



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.

User Name	<input type="text"/>
E-mail Address	<input type="text"/>
Confirm E-mail Address	<input type="text"/>

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.



WASHINGTON STATE LEGISLATURE
Detailed Legislative Reports - Bills by Sponsor
 DLR Home | Legislature Home | Senate | House of Representatives | Search | Help

Home | Bill History | Bill Tracking | Docs | Bill Sponsors | Roll Calls | BI/OC | Topical Index | Selected Step

Date Options Current View: Standard

Primary Sponsored Bills by Appleton: (2015-16)

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<input type="checkbox"/>	Bill	Flags	Title	Status	Veto	Date	Original Sponsor
<input type="checkbox"/>	HB 1013	Docs a	County legislative meetings	C 179 L 15		05/07/2015	Appleton
<input type="checkbox"/>	SHB 1021	Docs	Silver alert system	C 2 L 15 E1		06/10/2015	Appleton
<input type="checkbox"/>	HB 1022	Docs f	Bail bond agreements	C 73 L 16		03/31/2016	Appleton
<input type="checkbox"/>	SHB 1348	Docs	Crisis intervention/officers	H Approps		02/03/2015	Appleton
<input type="checkbox"/>	HB 1615	Docs f	Postretirement employment	H Approps		01/23/2015	Appleton
<input type="checkbox"/>	ESHB 1740	Docs f	Health coverage through PEBB	H Approps		01/11/2016	Appleton
<input type="checkbox"/>	HB 1019	Docs f	Housing orgs/qual award prog	H Comm Dev, Hous		01/12/2015	Appleton
<input type="checkbox"/>	HB 1027	Docs	Dental health aides & tribes	H Comm Dev, Hous		01/12/2015	Appleton
<input type="checkbox"/>	HB 2442	Docs	Affordable housing zones	H Comm Dev, Hous		01/13/2016	Appleton

- 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.
- Scroll to the bottom of the page, Click on **Add to Bill Tracking**.
- Click on **Combine**.
- Choose Folder and List from drop down choices to add Bills to a Tracking List.
- Click on **Save**

Adding Bills to Your Folder and Lists by Committee

- 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
- Select committee chamber.

Select a Chamber:

House Senate

- Click on **Committee** from drop down choices.
- Select a **Report Type** either for **In, Out, In & Out, Removed or All**.

Select a Report Type:

In Out In & Out Removed All

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

<input type="checkbox"/>	Bill	Flags	Title	Status	Veto	Date	Original Sponsor
<input type="checkbox"/>	HB 1153	Docs f#	Native lumber grading	H Local Govt		01/14/2015	Blake
<input type="checkbox"/>	HB 2932	Docs	State building code alts.	H Local Govt		01/28/2016	Blake
<input type="checkbox"/>	HB 2508	Docs f#	International Plumbing Code	H Local Govt		01/14/2016	Buys
<input type="checkbox"/>	HB 2735	Docs	Agricultural land uses	H Local Govt		01/19/2016	Buys
<input type="checkbox"/>	HB 1544	Docs	Water services procurement	H Local Govt		01/22/2015	Dent
<input type="checkbox"/>	HB 1708	Docs f#	Irrigation distr. facilities	H Local Govt		01/27/2015	Dent
<input type="checkbox"/>	HB 1889	Docs f#	Permit exempt wells & GMHBs	H Local Govt		02/02/2015	Dent
<input type="checkbox"/>	HB 1802	Docs	Long-range planning costs	H Local Govt		01/11/2016	Fitzgibbon
<input type="checkbox"/>	SHB 1911	Docs	Water or sewer facilities	H Local Govt		01/11/2016	Fitzgibbon
<input type="checkbox"/>	HB 2145	Docs	Rural cnty library districts	H Local Govt		02/18/2015	Fitzgibbon
<input type="checkbox"/>	HB 2719	Docs	GMA economic dev. element	H Local Govt		01/19/2016	Griffey
<input type="checkbox"/>	E2SHB 1850	Docs f#	DOT, local reviews & permits	H Local Govt		01/11/2016	Hayes
<input type="checkbox"/>	HB 2112	Docs f#	Unincorporated urban islands	H Local Govt		02/13/2015	Hunter
<input type="checkbox"/>	HB 2814	Docs	Areas for shooting/GMA	H Local Govt		01/21/2016	Klippert
<input type="checkbox"/>	HB 2454	Docs #	Private roadway maintenance	H Local Govt		01/13/2016	MacEwen
<input type="checkbox"/>	HB 2407	Docs	Commercial rent control	H Local Govt		01/13/2016	Manweller
<input type="checkbox"/>	SHB 1702	Docs	Fireworks, regulation of	H Local Govt		01/11/2016	Moscoso
<input type="checkbox"/>	HB 1799	Docs f#	County electronic auctions	H Local Govt		01/11/2016	Nealey
<input type="checkbox"/>	HB 2059	Docs	Energy efficient constrction	H Local Govt		02/10/2015	Peterson
<input type="checkbox"/>	HB 1158	Docs f#	Growth mgmt/sup court review	H Local Govt		01/14/2015	Pike
<input type="checkbox"/>	HB 2418	Docs f#	Growth mgmt. hearings board	H Local Govt		01/13/2016	Pike
<input type="checkbox"/>	HB 2420	Docs	Small parcels/ag & rural dev.	H Local Govt		01/13/2016	Pike

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.

<input type="checkbox"/>	Bill	Flags	Title	Status	Veto	Date	Original Sponsor
<input checked="" type="checkbox"/>	HB 1153	Docs f#	Native lumber grading	H Local Govt		01/14/2015	Blake
<input checked="" type="checkbox"/>	HB 2932	Docs	State building code alts.	H Local Govt		01/28/2016	Blake
<input type="checkbox"/>	HB 2508	Docs f#	International Plumbing Code	H Local Govt		01/14/2016	Buys

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**.

Select the Bills to Include in the Report:

House Bills
 Senate Bills
 All Bills

Select the Report:

House	Senate	Joint
<input checked="" type="radio"/> Introduced	<input type="radio"/> Introduced	<input type="radio"/> Concurrence

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.

Hold down the <CTRL> key to select multiple report columns.

Available Columns		Chosen Columns	
Brief Description	<input type="button" value="Add All >"/> <input type="button" value="Add >"/> <input type="button" value="< Remove"/> <input type="button" value="< Remove All"/>	Bill	<input type="button" value="Move Up"/>
Committee Recommendation		Flags	
Companion Bills		Title	<input type="button" value="Move Down"/>
Last Roll Call		Status	
Latest Cmte Mtg Info		Date	
Secondary Sponsor		Original Sponsor	
Sponsor (combined)		Committee Sponsor	
Veto Flags			
Name this view <input type="text"/>		<input type="button" value="Save View"/>	<input type="button" value="Cancel"/>

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) [7 bills](#)

<input type="checkbox"/>	Bill	Flags	Title	Status	Date	Original Sponsor	Committee Sponsor
<input type="checkbox"/>	SHB 1105	a	Operating sup budget 2015	C 3 L 15	02/19/2015	Hunter	APP
<input type="checkbox"/>	HB 1239	f	Tax exemption accountability	H Finance	01/15/2015		

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.



with a status that has changed on or since

[Clear Date Options](#)

Folder: Budgets Moe

List: Operating (2015-16) [7 bills](#)

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- **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



Date Options

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=KPkKjEahS3LS31ZCf4T1Q%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.]