

# COMMITTEE TRAINING FOR FISCAL NOTES



# CONTACTS FOR FISCAL NOTES

Fiscal Notes Help Desk Number: 936-4033

Email Contact: [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)

For immediate 24-7 response, please call the Fiscal Notes Help Desk Number. For less urgent issues, use the email contact. You should receive a response to your email by the end of the next business day.

# Committee Coordinators

## *Scott Dudley – Manager, Estimates and Revenue Analysis*

Alison Gilliam	Business and Industry
Keisha Gray	State Affairs, Insurance, Transportation
Leanne Hernandez	Public Education
Kevin Kavanaugh	Fiscal Committees and High Education
Cindy Lopez	Health and Human Services
Kevin Kromenacker	Local Government
Kathryn Millington	Veterans, Senate Administration, Government Organization, Land Resource Management
Jason Thurkill	Judiciary
Scott Zaskoda	Natural Resources

# Requesting a Logon

- To access the link to request a logon, go to our LBB website: <http://www.lbb.state.tx.us/>

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[FNS Committee Logon Request Form](#)

← Click here

**AGENCY DATA ENTRY**

[Logon Request Form](#)

[Forgot Userid/Password](#)

[ABEST](#)

[ARRA](#)

[Fiscal Notes](#)

[Revenue Survey - NCR](#)

[State Contracts](#)


[Crystal Viewer Download](#)

# Requesting a Logon (con't)

- After clicking on the link, you will see a screen similar to the one below:

Please enter the User ID assigned to you by the TLC to access Committee Systems.  
Then click on 'Request Logon' to request access to Fiscal Notes System.

If you already have Fiscal Notes access, but have forgotten your password, type in your Committee Systems UserID.  
Then click on 'Forgot Password', your password will be emailed to you.



**FNS Request Form**

UserID:

[Request Logon](#)

[Forgot Password](#)

Fiscal Notes Support  
Phone: (512) 936-4033  
Email: [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)

# Requesting a Logon (con't)

- Before you can request a logon, the TLC must assign you a UserID. If you do not have a UserID, call the TLC Support Desk. If you do have a UserID from the TLC, enter it in the UserID field and click the Request Logon link.



The image shows a screenshot of the 'FNS Request Form'. It features a user icon, the title 'FNS Request Form', and a 'UserID:' label followed by a text input field. A red arrow points to the input field with the text 'Enter UserID from TLC'. Below the input field are two links: 'Request Logon' and 'Forgot Password'. A red arrow points to the 'Request Logon' link with the text 'Click Here'.

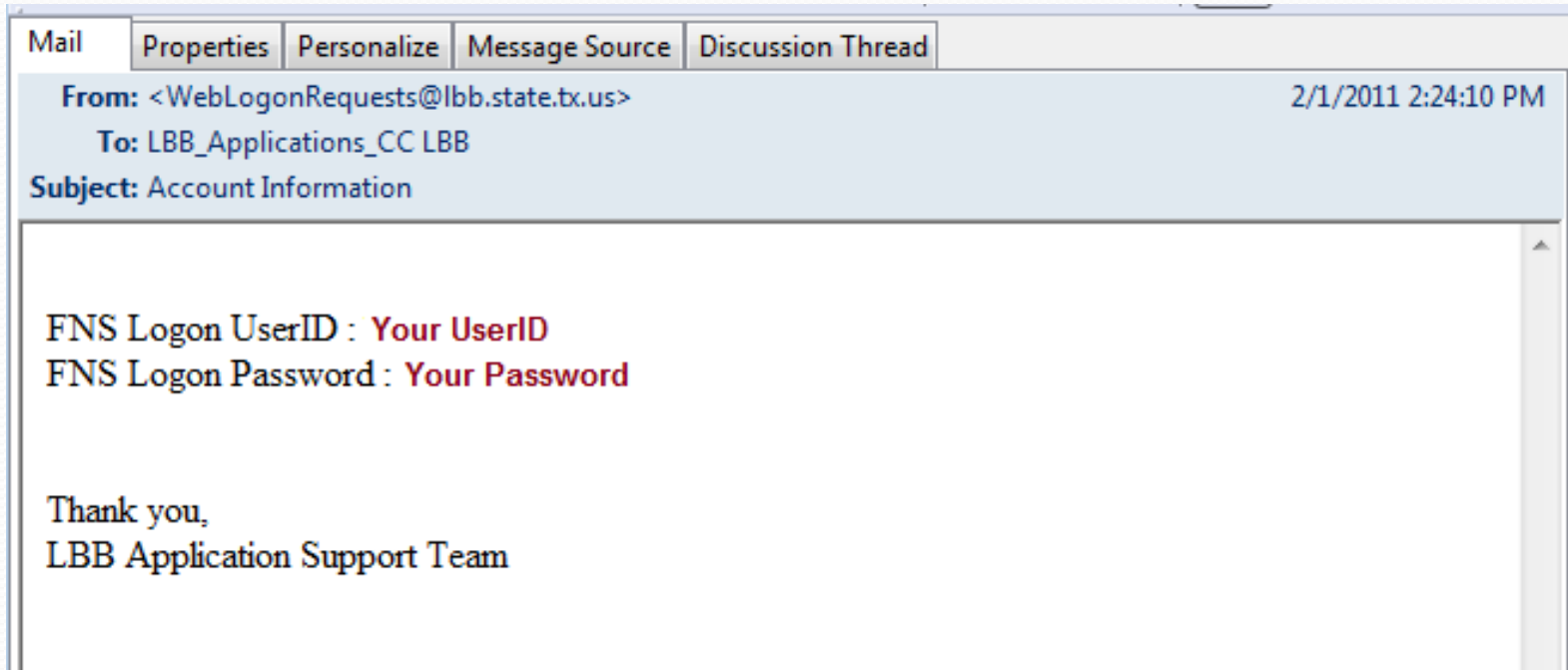
- You will see a screen similar to the one below. Enter the password that you want to use and then retype the password in the Confirm Password field. Click the Submit button.



The image shows a screenshot of a password confirmation form. It has the text 'If you are [your name] enter Password.' at the top. Below this are two password fields: 'Password:' and 'Confirm Password:', both containing masked characters (dots). A 'Submit' button is located at the bottom right of the form.

# Requesting a Logon (con't)

- When we have completed your request, you will receive an email similar to the one below.



