SELECTED BILL TRACKING

Public Website

The Selected Bill Tracking Application was created as a way to organize and track bills easily and more efficiently during the legislative session. There are many ways for the public to access bill information and enter it into the Selected Bill Tracking Application. The following is a list of bill tracking options and instructions on how to use Selected Bill Tracking. There are numerous customized options available on how to organize, view and enter bill information.
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Important Note: In order to add bills directly to your Bill Tracking lists using the above options you must first be logged into your Selected Bill Tracking Account.
Selected Bill Tracking Options

- Set up Individual Folders
- Set up Individual Lists
- Set up Folders with Lists
- Add to List by:
  - A Member’s Prime Sponsored Bills
  - Co-Sponsored Bills
  - Bills a Member has Signed Onto
  - Daily Introductions or Short Titles
- Customize the View of How Your List Will Appear
- Export Data From Your Bill Tracking List Into
  - Excel
  - Word
  - Text
- Send a Copy of Your Bill Tracking List to Another Bill Tracking User
- Share your Bill Tracking Account Access With Another Bill Tracking User
- Sort all Bill Lists by Date, Sponsor, Committee, Status and Committee Hearing Information
- Set Date Parameters
Accessing Selected Bill Tracking from the Public Website
1. From the Legislature’s Homepage Click on Track Bills located in the Right Hand Side Menu Choices, under Track Legislation
2. Under Search & Tracking Tools, Click on Bill Tracking.

Registering For a New Account
1. Click on Register for New Account, Fill in required Information Boxes and Follow Listed Instructions.

Create an account to customize reports, manage personal bill tracking lists, or change default settings.

<table>
<thead>
<tr>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirm E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

1. We will send your password to your e-mail address.
   Spam or junk e-mail filters may collect our e-mail message by mistake.
   To ensure e-mail delivery please add LegReports@leg.wa.gov to your e-mail address book.
2. Follow the link in your e-mail to log into the site.
3. At that point, you have the option to change your password to something you can easily remember.

Submit  Cancel

Setting up Folders and Lists
1. Click on Track Bills located in the Right Hand Side Menu Choices, under Track Legislation.
2. Log into Bill Tracking Account.
3. Click on New located in the Light Green Ribbon. (Illustration Below)
4. Select Folder.
5. Name Folder and create list(s) if desired, Click on Save/Close.
   ➢ Set up your Folder(s) first and then Add List(s) to the Folder.

Adding Bills to Your Folder and Lists by Prime Sponsor
1. Click on Bill Sponsors, located in the Navigation Bar, just below the Dark Green Ribbon
2. Select Sponsor Type, either by House, Senate, Committee or Requester.
3. Select a Report Type by either Primary Bills, Secondary Bills or All Bills.
4. Click on Continue.
   ➢ The screen display will show a listing of all bills the selected Member, Committee or Requester has sponsored.
Before selecting bills and moving them to a Folder/List, the list can be sorted by clicking on the column headers for either Bill, Title, Status, Veto, Date or Original Sponsor.

The example used below was sorted by status.

5. **Sort** the list, if applicable, then check boxes for the bills you want to send to a particular folder and list that you have created.

6. **Scroll** to the bottom of the page, **Click** on **Add to Bill Tracking**.

7. **Click** on **Combine**.

8. **Choose** Folder and List from drop down choices to add Bills to a Tracking List.

9. **Click** on **Save**

### Adding Bills to Your Folder and Lists by Committee

1. From the **Selected Bill Tracking Application**, **Click** on **BI/OC** (Bills In and Out of Committee) located in the Navigation Bar, just below the Dark Green Ribbon

2. **Select** committee chamber.

   **Select a Chamber:**
   - ☐ House  ☐ Senate

3. **Click** on **Committee** from drop down choices.

4. **Select** a **Report Type** either for In, Out, In & Out, Removed or All.

   **Select a Report Type:**
   - ☐ In  ☐ Out  ☐ In & Out  ☐ Removed  ☐ All

   [Continue]
5. Click on Continue.
   - A list will be generated with the Report Type chosen. The Report Type chosen as illustrated below was for Bills In Committee.
   - Before selecting bills from this list and moving them to a folder/list, bills can be sorted by Bill, Flags, Title, Status, Veto, Date or Original Sponsor. Original Sponsor was selected for sorting the list below.

