#1 – Log into the ECRI website and check whether the bill has been added already. *(see separate log-in how-to - Scroll down left sidebar for login box).* Before adding a bill to the ECRI website, make sure it's not in there already. Once you are logged in, you will see a navigation block on the left. Click "All 2016 bills" for all of this year's bills that have been added.

Legislative Info

- ▼ General Info
  - ○ **Bills Already Listed**
  - ○ **Current Legislators**
  - ○ **House Hearings**
  - ○ **Senate Hearings**
  - ○ **House Committees**
  - ○ **Senate Committees**

- ▸ 2017
- ▸ 2016
- ▸ 2015
- ▸ 2014
- ▸ 2013
- ▸ 2012

You can sort the list by title, or by House or Senate bill # to check if your bill is there. If it is already there and you want ECRI to support or oppose it, click the EDIT tab and add your organization/name.

ECRI Member Interest

| ✛ | Energize RI Coalition (1162) | ○ |
| ✛ | | ○ |

It is useful to know which ECRI member organizations are especially interested in this legislation.

- **FIRST ORGANIZATION:** If you are the one adding the bill, indicate your organization here by beginning to type the organization's name in the field. All member organizations are in here and as you type, groups with those letters in the name will pop up. Please select your organization if you are tracking this legislation.
- **ADDITIONAL ORGANIZATIONS:** If there is already a listing here, please click ADD ANOTHER ITEM and select your organization. Please do NOT replace an existing listing here.

[Ignore the number after the name in parentheses. That is important to the computer but irrelevant to humans.]

INDIVIDUAL MEMBER INTEREST

| ✛ | dbrunetti [uid:280] | ○ |
| ✛ | | ○ |

If you are an individual member (or an organization rep) and have a position on this bill please select your name

If any info is missing, such as cosponsors, committee hearing the bill, etc., and you know it, please add or update the record.

If the bill you want to include is not yet in the ECRI website, read on.....

#2 - Figure out bill numbers. The first step is to find the number(s) of the bill(s). Many bills have both House and Senate counterparts, so you'll want to identify both numbers. (In January, however, some bills might be added before they're numbered.)

If you don't know one or both of the numbers, you can go to http://webserver.rilin.state.ri.us/search/search.asp?SearchWhere=/Billtext17/, hit the "Search" button, set to 2016 House and Bill Text and search by keywords you know about the bill.

Alternatively, if you know the day the bill was introduced, you can browse introductions by day at status.rilin.state.ri.us/daily_introductions.aspx.
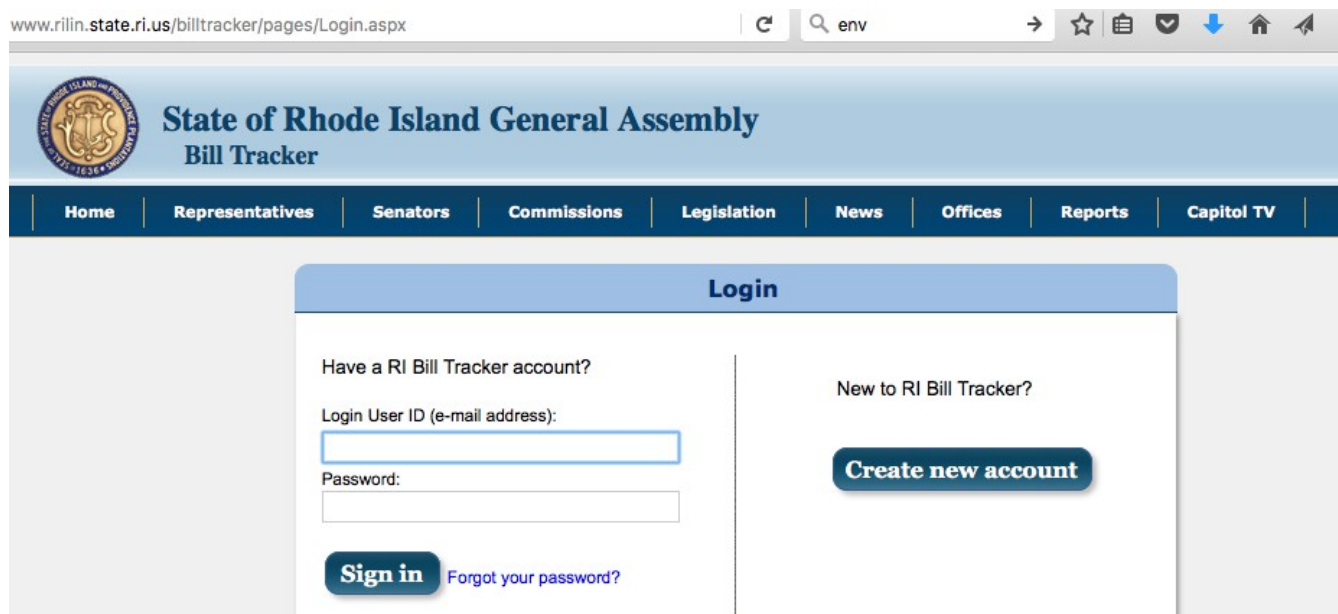
Daily Introductions

