, and are not visible to other users.

Note: E-mail notifications are sent once per day and only if action is taken on tracked bills and/or resolutions, proclamations, and memorials. If no action is taken, e-mail notification will not be sent.

Getting Started

From the Idaho Legislature home page http://legislature.idaho.gov/ click on the My Bill Tracker link.

Note: you must have a valid email account to register / sign up for this service.

Sign / Login to My Bill Tracker

If this is your first time visiting "MyBillTracker" you will need to register / create an account before you can sign in and create tracking lists.

If you have already created an account sign in by typing the Email / password you registered with and click on the "Login" button.
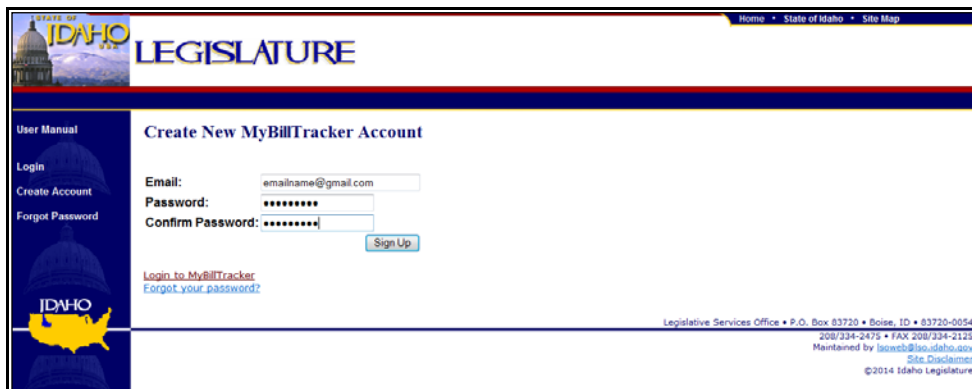

Creating an Account

You must have a valid email account to create / sign up for MyBillTracker.

1. Click on the "Create Account" on the left menu bar or the hyperlink "Create New MyBillTracker Account" at the bottom of the page.
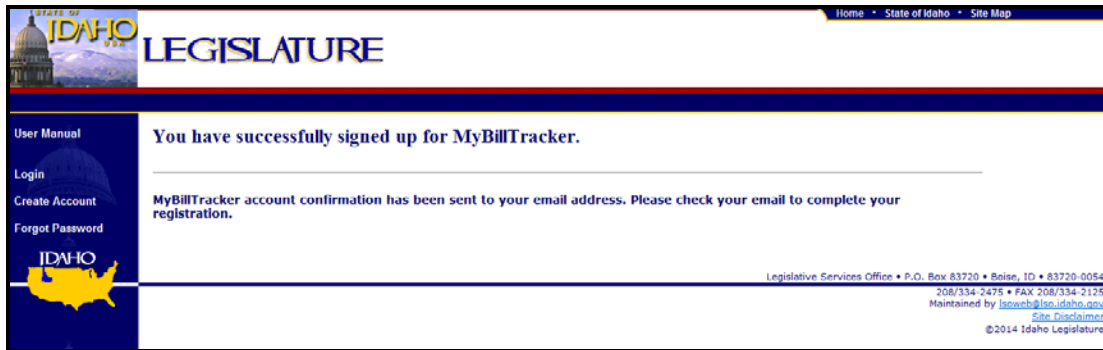
The "Create New MyBillTracker Account" screen will be displayed.

1. Email: Type in a valid email address
2. Password: Type in a password
3. Confirm Password: Type in the same password
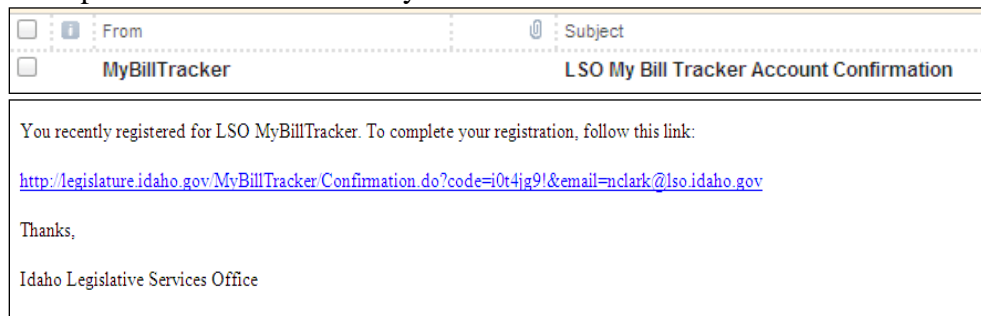4. Click on the "Sign Up" button.