# Retrieving Your Password

- To access the link to request a logon, go to our LBB website: <http://www.lbb.state.tx.us/>

## WHAT'S NEW?

[es](#) | [Contact Us](#) | [FAQs](#) | [Site Index](#) | [Disclaimer](#)



[FNS Committee Logon Request Form](#)

← Click here

### **AGENCY DATA ENTRY**

[Logon Request Form](#)

[Forgot Userid/Password](#)

[ABEST](#)

[ARRA](#)

[Fiscal Notes](#)

[Revenue Survey - NCR](#)

[State Contracts](#)

[Crystal Viewer Download](#)

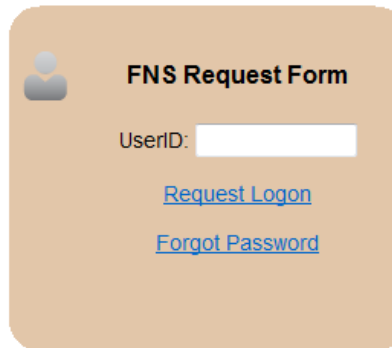


# Retrieving Your Password (con't)

- After clicking on the link, you will see a screen similar to the one below:

Please enter the User ID assigned to you by the TLC to access Committee Systems.  
Then click on 'Request Logon' to request access to Fiscal Notes System.

If you already have Fiscal Notes access, but have forgotten your password, type in your Committee Systems UserID.  
Then click on 'Forgot Password', your password will be emailed to you.

A screenshot of a web form titled "FNS Request Form". The form has a light brown background and rounded corners. At the top left is a small icon of a person. To the right of the icon is the title "FNS Request Form". Below the title is a label "UserID:" followed by a white text input field. Under the input field are two blue hyperlinks: "Request Logon" and "Forgot Password".

**FNS Request Form**

UserID:

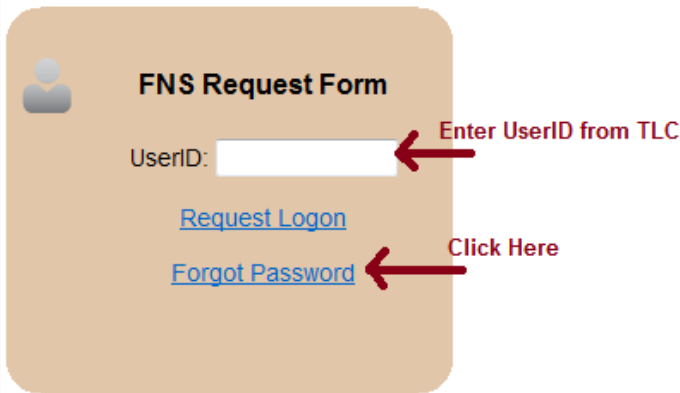
[Request Logon](#)

[Forgot Password](#)

Fiscal Notes Support  
Phone: (512) 936-4033  
Email: [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)

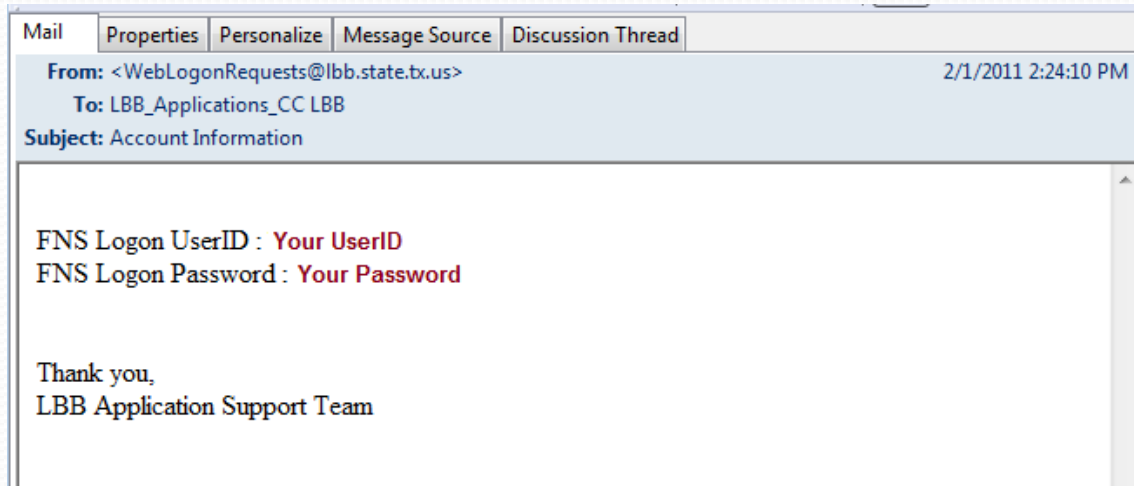
# Retrieving Your Password (con't)

- Enter your UserID into the UserID field and click the Forgot Password link.



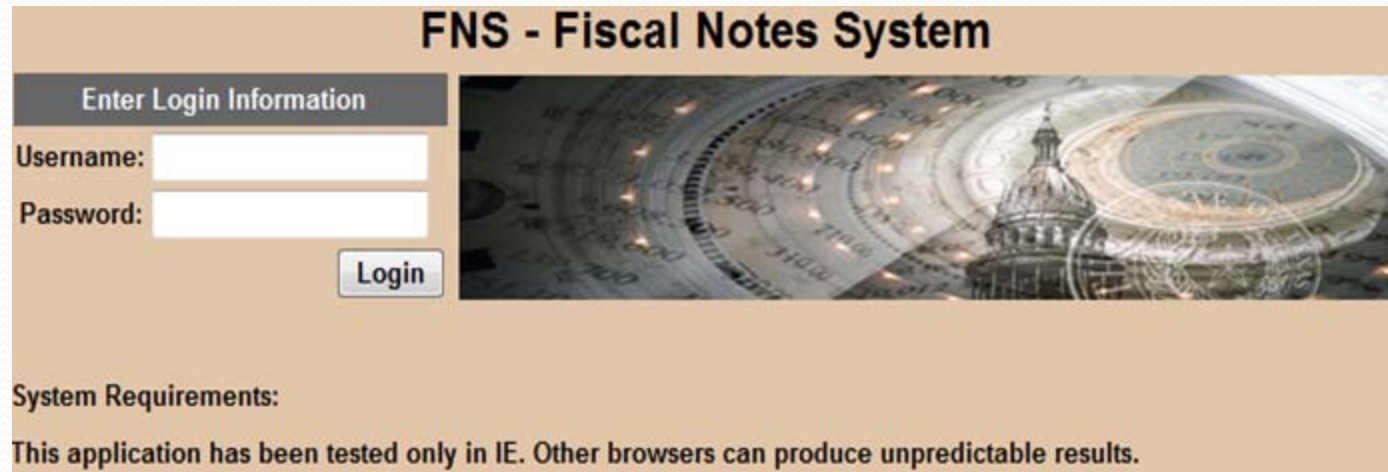
The image shows a web form titled "FNS Request Form" with a user icon. It contains a "UserID:" label followed by a text input field. A red arrow points to the input field with the text "Enter UserID from TLC". Below the input field are two links: "Request Logon" and "Forgot Password". A red arrow points to the "Forgot Password" link with the text "Click Here".

- You will receive an email similar to the one below:



# Logon Screen

- Below is the new Fiscal Notes Logon screen.



The screenshot shows the login interface for the FNS - Fiscal Notes System. It features a title bar, a login form with fields for username and password, a login button, a system requirements section, and a background image of a large, ornate dome.