House
Friday, January 08, 2016
Thursday, January 07, 2016
Wednesday, January 06, 2016
Tuesday, January 05, 2016

Senate
Wednesday, January 06, 2016
Tuesday, January 05, 2016

#3 Find the Bill Information

#3A – Perhaps the easiest way to add a bill is to first put it in your <u>Bill Tracker account</u>. People interested in tracking legislation during the session are encouraged to sign up for an account in the General Assembly's Bill Tracker http://www.rilin.state.ri.us/billtracker/pages/Login.aspx. The Bill Tracker will give you all the information you need to enter the bill in the ECRI website. You can click on Bill # to get assigned Committee – and bill text, if needed.

www.rilin.state.ri.us/billtracker/pages/Login.aspx

State of Rhode Island General Assembly
Bill Tracker

| Home | Representatives | Senators | Commissions | Legislation | News | Offices | Reports | Capitol TV |

Login

Have a RI Bill Tracker account?

Login User ID (e-mail address):

Password:

Sign in Forgot your password?

New to RI Bill Tracker?

Create new account

OR

#3B – Pull up the bill pdf(s) on the General Assembly website. It will be useful to have the bill text open in a separate window as you add the bill to the ECRI website. You can find links

to bill text on the General Assembly website at webserver.rilin.state.ri.us/BillText17 by clicking links to House or Senate bill text and browsing for your bill number(s). You'll want to have both the House and Senate versions open if both have been introduced.

Info to enter from the bill pdf:

☐Bill # (just use the number for Bill # (7006) and H7006 for Bill pdf link title)
☐Title (may need rewriting from actual bill title to make it understandable and brief)
☐Lead Sponsor – the first name after "Introduced by"
☐CoSponsors – the rest of the listed legislators – there will not be more than four.

<p style="text-align:center">2016 -- H 7006</p>

<p style="text-align:center">========
LC003380
========</p>

<p style="text-align:center">**STATE OF RHODE ISLAND**</p>

<p style="text-align:center">**IN GENERAL ASSEMBLY**</p>

<p style="text-align:center">**JANUARY SESSION, A.D. 2016**</p>

<p style="text-align:center">———</p>

<p style="text-align:center">**A N   A C T**</p>

<p style="text-align:center">**RELATING TO PUBLIC UTILITIES AND CARRIERS**</p>

Introduced By: Representatives Carnevale, Blazejewski, Regunberg, McKiernan, and
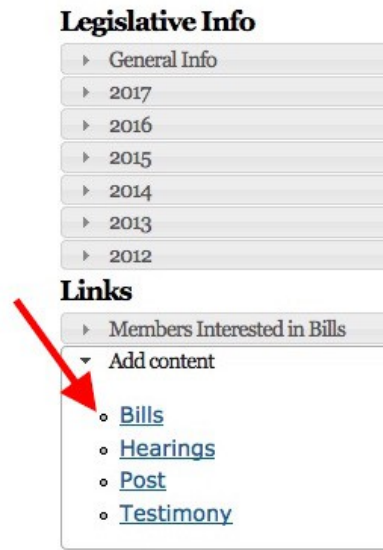
Date Introduced: January 06, 2016

Referred To: House Corporations

Also, there is usually a brief description at the end of the bill.

