Proposed Bill Request System
2017 Session

The Proposed Bill Request System has been redesigned for the 2015 Session. The most significant enhancement is that it is now accessible to authorized users from anywhere on any device. Also, new features have been added to assist you in tracking your requests from submission to bill filing.
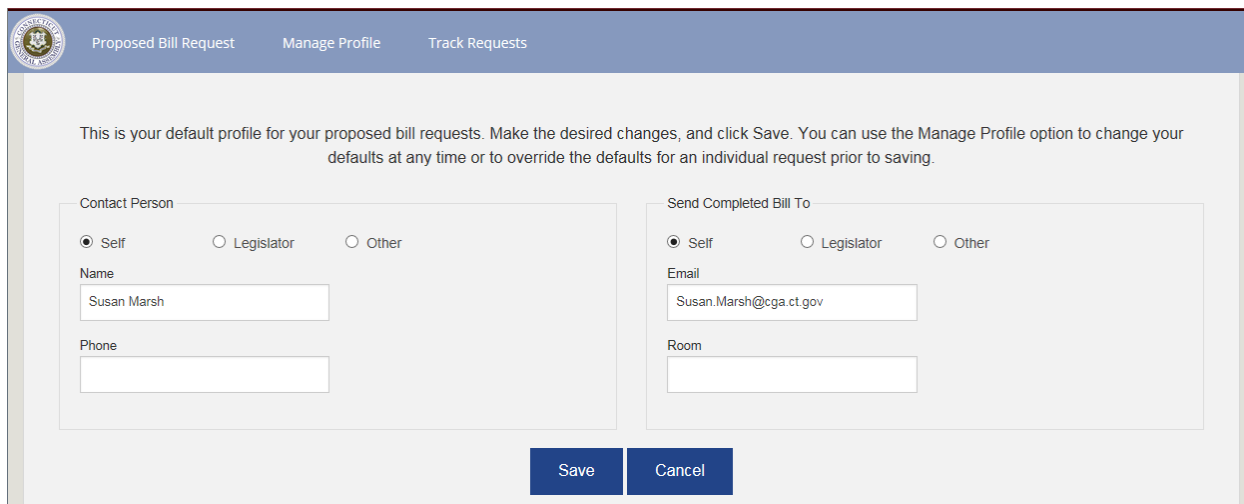
To Access the System:

When logged in to your CGA computer, you can access **Proposed Bill Request** from your **My Job** list.

When using a non-CGA computer, tablet, or smartphone, go to https://www.cga.ct.gov/aspx/CGAPBR/ to login. (You may want to create a shortcut for future use.)

First-time Login:

The first time you log in to the system, you will be directed to the **Manage Profile** page. This page allows you to set your preferences for Contact Person, Phone, Send Completed Bill To, and Email address for your requests.

For non-Legislators, the options are Self, Legislator, and Other.

For Legislators, the options are Self and Other.

Selection of Self will populate the Contact and Send Completed Bill To with your name and email address as stored in the CGALites database.

Selection of Legislator will populate the Contact and Send Completed Bill To with the name and preferred email address of the 1st Introducer from the Legislator database.

To Log Proposed Bill Requests:

Click Proposed Bill Request under My Job to display the following screen

Click .

Select one or more legislators and move their names to the Selected Legislators column using one of the methods below:

Action	Instruction
Select by Name	Type the first few characters of the Legislator's last name in the Search By Name or District Code field. If unique, press Enter or Return to select. Otherwise, drag the desired name from the left column to the Selected Legislators column..
Select by District	Type the 3-character district code and press Enter or Return. Example: House District 3 is entered as 003. Senate District 3 is entered as S03.
To Remove Selected Legislator	Drag name from right to left.
To Reorder Selected Legislators	Drag name up or down

Click **Save** to save your selection.

Click **Cancel** or **X** to close the window and cancel your selections.

Subject:

Select an option from the dropdown list.

Summary of Proposed Legislation and **Statement of Purpose:**

Type or copy and paste text into these fields.

A red underline will indicate typing errors or unrecognized words.

Prior Legislation:

Bill – Type a bill number. (1, 5001, HJ1, SJ1)

Year – Click the drop-down arrow for this field and select a year.

Attach File:

Note: This feature is only available using the Windows Operating System.

Click **Browse…** navigate to your local or network drive, locate the desired file, and click **Open**.

Click **Clear Selection** to remove an attached file.

Contact and Send To:

These fields are pre-filled using your default profile settings but can be changed on individual requests.

Changes made on the Proposed Bill Request page are temporary and remain in effect until the page is closed.

Click **Save** to submit your request or **Cancel** to clear the form without saving.

If your request is successfully saved, a success message will appear at the top of the form.

> Proposed Bill Request LCO: 6317 successfully created.   ✕

If the success message does not appear, scan your form for fields marked * **Required**. Provide the missing information and click Save.

Track Requests

From the Proposed Bill Requests screen, click Track Requests. This page lists all requests a user is authorized to see.

What appears on your list depends upon your role in logging or managing the request.

Who	What you see
Non-Legislator	• Any request that you logged. • Any request where you were designated as the Send Completed Bill To person. This includes requests submitted on paper and entered by LCO.
Legislator	• Any request where you are the 1st introducer. This includes requests submitted on paper and entered by LCO.

Click the **LCO** number to view the full text of the request.

Click **Released** in the Status column to view the drafted bill.

Click the **Bill Number** in the Bill # column to view the bill status page for the filed bill.