**FNS - Fiscal Notes System**

**Enter Login Information**

Username:

Password:

Login

**System Requirements:**

This application has been tested only in IE. Other browsers can produce unpredictable results.

- Type your username and password and click the Login button to log into the system.

# Committee Screen

- The top portion of the screen contains items and buttons that are available throughout the application. The rest of the screen is divided into tabs.

The screenshot shows the top portion of the Committee Screen. At the top, there is a header bar with a dropdown menu set to "81ST LEGISLATIVE REGULAR SESSION" and a button labeled "Public Health (H)". To the right of the header bar, there is a greeting "Hello, TestCommittee!" and three buttons: "Help", "Contact Us", and "Logout". Below the header bar, there is a row of tabs: "News" (which is highlighted), "Admin", "Requests", "Completions (Current Revision)", and "Views". The main content area below the tabs contains a welcome message for the "Fiscal Notes System", contact information for the FNS PAGER and EMAIL, and a list of new enhancements. The enhancements include: "News Screen", "Committee Distribution List", "Add All New Bills", "Attach Bill Text to Bill Request", "Modify the Bill Text for a Bill", "Contact Us", and "Logout". At the bottom of the main content area, there is a red text block providing assistance information.

81ST LEGISLATIVE REGULAR SESSION Public Health (H) Hello, TestCommittee! Help Contact Us Logout

News Admin Requests Completions (Current Revision) Views

**Welcome to the new Fiscal Notes System**

**FNS PAGER (monitored 24/7 during session): (512) 936-4033**  
**EMAIL (monitored during normal work hours): [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)**

This is a new interface on the fiscal notes system. The functionality of the system is essentially the same, with a few upgrades to navigation and functionality. Below is a list of new enhancements:

**News Screen**  
Information that needs to be seen by all Committees will be entered here. It will be the first screen you see when you enter the system.

**Committee Distribution List**  
Instead of always forwarding your email notifications, use this option to set up a distribution list for your committee.

**Add All New Bills**  
With one click of the button, you can request all Introduced/Engrossed bills referred to your committee.

**Attach Bill Text to Bill Request**  
You can attach a PDF of the bill text for committee subs/amendments.

**Modify the Bill Text for a Bill**  
Did you forget to attach a bill text to the sub/amendment? Did you attach the wrong bill text to a sub/amendment? You can correct it without calling the coordinator.

**Contact Us**  
Stuck? Have a problem? See a typo? Click the Contact Us button to get the pager phone number or to contact us via email.

**Logout**  
When you finish with the application, you can click the logout button and it will clear all information and navigate to the login page.

**If you need any assistance you may call the Fiscal Notes pager (24/7) at (512)936-4033 during session. Or if it is a less urgent issue, you may click the Contact Us button at the top of the screen to send us an email.**

# Committee Screen (con't)

- The top portion of the screen contains the following items:
  1. Session drop down. This drop down defaults to the current session.
  2. If you belong to one committee, that committee is displayed to the right of the session drop down.

A screenshot of the top portion of a web application interface. It features a light brown header bar. On the left, there is a dropdown menu with the text "81ST LEGISLATIVE REGULAR SESSION". To its right, the text "Public Health (H)" is displayed. Further right, there are three buttons: "Help", "Contact Us", and "Logout". In the top right corner, the text "Hello, TestCommittee!" is shown in red.

If you belong to more than one committee, a committee drop down is displayed to the right of the session drop down.

A screenshot of the top portion of a web application interface, similar to the one above but with an additional dropdown. It features a light brown header bar. On the left, there is a dropdown menu with the text "81ST LEGISLATIVE REGULAR SESSION". To its right is another dropdown menu with the text "Insurance (H)". Further right, there are three buttons: "Help", "Contact Us", and "Logout". In the top right corner, the text "Hello, HTestA2 Test!" is shown in red.

3. Help button
4. Contact Us button
5. Logout button

# News Screen

- After you have successfully logged in, the system will display the News screen. This screen provides a way for the LBB to communicate important information to all of the committees.

The screenshot shows the News Screen interface. At the top, there is a header bar with a dropdown menu set to "81ST LEGISLATIVE REGULAR SESSION" and a button labeled "Public Health (H)". To the right of the header, there is a greeting "Hello, TestCommittee!" and three buttons: "Help", "Contact Us", and "Logout". Below the header, there is a navigation bar with tabs: "News" (selected), "Admin", "Requests", "Completions (Current Revision)", and "Views". The main content area has a heading "Welcome to the new Fiscal Notes System" followed by contact information: "FNS PAGER (monitored 24/7 during session): (512) 936-4033" and "EMAIL (monitored during normal work hours): [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)". Below this, there is a paragraph explaining the new interface and a list of enhancements. The enhancements include: "News Screen" (information for all committees), "Committee Distribution List" (email notifications), "Add All New Bills" (request all introduced/engrossed bills), "Attach Bill Text to Bill Request" (attach PDF of bill text), "Modify the Bill Text for a Bill" (correct bill text attachments), "Contact Us" (get phone number or email), and "Logout" (clear information and navigate to login page). At the bottom, there is a red text block providing assistance information: "If you need any assistance you may call the Fiscal Notes pager (24/7) at (512)936-4033 during session. Or if it is a less urgent issue, you may click the Contact Us button at the top of the screen to send us an email."

81ST LEGISLATIVE REGULAR SESSION Public Health (H) Hello, TestCommittee! Help Contact Us Logout

News Admin Requests Completions (Current Revision) Views

### Welcome to the new Fiscal Notes System

**FNS PAGER (monitored 24/7 during session): (512) 936-4033**  
**EMAIL (monitored during normal work hours): [LBB.Applications@lbb.state.tx.us](mailto:LBB.Applications@lbb.state.tx.us)**

This is a new interface on the fiscal notes system. The functionality of the system is essentially the same, with a few upgrades to navigation and functionality. Below is a list of new enhancements:

#### News Screen

Information that needs to be seen by all Committees will be entered here. It will be the first screen you see when you enter the system.

#### Committee Distribution List

Instead of always forwarding your email notifications, use this option to set up a distribution list for your committee.

#### Add All New Bills

With one click of the button, you can request all Introduced/Engrossed bills referred to your committee.

#### Attach Bill Text to Bill Request

You can attach a PDF of the bill text for committee subs/amendments.

#### Modify the Bill Text for a Bill

Did you forget to attach a bill text to the sub/amendment? Did you attach the wrong bill text to a sub/amendment? You can correct it without calling the coordinator.

#### Contact Us

Stuck? Have a problem? See a typo? Click the Contact Us button to get the pager phone number or to contact us via email.

#### Logout

When you finish with the application, you can click the logout button and it will clear all information and navigate to the login page.