#4 – Enter Information about a Bill not yet in the ECRI Website.

☐**Under "Add content" click on Bills (toward the bottom of the left sidebar).** This will pull up a bill entry form (this is only visible when you are logged in).

Familiarize yourself with the form before you enter your first bill. (*Hint: You can also see how bills were added in 2015 for models of what to do.*)

Legislative Info
- ▸ General Info
- ▸ 2017
- ▸ 2016
- ▸ 2015
- ▸ 2014
- ▸ 2013
- ▸ 2012

Links
- ▸ Members Interested in Bills
- ▾ Add content
  - ○ Bills
  - ○ Hearings
  - ○ Post
  - ○ Testimony

Note that there are some tips above the form, tabs across the top of the form, and explanations of fields embedded in the form.

Create Bills

Bill Info	**House Info**	**Senate Info**

Title *

!   Click on each tab at the top of the form and scan the fields: Basic info, House Info, Senate Info.
!   **Red-starred fields are required.** Form will not save unless you fill in these fields.
!   **Note where the SAVE button is at the bottom.** This is important so you don't lose your entries in all three tabs. When you finish entering information into the first tab, you can SAVE, then click EDIT and add info to the House and/or Senate tabs as well.

!   **Enter a bill** after looking over the Bill entry form.
!   **Basic Info Tab** is for all the bare-bones information.
!   **Bill title** (what it's best known as, e.g. "Plastic Bag Ban" or "Dry Lands Bill.")
!   **Legislative Topic** : Choose one.
!   **Bill year:** 2016 is already set by default.
!   **Optional: propose the bill be considered for the legislative agenda.**
!   **Brief Bill Description:** Give a concise summary of what the bill does. You may pull this from the bill tracker or the summary at the very end of the bill text.
!   **Links to Bill Text:** You should link to House and Senate versions here. Find them on the General Assembly's website as described above..
!   **ECRI Org Member Interest:** Add your group if you are for or against this bill. Start typing you group's name and select your group when it pops up. Do NOT delete other

groups if they are listed already. Just click "Add another item" and select your organization.

! **ECRI Individual Member Interest:** If you as an individual have a position on the bill, select your name here (first initial last name – jdoe)

! **Legislative Activity Type:** Most of these are going to be bills, so BILL is the default. but you can also select resolutions, rules, or items in the budget.

! **Bill Notes:** If you are suggesting the bill for the legislative agenda, enter why you are for or against it. This doesn't have to be filled in, but it will help members considering whether to vote to add a bill to the agenda if there is some background or reasoning given here. This is for the Bill Contributor(s) to explain why they are tracking the bill and want ECRI to know about it.

SAVE. But then click edit to fill in the House and/or Senate tabs if possible.

House-specific details. Complete both House and Senate tabs if the bill has been introduced in both chambers. Otherwise just do the relevant one.

! **Bill #:** This is a 4-digit number.

! **Lead sponsor:** This will be the first person listed in the "Introduced by" section near the top of the bill text. Start typing the lawmaker's name and the full name will pop up to choose. *(Entering sponsors helps the Green Report Card producers.)*

! **Cosponsors:** Most bills have additional reps/senators listed after the lead sponsor. Add them here. Their names will pop up when you start typing a name.

! **Committee assignment:** See the "referred to" section in the bill text, also near the top.

! **Hearings:** [This will be explained in a separate how-to. Briefly, when a hearing is scheduled on the bill, please remember to log in and add the hearing (if it is not already added) through a separate form, then edit this bill record and pull up the hearing link.]

! **Current Bill Status:** Default is set to In Committee. If there is a different status not listed, let Sue Korte know. skorte@providentialgardener.com.

Senate-specific details [same as the House-specific details.]

! **Fill in the fields.** Be sure to go through all the tabs. Review the above directions as you actually fill in the info for a bill.

Click SAVE! Be sure to SAVE it. You can always go back and edit the information.

Editing or Updating Bill Information

Bill Contributors can click the "edit" tab to edit or update information about a bill — this might be to add your group as an interested party, to fill in incomplete information, to propose a bill for the legislative agenda, or to update a bill's status.

The "revisions" tab contains a history of modifications made to a bill entry.