

## Proposed Bill Request System 2022 Session

The Proposed Bill Request System has been redesigned for the 2022 Session. The most significant enhancement is that users now have the ability to file proposed bills electronically directly from the Track Requests page of the Proposed Bill Request Application.

### To Access the System:

On your CGA computer, open CGALITES and click on **Proposed Bill Request** from your **My Job** list.

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

### First-time Login:

You will be directed to the **Manage Profile** page. Enter your preferences for Contact Person and to whom the completed bill will be sent and click Save...

Proposed Bill Request    Manage Profile    Track Requests

This is your default profile for your proposed bill requests. Make the desired changes, and click Save. You can use the Manage Profile option to change your defaults at any time or to override the defaults for an individual request prior to saving.

Contact Person

Self     Legislator     Other

Name  
Susan Marsh

Phone

Send Completed Bill To

Self     Legislator     Other

Email  
Susan.Marsh@cga.ct.gov

Room

Save    Cancel

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

For Legislators, the options are Self and Other.

### To Log Proposed Bill Requests:

Click the Proposed Bill Request tab of the request application.

Proposed Bill Request    Manage Profile    Track Requests

[Select Introducers](#)    Subject: \_\_\_\_\_     By Request

Summary of Proposed Legislation (Maximum 6,000 characters)

Statement of Purpose (Maximum 1,500 characters)

Prior Legislation: Bill: \_\_\_\_\_ Year: \_\_\_\_\_

Attach File: \_\_\_\_\_ Browse... Clear Selection

Contact:  Self  Legislator  Other  
 Name: Rep. John Doe Phone: 1234

Send To:  Self  Legislator  Other  
 Email: john.doe@cga.ct.gov Room Number: 014

Save Cancel

Click [Select Introducers](#).

Select Legislator

Search By Name or District Code ?

Selected Legislators

- Abercrombie, Catherine F. (D03)
- Ackert, Tim (D08)
- Adams, Terry B. (146)
- Adinolfi, Al (103)
- Alberts, Mike (D50)
- Albis, James (D99)
- Alexander, David (D58)
- Bye, Beth (S05)

Save Cancel

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 field. If unique, press Enter or Return otherwise, drag the desired name to the Selected Legislators column..

Select by District	Type the 3-character district code and press Enter or Return. House District 3 = 003. Senate District 3 = S03.
Remove Selected Legislator	Drag name from right to left.
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.

**Prior Legislation:**

**Bill** – Type a bill number. (1, 5001, HJ1, SR1)

**Year** – select a year using the dropdown list.

**Attach File:**

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

Click **Browse...** locate the desired file and click **Open**.

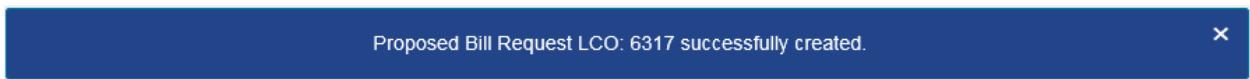
Click **Clear Selection** to remove an attached file.

**Contact and Send To:**

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

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

Confirmation of your saved request will appear at the top of the page.



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


## Track Requests

The Track Requests page lists all requests you are authorized to see.

Legislators will see all requests where they are the 1<sup>st</sup> introducer.


Non-Legislators will see all requests that they logged, in addition to requests on which they were specified as the *Send Completed Bill To* person.

Click the **LCO** number to view your request.

Click on  in the Document column to view a released LCO.

Click on  to send to the clerk of your chamber to be filed.

Click on  to cancel a request that you do not intend to file.

Click on  to request a revised version of this request. This request will be canceled and a new LCO containing your revision request will be created.

Click the **Bill Number** in the Bill # column to view the bill status page if the bill has been filed.

The status column shows the current status of requests as they are processed. Possible statuses are: Submitted (SRO only), Logged, Released, Rejected, Cancelled, To Clerk, and Filed.