**If you need any assistance you may call the Fiscal Notes pager (24/7) at (512)936-4033 during session. Or if it is a less urgent issue, you may click the Contact Us button at the top of the screen to send us an email.**

# Admin Screen – Committee Information

- This screen lists all of the committees, the committee coordinators, and committee contacts.

News Admin Requests Completions (Current Revision) Views

Committee Information Committee Distribution List Delete Committee Request Modify Bill Text

Print View Email All Committees Email Selected Committees Select All Clear Selection

Committee Name	Coordinator (C)/Contact	Pager	Phone	Fax
<input type="checkbox"/> Agriculture & Livestock (H)	<a href="#">Scott Dudley (C)</a> <a href="#">Jim Terrell</a>	403-9182	(512) 463-1903 (512) 463-0762	
<input type="checkbox"/> Agriculture & Rural Affairs (S)	<a href="#">Scott Dudley (C)</a> <a href="#">Catherine Heam</a> <a href="#">Raenetta Nance</a>	403-9182	(512) 463-1903 (512) 463-0340 (512) 463-0340	(512) 463-2293
<input type="checkbox"/> Border & Intergovernmental Affairs (H)	<a href="#">Cynthia Lopez (C)</a> <a href="#">Brenda Tso</a> <a href="#">David Wilkie</a>	867-2046	(512) 936-1604 (512) 463-1211 (512) 463-1211	(512) 463-1221
<input type="checkbox"/> Business & Commerce (S)	<a href="#">Jeanette ODell (C)</a> <a href="#">Daniel Madru</a> <a href="#">Ellen Scholl</a> <a href="#">STestA2 Test</a> <a href="#">Tatum Regan</a>	867-2047	(512) 475-2900 (512) 463-0365 (512) 463-0345 (512) 293-6161 (512) 463-0365	(512) 475-2015 (512) 475-2902

- The Print View button will allow you to print this list.
- The boxes to the left of the Committee Name will allow you to select the committee.

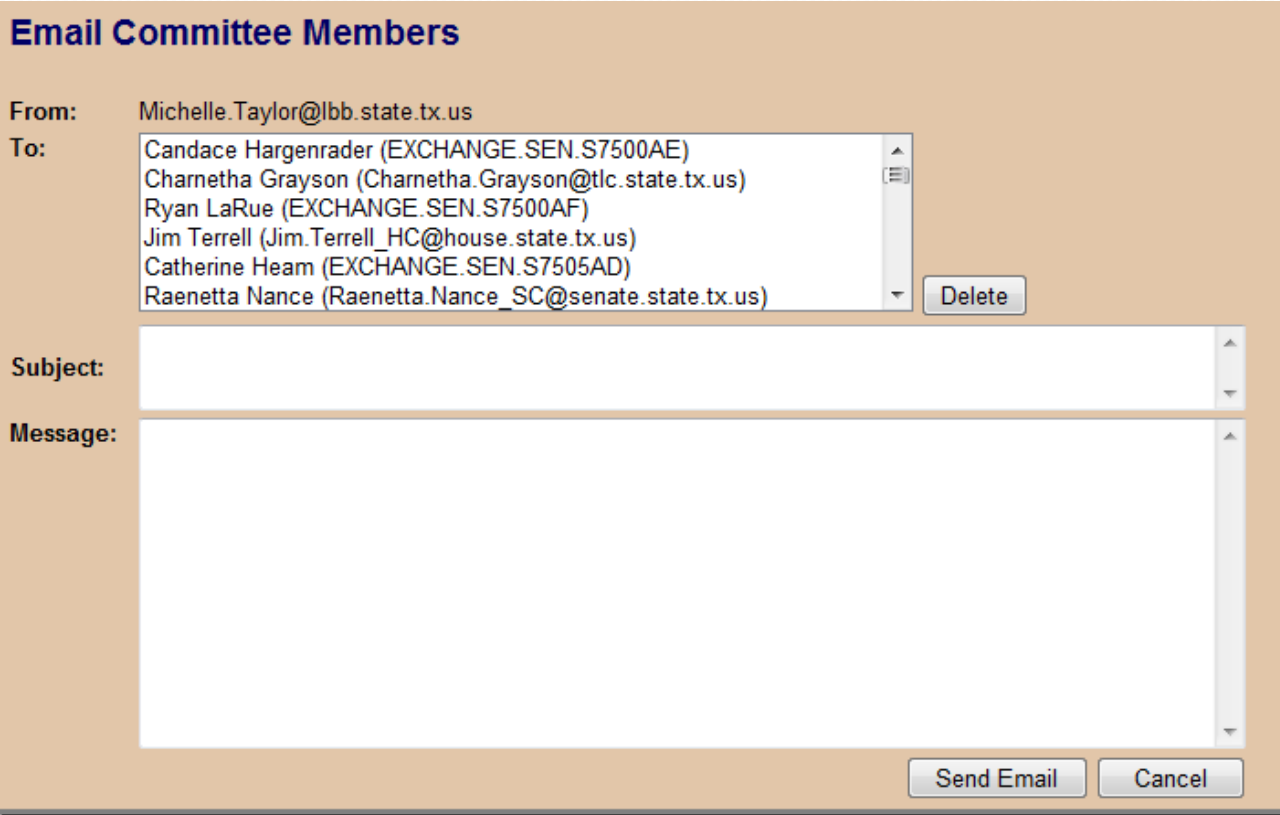
Committee Name

☐ Agriculture & Livestock (H)

☐ Agriculture & Rural Affairs (S)

# Admin Screen – Committee Information (con't)

- The Email All Committees button will open up a dialog box that will have all of the contacts listed in the To: field. You can then fill out the subject and message and click the Send button to send an email to all the committees.



**Email Committee Members**

**From:** Michelle.Taylor@lbb.state.tx.us

**To:** Candace Hargenrader (EXCHANGE.SEN.S7500AE)  
Charnetha Grayson (Charnetha.Grayson@tlc.state.tx.us)  
Ryan LaRue (EXCHANGE.SEN.S7500AF)  
Jim Terrell (Jim.Terrell\_HC@house.state.tx.us)  
Catherine Heam (EXCHANGE.SEN.S7505AD)  
Raenetta Nance (Raenetta.Nance\_SC@senate.state.tx.us)

**Subject:**

**Message:**

**Delete**

**Send Email** **Cancel**



# Admin Screen – Committee Information (con't)

- The Email Selected Committees button will open up a dialog box that will have all of the members from the selected committees listed in the To: field. You can then fill out the subject and message and click the Send button to send an email to all members of the selected committees.

Committee Information | Committee Distribution List | Delete Committee Request | Modify Bill Text

Print View

**Email Committee Members**

From: Michelle.Taylor@lbb.state.tx.us

To: Jim Terrell (Jim.Terrell\_HC@house.state.tx.us)  
Catherine Heam (EXCHANGE.SEN.S7505AD)  
Raenetta Nance (Raenetta.Nance\_SC@senate.state.tx.us)

Delete

Subject:

Message:

Send Email Cancel

- If you want to remove a person from the To: list, you can click on their name and then click the delete button.