The following screen will be displayed. **Close** this screen and check your email to continue registering.

Signup / Register and Email Notification

You will see an email from MyBillTracker with a subject of LSO My Bill Tracker Account Confirmation. ***If you do not see this email in your in box, please check your junk or spam folder(s).***

Example of Email notification you will receive

You recently registered for LSO MyBillTracker. To complete your registration, follow this link:

http://legislature.idaho.gov/MyBillTracker/Confirmation.do?code=i0t4jg9!&email=nclark@lso.idaho.gov

Thanks,

Idaho Legislative Services Office

1. Click on the link in the email notification; you will automatically be logged in to your account and taken to the "My 2011 Bill Tracking Lists" screen where you will create your tracking list(s) and add available bills.
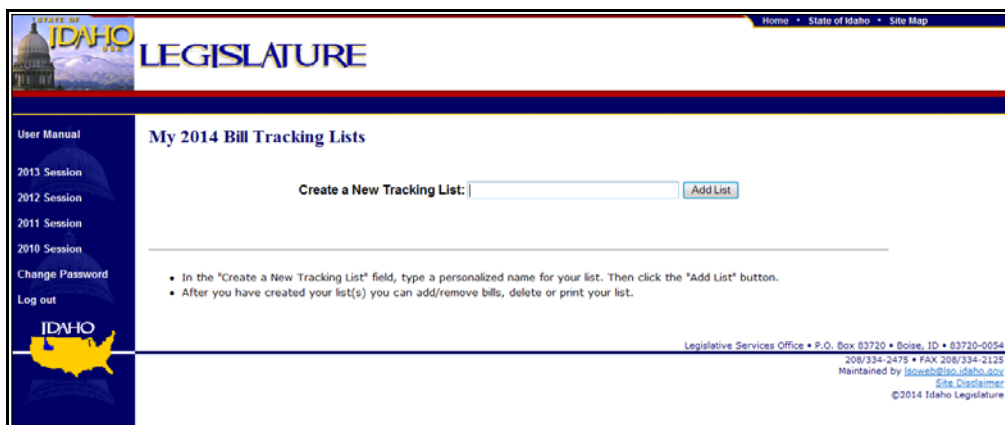
Creating a Tracking List

1. In the "Create a New Tracking List" field, type a personalized name for your list
    Example: *My Education Bills* or *My Bills*
2. Click the "Add List" button.

You can create additional lists at this time or at a later date / time after logging into your account.

Example of two lists created.

Selecting to Receive Email Notification(s)

E-mail notifications are sent once per day *and* only if action is taken on tracked bills and/or resolutions, proclamations, and memorials. If no action is taken, e-mail notification will not be sent.

If you wish to receive daily email notification when / if actions occur on any bills in your list check the "Add Email Notification" check box for the list(s) in which you wish to be notified. Note: you can come back and select / de-select email notifications at any time.

Adding / Removing Bills
After you have created your list(s) you can add/remove bills, delete or print your list. Note: you must add bills to your list before clicking on the "Print" link, otherwise the list will be blank.

1. Click on the "Add/Remove Bills" link <u>within the row</u> of the list you wish to add/remove bills.

The "Add" bill screen is made up of two columns, the first column on the left of the screen is a list of bills that have been introduced by both House and Senate and available for tracking, the column on the right will be your list / the bills you choose to track. As you add bills to "your" list those bills will be removed from the "Add" bill list.
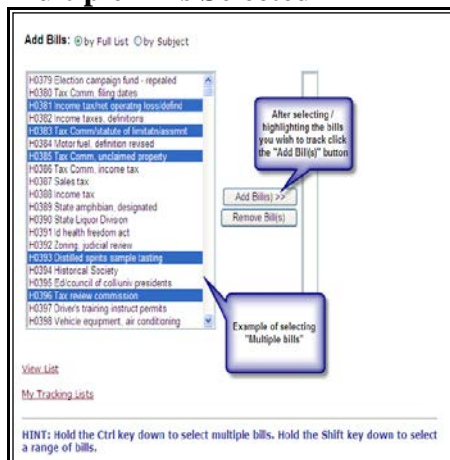
Selecting Bills by Full List