### Date Options

**Bills In/Out of Committee: Local Government (H) (2015-16)**

**Bills In Committee**

<table>
<thead>
<tr>
<th>Bill</th>
<th>Flags</th>
<th>Title</th>
<th>Status</th>
<th>Veto</th>
<th>Date</th>
<th>Original Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1153</td>
<td>Docs</td>
<td>Native lumber grading</td>
<td>H Local Govt</td>
<td></td>
<td>01/14/2015</td>
<td>Blake</td>
</tr>
<tr>
<td>HB 2932</td>
<td>Docs</td>
<td>State building code als.</td>
<td>H Local Govt</td>
<td></td>
<td>01/28/2016</td>
<td>Blake</td>
</tr>
<tr>
<td>HB 2509</td>
<td>Docs f#</td>
<td>International Plumbing Code</td>
<td>H Local Govt</td>
<td></td>
<td>01/14/2016</td>
<td>Buys</td>
</tr>
<tr>
<td>HB 2755</td>
<td>Docs</td>
<td>Agricultural land uses</td>
<td>H Local Govt</td>
<td></td>
<td>01/19/2016</td>
<td>Buys</td>
</tr>
<tr>
<td>HB 1544</td>
<td>Docs</td>
<td>Water services procurement</td>
<td>H Local Govt</td>
<td></td>
<td>01/22/2015</td>
<td>Dent</td>
</tr>
<tr>
<td>HB 1708</td>
<td>Docs f#</td>
<td>Irrigation distr. facilities</td>
<td>H Local Govt</td>
<td></td>
<td>01/27/2015</td>
<td>Dent</td>
</tr>
<tr>
<td>HB 1889</td>
<td>Docs f#</td>
<td>Permit exempt wells &amp; GMHBs</td>
<td>H Local Govt</td>
<td></td>
<td>02/02/2015</td>
<td>Dent</td>
</tr>
<tr>
<td>HB 1802</td>
<td>Docs</td>
<td>Long-range planning costs</td>
<td>H Local Govt</td>
<td></td>
<td>01/11/2016</td>
<td>Fitzgibbon</td>
</tr>
<tr>
<td>SHB 1911</td>
<td>Docs</td>
<td>Water or sewer facilities</td>
<td>H Local Govt</td>
<td></td>
<td>01/11/2016</td>
<td>Fitzgibbon</td>
</tr>
<tr>
<td>HB 2145</td>
<td>Docs</td>
<td>Rural cnty library districts</td>
<td>H Local Govt</td>
<td></td>
<td>02/18/2015</td>
<td>Fitzgibbon</td>
</tr>
<tr>
<td>HB 2719</td>
<td>Docs</td>
<td>GMA economic dev. element</td>
<td>H Local Govt</td>
<td></td>
<td>01/19/2016</td>
<td>Griffey</td>
</tr>
<tr>
<td>E2SHB 1850</td>
<td>Docs f#</td>
<td>DOT, local reviews &amp; permits</td>
<td>H Local Govt</td>
<td></td>
<td>01/11/2016</td>
<td>Hayes</td>
</tr>
<tr>
<td>HB 2112</td>
<td>Docs f#</td>
<td>Unincorporated urban islands</td>
<td>H Local Govt</td>
<td></td>
<td>02/13/2015</td>
<td>Hunter</td>
</tr>
<tr>
<td>HB 2814</td>
<td>Docs</td>
<td>Areas for shooting/GMA</td>
<td>H Local Govt</td>
<td></td>
<td>01/21/2016</td>
<td>Klippert</td>
</tr>
<tr>
<td>HB 2454</td>
<td>Docs</td>
<td>Private roadway maintenance</td>
<td>H Local Govt</td>
<td></td>
<td>01/13/2016</td>
<td>MacEwen</td>
</tr>
<tr>
<td>HB 2407</td>
<td>Docs</td>
<td>Commercial rent control</td>
<td>H Local Govt</td>
<td></td>
<td>01/13/2016</td>
<td>Manweller</td>
</tr>
<tr>
<td>SHB 1702</td>
<td>Docs</td>
<td>Fireworks, regulation of</td>
<td>H Local Govt</td>
<td></td>
<td>01/11/2016</td>
<td>Moscoso</td>
</tr>
<tr>
<td>HB 1799</td>
<td>Docs f#</td>
<td>County electronic auctions</td>
<td>H Local Govt</td>
<td></td>
<td>01/11/2016</td>
<td>Nealey</td>
</tr>
<tr>
<td>HB 2059</td>
<td>Docs</td>
<td>Energy efficient construction</td>
<td>H Local Govt</td>
<td></td>
<td>02/10/2015</td>
<td>Peterson</td>
</tr>
<tr>
<td>HB 1158</td>
<td>Docs f#</td>
<td>Growth mgmt/sup court review</td>
<td>H Local Govt</td>
<td></td>
<td>01/14/2015</td>
<td>Pike</td>
</tr>
<tr>
<td>HB 2418</td>
<td>Docs f#</td>
<td>Growth mgmt. hearings board</td>
<td>H Local Govt</td>
<td></td>
<td>01/13/2016</td>
<td>Pike</td>
</tr>
<tr>
<td>HR 2420</td>
<td>Docs</td>
<td>Small parcel/so. &amp; rural dev.</td>
<td>H Local Govt</td>
<td></td>
<td>01/13/2016</td>
<td>Pike</td>
</tr>
</tbody>
</table>