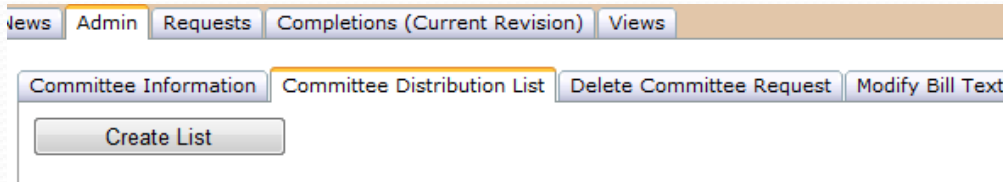
To: Jim Terrell (Jim.Terrell\_HC@house.state.tx.us)  
Catherine Heam (EXCHANGE.SEN.S7505AD)  
Raenetta Nance (Raenetta.Nance\_SC@senate.state.tx.us)

Delete

- The coordinator/contact names are mailto links. You can click on the name and your email client will open. You can then send your email message.

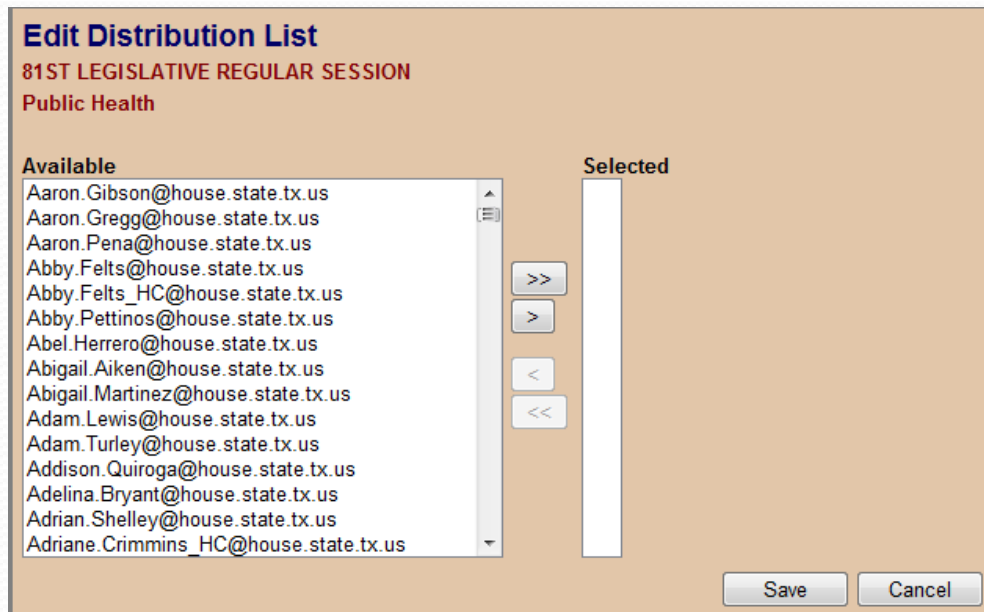
# Admin Screen – Committee Distribution List

- To create a distribution list for your committee, click the Create List button.







The screenshot shows a web interface with a top navigation bar containing tabs: News, Admin, Requests, Completions (Current Revision), and Views. Below this, there is a sub-navigation bar with tabs: Committee Information, Committee Distribution List, Delete Committee Request, and Modify Bill Text. A 'Create List' button is located below the Committee Distribution List tab.

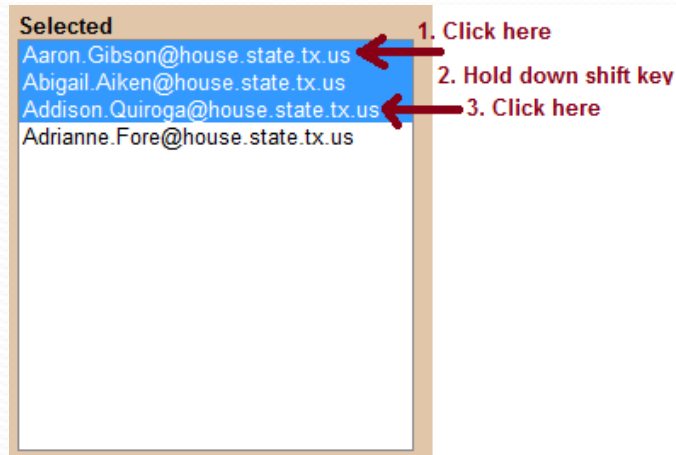
- The Edit Distribution List pop-up will display



The screenshot shows a pop-up window titled 'Edit Distribution List'. Below the title, it displays '81ST LEGISLATIVE REGULAR SESSION' and 'Public Health'. The window is divided into two main sections: 'Available' and 'Selected'. The 'Available' section contains a list of email addresses, including Aaron.Gibson@house.state.tx.us, Aaron.Gregg@house.state.tx.us, Aaron.Pena@house.state.tx.us, Abby.Felts@house.state.tx.us, Abby.Felts\_HC@house.state.tx.us, Abby.Pettinos@house.state.tx.us, Abel.Herrero@house.state.tx.us, Abigail.Aiken@house.state.tx.us, Abigail.Martinez@house.state.tx.us, Adam.Lewis@house.state.tx.us, Adam.Turley@house.state.tx.us, Addison.Quiroga@house.state.tx.us, Adelina.Bryant@house.state.tx.us, Adrian.Shelley@house.state.tx.us, and Adriane.Crimmins\_HC@house.state.tx.us. Between the 'Available' and 'Selected' sections are four buttons: '>>', '>', '<', and '<<'. The 'Selected' section is currently empty. At the bottom right of the window are 'Save' and 'Cancel' buttons.

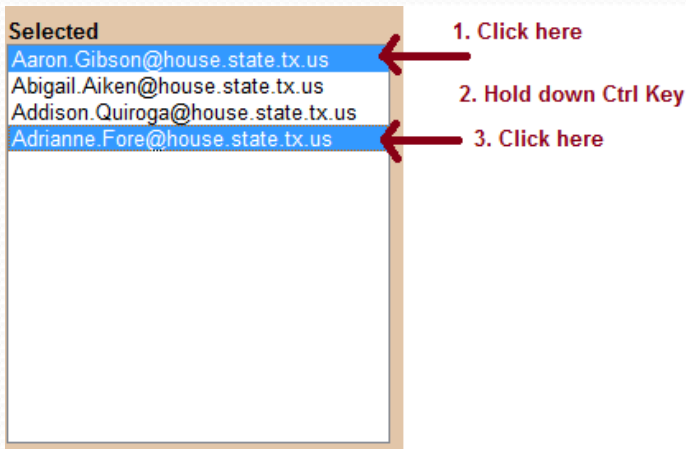
# Admin Screen – Committee Distribution List (con't)

- The 4 buttons between the Available List and the Selected List have the following functions:
-  Move all members from the Available List to the Selected List
-  Move selected members from the Available List to the Selected List
-  Remove selected members from the Selected List
-  Remove all members from the Selected List
- If you want to select a block of members in either the Available List or the Selected List, click on the first members name, hold down the Shift key, and click on the second members name. This will highlight the members that you clicked on and everyone in between.