You can choose to select bills "by Full List" or "by Subject"; by default the full list will be selected. The full lists are all bills that have been introduced by both the House and Senate, this list can / will get quite large. If you know the subject / topic of the bill(s) you wish to track select the "by Subject" option; this option will list all bills related to the subject / topic you select. See Selecting Bills by Subject.
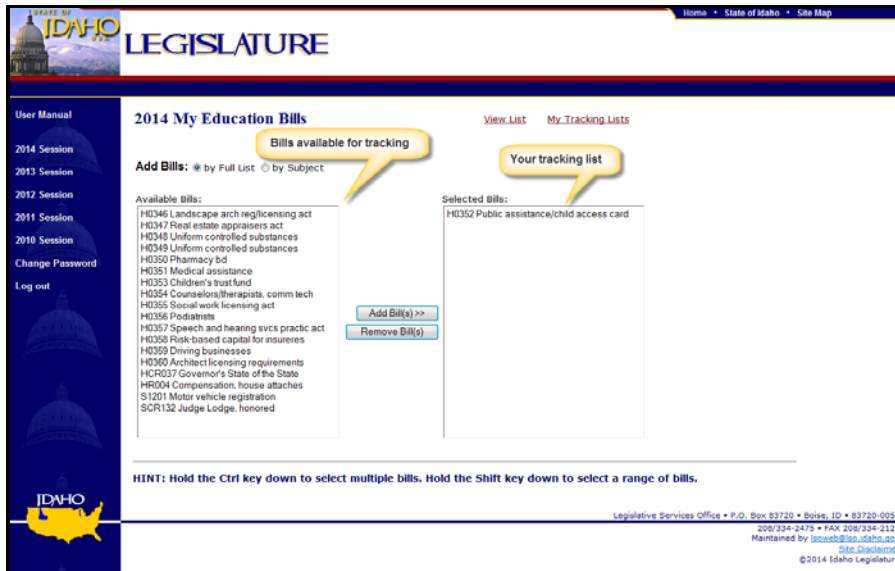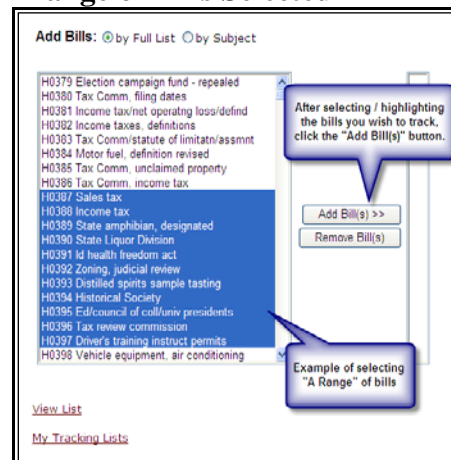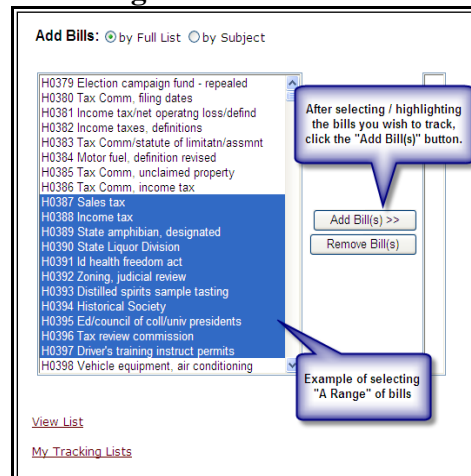

Select bills
a.   Click on the "Add Bill(s)" button **or**
b.   Select multiple bills by, holding the **Ctrl** Key down and using your mouse click on each bill you wish to add to your list. Click on the "Add Bills(s)" button **or**
c.   Click on the first bill you wish to add to your list, hold the Shift key down and click / select on the last bill you wish to add to your list. Click on the "Add Bill(s)" button.