6. To add all the bills from this list to your bill tracking Check the white box located in the top left side Title Description Bar or individually add bills by Checking the box next to the bill(s) you want to send to your Folder/List.
7. **Scroll** to the bottom of the page, **Click** on **Add to Bill Tracking List**.
8. **Click** on **Combine**.
9. Choose a Folder and List to add selected bills.
10. **Save**

### Adding Bills to Bill Tracking Using Online House and Senate Introductions

1. From the **Bill Tracking Application**, **Click** on **DLR Home** (Detailed Legislative Reports), located in the **Dark Green Navigation Bar**.

2. Under Bill Information, **Click** Text of a Legislative Document.
3. Located to the left **Click** on either **House or Senate Introduction Lists**.
   - Both introductions for the House and Senate are dated and posted when produced for any given day.
   - **Open** PDF (A) for the day’s introduction. **Write** down the beginning Bill Number, scroll to the end of the Introduction Sheet and **Write** down the ending Bill Number.
4. **Close** PDF by hitting the back arrow.
   - This will take you back to **Detailed Legislative Reports – Text of a Legislative Document**.
5. **Click** DLR Home, located in the Dark, Green Navigation Bar, as illustrated below.

6. Under Bill Information, **Click** Bill Status Report.
7. Enter your Starting Bill Number and Ending Bill Number that you wrote down from the days Introduction List(s) in Step 4 above.

8. Click on Continue.
   - A list of the days Introductions will be generated.
   - This list can be sorted by Status (Committee) or Sponsor or any of the other options located in the Dark Green Title Bar.

9. Check the box (s) next to the bills you want to add to your Bill Tracking List.
10. Scroll to the bottom of the page, Check Add to Bill Tracking.
11. Click on Combine.
12. Choose a Folder and List to add the selected bills chosen.
13. Save.

Adding Bills to Bill Tracking After Bills Are Out of the House of Origin (Cut Off)

1. From the Bill Tracking Application, Click on Selected Step located in the White Navigation Bar.

2. For Senate Bills Introduced in the House, Check the Senate Bills Button, located just above Select the Bills to Include in the Report. Check Introduced Button under the House Column.

3. Click on Continue.

4. Sort the List by Date.

5. Check the box (s) next to the bills you want to add to your Bill Tracking List.

6. Scroll to the bottom of the page, Check Add to Bill Tracking.

7. Click on Combine.

8. Choose a Folder and List.

9. Save.

10. For House Bills Introduced in the Senate, Repeat Steps 2-9 for House Bills Introduced in the Senate, Check House Bills Button, located to the left of Select Bills to Include in the Report. Check Introduced Button under the Senate Column, Check House Bills Button, located to the left of Select Bills to Include in the Report. Check Introduced Button under the Senate Column.