# Admin Screen – Committee Distribution List (con't)

- If you want to select a non-contiguous block of members in either the Available or Selected List, click on the first members name, hold down the Ctrl key, and click on the second members name. This will highlight the members that you clicked on and everyone in between.



- Once you have moved the appropriate members to the Selected List, click the Save button.
- The updated list will display on the screen.



Edit List		Email Distribution List	
Name	Email	Phone Number	
Aaron Gibson	<a href="mailto:Aaron.Gibson@house.state.tx.us">Aaron.Gibson@house.state.tx.us</a>	(512)463-0645	
Abigail Aiken	<a href="mailto:Abigail.Aiken@house.state.tx.us">Abigail.Aiken@house.state.tx.us</a>		
Addison Quiroga	<a href="mailto:Addison.Quiroga@house.state.tx.us">Addison.Quiroga@house.state.tx.us</a>		
Adrienne Fore	<a href="mailto:Adrienne.Fore@house.state.tx.us">Adrienne.Fore@house.state.tx.us</a>	(512)463-0727	

# Admin Screen – Delete Committee Request

- Click the Bill Numbers drop down if you need to filter by bill number.

News Admin Requests Completions (Current Revision) Views

Committee Information Committee Distribution List **Delete Committee Request** Modify Bill Text

All Bill Numbers   click here to filter

	Bill	Version	Comments
<a href="#">Delete</a>	HB44	Intro	
<a href="#">Delete</a>	HB96	Intro	
<a href="#">Delete</a>	HB164	Intro	
<a href="#">Delete</a>	HB272	Intro	
<a href="#">Delete</a>	HB310	Intro	
<a href="#">Delete</a>	HB310	1st Cmte Rep, Amend	
<a href="#">Delete</a>	HB344	Intro	
<a href="#">Delete</a>	HB353	Intro	
<a href="#">Delete</a>	HB427	Intro	

- When you see the bill you want to delete, click in the text box to the right of the bill number and enter your comments. Then, click the Delete link to the left of the bill number.

<a href="#">Delete</a>	HB310	1st Cmte Rep, Amend	<b>enter comments here</b>
<a href="#">Delete</a>	HB344	Intro	
<a href="#">Delete</a>	HB353	Intro	

 click here

- The request will be deleted and you will no longer see it in the list.

# Admin Screen – Modify Bill Text

- If you forgot to attach a bill text to an amendment or a substitution or if you attached the wrong bill text to an amendment or substitution, the Admin Screen – Modify Bill Text tab will allow you to correct your mistake.

81ST LEGISLATIVE REGULAR SESSION Public Health (H)

News Admin Requests Completions (Current Revision) Views

Committee Information Committee Distribution List Delete Committee Request **Modify Bill Text**

-----

Browse... Attach

**You must click the Attach button to attach the bill text.  
Attaching will overwrite the previously save document.**

Find

- Click the drop down arrow to select an amendment or substitution.

-----

HB310 1st Cmte Rep, Amend  
HB427 1st Cmte Rep, Amend  
HB490 1st Cmte Rep, Amend  
HB506 1st Cmte Rep, Amend  
HB578 1st Cmte Rep, Amend  
HB591 1st Cmte Rep, Sub  
HB607 1st Cmte Rep, Amend

**You must click the Attach button to attach the bill text.  
Attaching will overwrite the previously save document.**

- Click the Find button.

HB310 1st Cmte Rep, Amend

Find

# Admin Screen – Modify Bill Text

- If the bill text is not available, you will see the following message, Bill Text not found.

Bill Text not found.

HB310 1st Cmte Rep, Amend ▼

Find

- If the bill text is available, the pdf will display on the screen.

The screenshot displays the 'Modify Bill Text' interface. At the top, there are tabs for 'Committee Information', 'Committee Distribution List', 'Delete Committee Request', and 'Modify Bill Text'. Below the tabs, a dropdown menu shows 'SB202 1st Cmte Rep, Amend', followed by 'Browse...' and 'Attach' buttons. A 'Find' button is also present. A red message states: 'You must click the Attach button to attach the bill text. Attaching will overwrite the previously save document.' Below this is a PDF viewer with a toolbar showing icons for print, save, and zoom. The PDF content includes the following text:

SB202168 MLT-D

By: Me S.B. No. nn

A BILL TO BE ENTITLED

AN ACT

relating to some agency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 41.002(a), Code, is amended to read as follows:

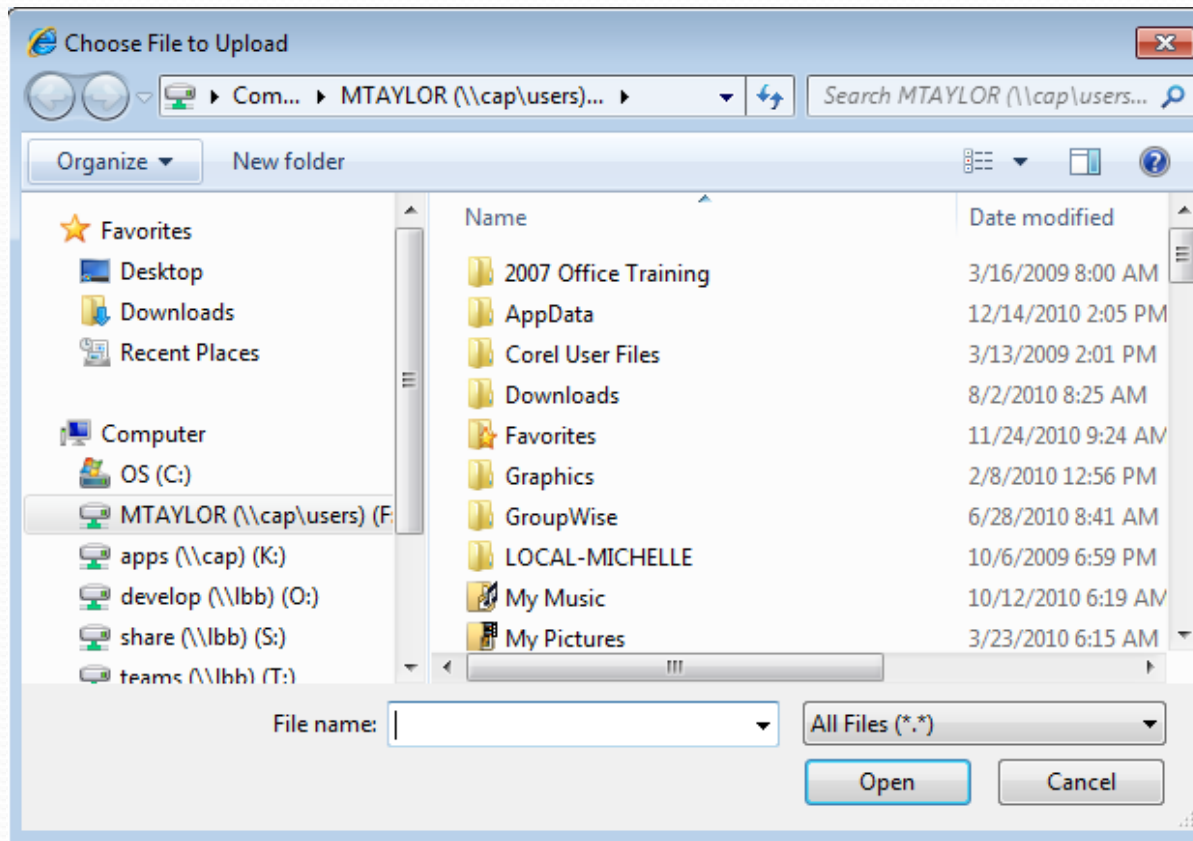
(a) some text.

