

Bill tracking is used to alert you to legislative activity affecting one or more bills on lists you create and maintain.

1. From the CGA Intranet home page, navigate to the *Bill Tracking* section.
 2. In the *CGA Employees* section, select **ENTER**. The *Connecticut General Assembly- Bill Tracking* window displays.
 3. Select the **NEW LIST** tab at the top to create a list of bills.
 4. Place your insertion point in the *New List Name* field.
 5. Type a name for your list.
 6. Select **OK**.
 7. In the *List Options* section, indicate how you want to be notified of changes in the bills on your list. For example, do you want to receive text messages or emails, and do you want to be notified immediately or nightly via a summary report.
 8. After making selections in the *List Options* section, select the **SAVE** button.
 9. In the *Track Options* section, indicate if you want to track all bills introduced or co-sponsored by a particular legislator. All of the legislators you indicate you want to follow will appear in the *Tracked Introducers/Co-Sponsors* section.
 10. Also in the *Track Options* section, type the numbers of any bills you would like to track, with the bill numbers separated by commas.
 11. Select the **ADD** button. All of the bills you indicate you want to follow will appear in the *Tracked Bills* section.
 12. To view the list of bills you are tracking, select the **VIEW/PRINT LIST** button at the top of the window.
 13. Select the desired bill number to read information about any bills displayed here.
- If desired, you can generate multiple lists in this fashion. If you have more than one list, you can select the **LIST NAME** drop-down and navigate to the desired list.