11. Click on Continue.

12. Sort the List by Date.
13. **Check** the box (s) next to the bills you want to add to your Bill Tracking List.
14. **Scroll** to the bottom of the page, **Check Add to Bill Tracking**.
15. **Click** on **Combine**.
16. **Choose** a Folder and List, **Save**.
   ➢ At this point, you will also want to add any new House or Senate Bills that have been introduced as well.
   ➢ Go Back to **Selected Step**, located in the **White Navigation Bar**
17. **Check** either the **House Bills** or **Senate Bills Button**.
18. **Check** Introduced for the chamber chosen.
19. **Click** on **Continue**.
20. **Sort** the List by Date.
21. **Check** the box (s) next to the bills you want to add to your Bill Tracking List.
22. **Scroll** to the bottom of the page, **Check Add to Bill Tracking**.
23. **Click** on **Combine**.
24. **Choose** a Folder and List.
25. **Save**.

**Customizing the View of How Your List Can to be Viewed**

- **Bill Tracking** allows you to choose how you want your list to appear.
- **The Bill Tracking Application presets the Standard View**.
- **The Custom View is set by the user and gives the user options on how you want to view your list**.
  The options you choose can be saved so that view can be chosen anytime your tracking list is accessed.
1. **Access** the Bill Tracking Application
2. **Open** a Folder that you have created under My Folders
3. **Select** a List.
4. **Click** on **Report Views**, located in the top Dark Blue Title Bar.
5. From the drop down, **Click** on **Custom Views**.
6. **Click** Add, a screen will appear as illustrated below.
7. **Add** what views you want from **Available Columns** to **Chosen Columns**.
8. **Name View**.
9. **Save View**.
   ➢ This saved view will now appear in your drop down under **Report Views** and is your default view whenever chosen.
Viewing Your Tracking List Using Date Options

1. **Access** Selected Bill Tracking.
2. **Select** folder, located under My folders.
3. **Select** List.
4. **Click** Date Options, located in the top left corner of your list, as illustrated below.

**Date Options**

**Folder:** Budgets Moe  
**List:** Operating (2015-16)  
**Bill Flags:** [7 bills]

5. **Choose drop down option** for either **Bold Bills** or **List Bills**.  
   - Change date to display bills with a status that has changed on or since that date.
6. **Click** Update Display.
CAUTION: Clear Date Options when finished viewing your list. Failing to do this will not display all bills that were entered on your Bill Tracking List the next time you access your Bill Tracker.
Exporting Data from Bill Tracking List

1. Access Selected Bill Tracking.
2. Select a Folder, located under My folders.
3. Click a List/Folder to Open.
4. Click Export Data

5. Click format option from drop down.
6. Click on Open.

➤ A report of your tracking list is generated, which can be printed or saved.

Share Bill Tracking Access or Send a Copy of Your Tracking List to Another Bill Tracking User

1. Access Selected Bill Tracking.
2. Open Folder that you created under My Folders.
3. Open your List under the folder you have selected.
4. Click Share, located in the Light Green Ribbon just above your tracking list.

➤ A drop down will appear allowing you to select how you want to share your Bill Tracking information with another Bill Tracking user.
➤ To share your account or a particular list the other person will have to have created a Bill Tracking Account.

How Your Shared List is Viewed by the Recipient.

➤ Once the list is shared, the recipient will receive an email message as indicated below. Do not reply to this message.

“This is an automated Message from the Washington State Legislature’s Selected Bill Tracking application. [Email of person sharing the list will appear here], has sent you a bill tracking list”

[Sender’s email will appear here], included the following message:
To add this bill tracking list to your own bill tracking data, either click the link below or enter the address into your web browser:

List Name: Para educators
https://app.leg.wa.gov/DLR/billtracking/receivelist.aspx?list=KPkKjEahS3LS31iZCf4T1Q%3d%3d

When you click the link, the Selected Bill Tracking application will open.
➤ You may save the list with a name and description of your choice.
Only the intended recipient can successfully use the link. If you have any trouble opening the link, please contact the list sender: [Sender’s email will appear here.]