SECTION 2. Section 42.101, Code, is amended to read as follows:

Sec. 42.101. SOME MORE STUFF. This is some text for some some bill text for some bill during some session. This bill is updated for the update

# Admin Screen – Modify Bill Text

- To attach the bill text, click the Browse button. In the Choose File to Upload dialog box, navigate to the correct directory, select the bill , and click the Open button.

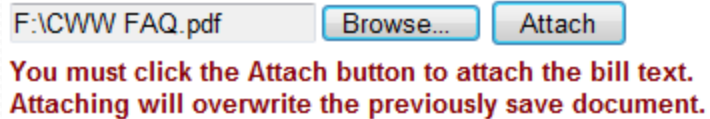


- PLEASE NOTE – You can only upload .pdf files.**



# Admin Screen – Modify Bill Text

- After clicking the Open button, you **must** click the Attach button to attach the bill text to the request.



- Please note: Attaching the file will overwrite the previously save document.**
- After clicking the Attach button, the pdf will reload on the screen.

Committee Information | Committee Distribution List | Delete Committee Request | **Modify Bill Text**

SB202 1st Cmte Rep, Amend

**You must click the Attach button to attach the bill text.  
Attaching will overwrite the previously save document.**

81R2168 MLT-D

By: Me S.B. No. nn

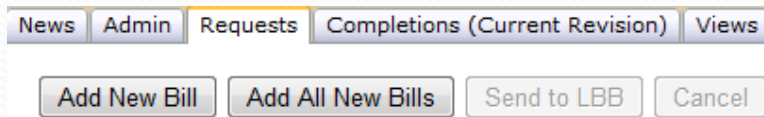
A BILL TO BE ENTITLED

AN ACT

relating to some agency.  
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:  
SECTION 1. Section 41.002(a), Code, is amended to read as follows:  
(a) some text.  
SECTION 2. Section 42.101, Code, is amended to read as follows:  
Sec. 42.101. SOME MORE STUFF. This is some text for some some bill  
text for some bill during some session. This bill is updated for the update  
function of Cmte Request

# Requests Screen

- This tab will allow you to request fiscal notes and impacts statements for bills. You can either enter one bill in at a time or you can click the Add All New Bills button to add all Introduced and Engrossed bills assigned to your committee.



The screenshot shows a navigation bar with five tabs: 'News', 'Admin', 'Requests' (which is highlighted with an orange border), 'Completions (Current Revision)', and 'Views'. Below the tabs are four buttons: 'Add New Bill', 'Add All New Bills', 'Send to LBB', and 'Cancel'.

- If you click the Add New Bill button, the program will display a screen to add your request. Notice that the Session drop down and the Logout button have been disabled. If you have a committee drop down, that will be disabled as well. The News, Admin, Completions, and View tabs will disappear from the screen.



The screenshot shows the 'Add Bill' form. At the top, there is a header bar with a session dropdown set to '81ST LEGISLATIVE REGULAR SESSION', a committee dropdown set to 'State Affairs (S)', and a user greeting 'Hello, STestA3 Test!'. To the right of the greeting are three buttons: 'Help', 'Contact Us', and 'Logout'. Below the header is a 'Requests' tab. The main form area is titled 'Add Bill'. It contains several fields: 'Bill Number' with a dropdown menu showing '---', 'Version' with a dropdown menu showing '1', 'Bill Text' with a text input field, a 'Browse...' button, and an 'Attach' button. To the right of the 'Attach' button is a message: 'You must click the Attach button to attach the bill text.' Below these fields is a 'Request Types' section with a checkbox labeled 'FN'. At the bottom is a large 'Comments' text area. At the very bottom right are two buttons: 'Add to List' and 'Cancel'.

# Requests Screen – Add a Bill

- In the Add Bill screen, select a bill from the drop down list. If the bill isn't in the list, you can type the bill number in the Bill Not in Committee box and click the Get Versions button.

## Add Bill

Bill Number:

Bill Not in Committee:

Get Versions

- When you either select a bill or type the bill in the Bill Not in Committee dialog and click the Get Versions button, the Version field will enable. Click the arrow and select a Version.

Version:

- If you select any version except for Intro or Engrossed, the bill text field and buttons will enable.

Bill Text:

Browse...