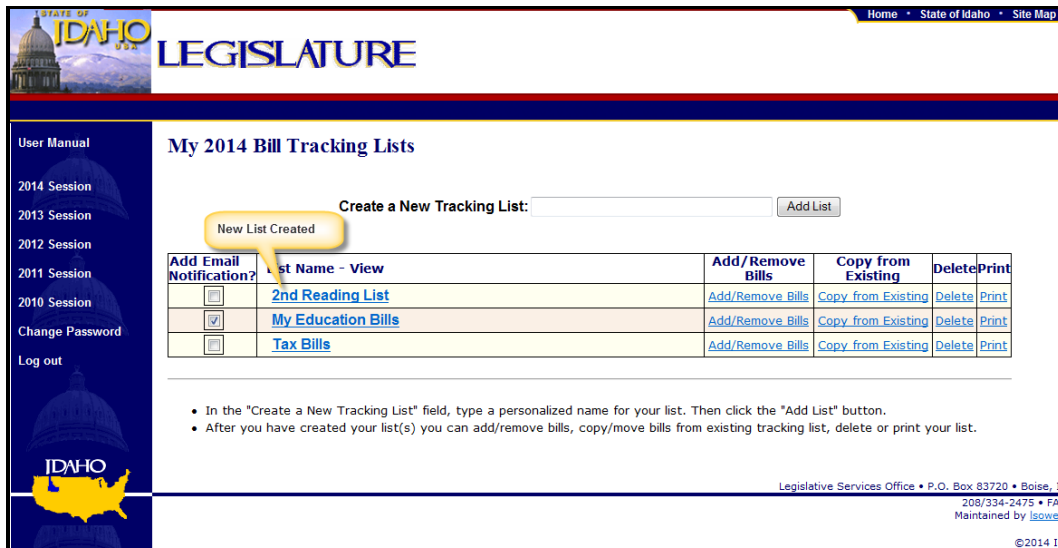**Multiple Bills Selected**   **Range of Bills Selected**

Note: As you add bills to "your" list those bills will be removed from the "Add" bill list. This is list specific.

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Selecting Bills by Subject

This option lists bills that have been indexed to specific subjects / topics by the Legislative Research Library. If you know the subject / topic of the bill(s) you wish to track select the "by Subject" option; this option will list all bills related to the subject / topic you select if the bills have been indexed to the selected subject / topic. When tracking by Subject, check back often to see if new bills have been added to the subject of interest; you will need to add new bills to your list as they become available.

1. Click on the "by Subject" option
2. Click on the drop down box and begin to type the subject, select the subject, click search, bills relating to that subject will be displayed.
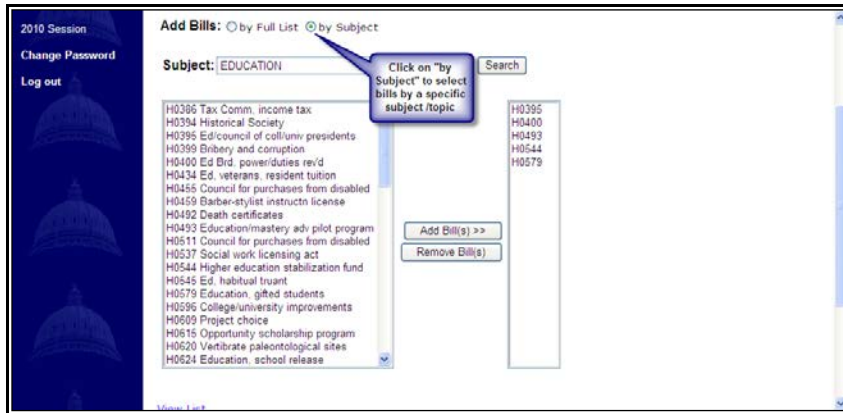
3. **Selecting Bills**
   a. Click on the "Add Bill(s)" button **or**
   b. Select multiple bills by, holding the **Ctrl** Key down and using your mouse click on each bill you wish to add to your list. Click on the "Add Bills(s)" button **or**
   c. Click on the first bill you wish to add to your list, hold the Shift key down and click / select on the last bill you wish to add to your list. Click on the "Add Bill(s)" button.

Multiple Bills Selected	**Range of Bills Selected**

Note: As you add bills to "your" list those bills will be removed from the "Add" bill list. This is list specific.

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Copy or Move Bills from one list to another

You must first have a list or create a "new" list to copy or move your bills to (**see page 5**) for creating lists. After you have created your list(s) you can **copy** or **move** bills from one list to another list delete or print your list(s).

In the example below, a new list called "**2nd Reading List**" has been created; bills will be copied to this list.

1. Click on the "Copy from Existing" link <u>within the row</u> of the list you wish to copy or move bills **_to_** (this would be the new list you just created (or an existing list you wish to copy bills to).

2. From the "Copy from Existing Tracking List" drop down, select the list you wish to copy or move bills **_from_**

The "Copy From" bill screen is made up of two columns, the first column on the left of the screen is a list of bills that exist on the list you selected to "copy from", and the column on the right will be the list you choose to copy or move bills *to*.

Note: if you click "Copy Bill(s)" button, the bills will remain / exist on both lists, if you click "Move Bill(s)" button, the bills will be "moved" from the "from" list and only exist on the "Added to" list.

3. **Selecting Bills**

   a. Click on the "**Copy Bills(s)**" or **"Move Bills"** button **or**
   b. Select multiple bills by, holding the **Ctrl** Key down and using your mouse click on each bill you wish to Copy or Move to your list. Click on the "**Copy Bills(s)**" or **"Move Bills"** button **or**
   c. Click on the first bill you wish to add to your list, hold the Shift key down and click / select on the last bill you wish to add to your list. Click on the "**Copy Bills(s)**" or **"Move Bills"** button.

4. The "Remove Bill(s)" button, removes bills from the "Bills Added to:" list (right column), if you wish to remove bills from the Available bills (left column), you must either move the bills or edit the list from the "My Tracking Lists" screen.

Note: if you click "Copy Bill(s)" button the bills will exist on both lists, if you click "Move Bill(s)" button the bills will be "moved" from the "from" list and only exist on the "Added to" list.

a. selecting one bill

Available Bills from: My Education Bills

H0361 Education
H0362 Education, community college acct
H0379 Legislative teacher's award
H0385 Public schools/facility fund progrm
H0416 Taxation
H0419 Student loans
S1206 Real estate licensing
S1223 Personnel system, loan repayment
S1229 Education
S1230 Education board
S1231 Education
S1233 Ed, mastery advancement scholarship

b. selecting multiple bills

Available Bills from: My Education Bills

H0361 Education
H0362 Education, community college acct
H0379 Legislative teacher's award
H0385 Public schools/facility fund progrm
H0416 Taxation
H0419 Student loans
S1206 Real estate licensing
S1223 Personnel system, loan repayment
S1229 Education
S1230 Education board
S1231 Education
S1233 Ed, mastery advancement scholarship

c. selecting a range

Available Bills from: My Education Bills

H0361 Education
H0362 Education, community college acct
H0379 Legislative teacher's award
H0385 Public schools/facility fund progrm
H0416 Taxation
H0419 Student loans
S1206 Real estate licensing
S1223 Personnel system, loan repayment
S1229 Education
S1230 Education board
S1231 Education
S1233 Ed, mastery advancement scholarship

Results of Clicking the "Move Bill(s)" button

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2014 Session - 2nd Reading List

View List   Add/Remove Bills   My Tracking Lists

Copy from Existing Tracking List: My Education Bills

Available Bills from: My Education Bills

H0361 Education
H0362 Education, community college acct
H0379 Legislative teacher's award
H0385 Public schools/facility fund progrm
H0416 Taxation
S1223 Personnel system, loan repayment
S1230 Education board
S1231 Education
S1233 Ed, mastery advancement scholarship

Bills Added to: 2nd Reading List

H0419 Student loans
S1206 Real estate licensing
S1229 Education

Copy Bill(s) >>
Move Bill(s) >>
Remove Bill(s)

Results of clicking
"Move Bill(s)" button;
bills were moved from
the list on the left to the
list on the right.

HINT: Hold the Ctrl key down to select multiple bills. Hold the Shift key down to select a range of bills.

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View, Print, or Add Notes to your List(s)

This option displays bills, bill description, last action take on the bill, check box indicator if you have added notes and a link / screen to add, view, or edit notes. You can also print your list with notes you've added or without notes from this screen.

The list screen displays all bills you selected for this list, from this screen; you will see a list of all bills for the selected list, you can view the text of the bill by clicking on the bill number, see a brief description of the bill, the last action that occurred on the bill, and add personalized notes for one or more bills (notes are by bill not list). If / when notes are added to a bill within your list a green check mark will be displayed to indicate notes are attached to that bill; you can also click on the check mark to view / edit your notes.

View or Print List

View or print your lists by clicking on the "Print List" or "Print List with Notes" hyperlink above the "Bill List", upper right corner.

Print List

Print List with Notes – This list can be sorted by Bill or Notes – defaults by Bill Number. Click on "Note" header or "Bill No." header to change sort order.

Forgot Password

The "Forgot Password" option allows you to get a new password if you forget the one you registered with when you signed up for MyBillTracker.

Click on one of the "Forgot Password" options.   Type the email address that you registered when signing up for MyBillTracker.

An email will be sent with a temporary password and you will be directed to the "Change Password" screen where you will enter a new password.

Sample email

Example Change Password

Log Out

Please Log out when you are done using MyBillTracker.