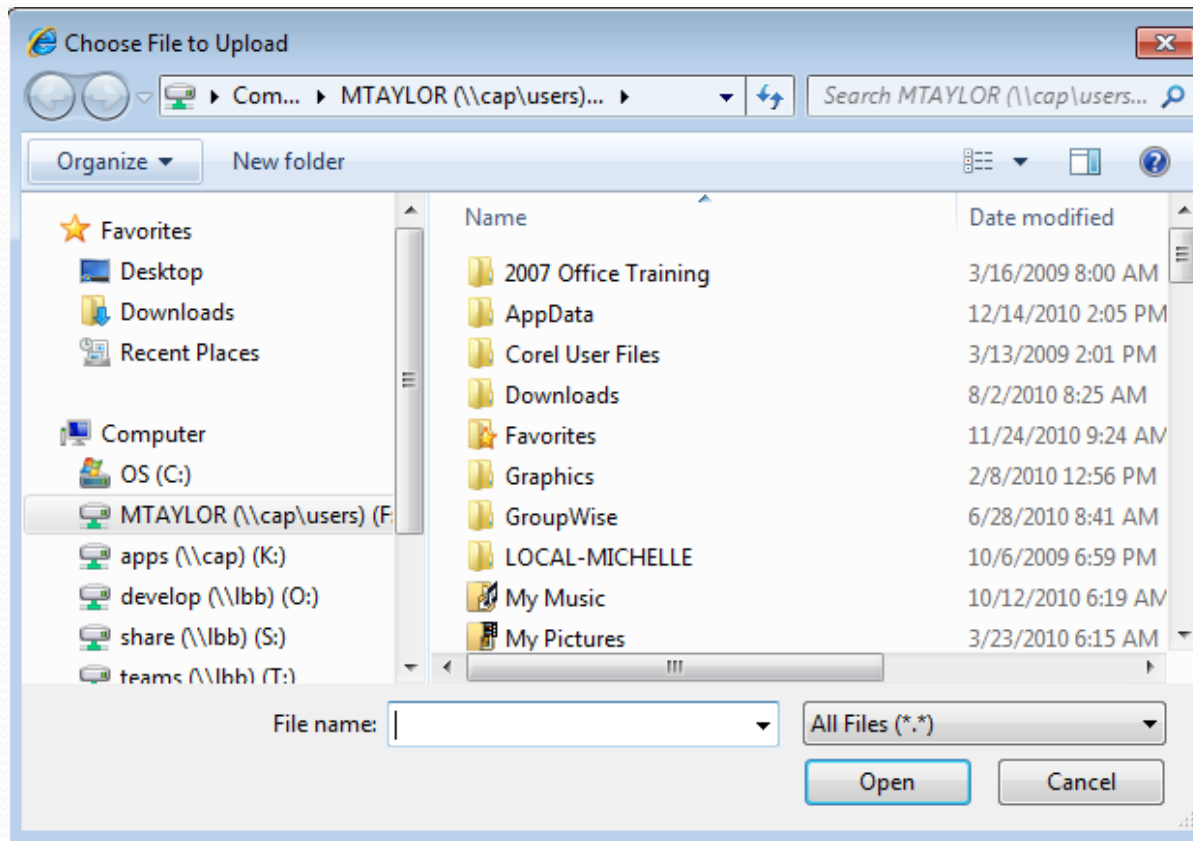
Attach

You must click the Attach button to attach the bill text.

- The new fiscal notes system allows you to attach the bill text to substituted and amended bills. Please use this feature as it will decrease the turnaround time for processing.
- **PLEASE NOTE – You can only upload .pdf files.**

# Requests Screen – Add a Bill (con't)

- To attach the bill text, click the browse button. In the Choose File to Upload dialog box, navigate to the correct directory, select the bill , and click the Open button.



- PLEASE NOTE – You can only upload .pdf files.**

# Requests Screen – Add a Bill (con't)

- After clicking the Open button, you **must** click the Attach button to attach the bill text to the request.

Bill Text:    You must click the Attach button to attach the bill text.

- After clicking the Attach button, the following message will appear:

CWW FAQ.pdf was successfully uploaded.

and the bill text box will clear out.

Bill Text:    You must click the Attach button to attach the bill text.

- Select the request type, and if you are assigned to a House committee and it's applicable, the appropriate impact statements.

- House Committee:

Request Types: ☒ FN ☐ ACT ☐ CJ ☐ EEFIS ☐ TAX ☐ WDEV

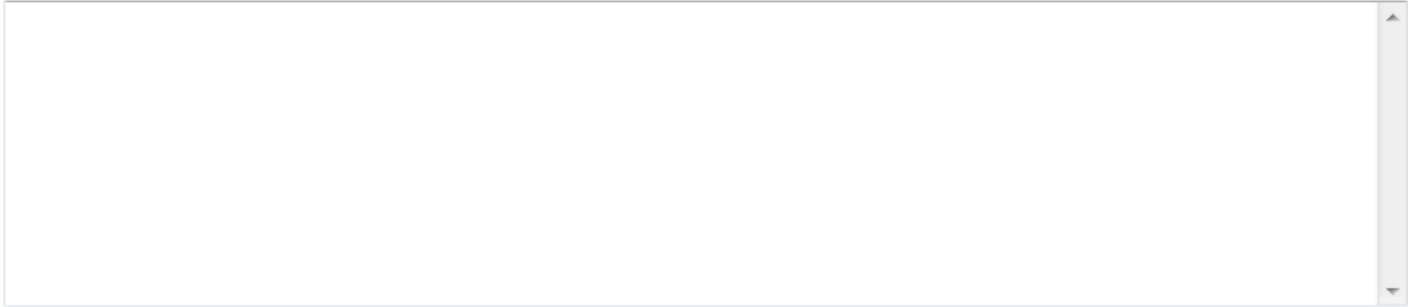
- Senate Committee:

Request Types: ☒ FN

# Requests Screen – Add a Bill (con't)

- If applicable, add comments.

Comments:



- Click the Add to List button.

Add to List

Cancel

# Requests Screen (con't)

- After you click add, the Request screen will redisplay.  
House version:

82ND LEGISLATIVE REGULAR SESSION

House Test (H)

Hello, TestCommittee!

Help

Contact Us

Logout

Requests

Add New Bill

Add All New Bills

Send to LBB

Cancel

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	hb123	Intro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf

Senate Version:

82ND LEGISLATIVE REGULAR SESSION

Senate Test Committee (S)

Hello, TestCommittee!

Help

Contact Us

Logout

Requests

Add New Bill

Add All New Bills

Send to LBB

Cancel

	Bill Number	Version	FN	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	sb123	1st Cmte Rep, Amend	<input checked="" type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf

Since there is a request pending, the screen will look different. The Session drop down and Logout buttons will be disabled. If you have a Committee drop down, that will be disabled as well. The News, Admin, Completions, and View tabs will disappear. The Send to LBB and Cancel buttons will be enabled.

## Requests Screen (con't)

- Each pending request will be displayed as a row on the table of the requests screen.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	hb123	1st Cmte Rep, Amend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf
<a href="#">Edit</a> <a href="#">Delete</a>	hb234	Intro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is a short comment.	
<a href="#">Edit</a> <a href="#">Delete</a>	hb345	1st Cmte Rep, Sub	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Click the Edit link to edit the bill version, impact statements (if applicable), comments, or attachments (if applicable)
- Click the Delete link to delete the bill from the row. The bill request will not be processed.
- Please note – if you add the wrong bill, you will not be able to change the bill number. You must delete the row and add a new request.
- If impact statements are available, you can check/uncheck them from the grid.
- If you comment is more than 40 characters, you will see a More... link in the Comments column.



# Requests Screen – Edit a Request

- When you click the Edit link, the information will display on an Edit Bill tab.
- If the Bill text has been attached to the request, a message will display at the bottom  
**Bill Text attached: CWW FAQ.pdf**
- If you change the version to Intro or Engross and the request has an attachment, the attachment will be deleted.
- If you change the version to something other than Intro or Engross and the request will have an attachment, the following message will display:

**Please verify that [filename] is the correct bill text for [version] .**

- When you have finished your changes, click the Save Changes button.

Save Changes

Cancel

# Requests Screen – Delete a Request

- If you add a request by mistake, but you haven't submitted the request to the LBB, you can delete the request prior to submission.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	hb123	1st Cmte Rep, Amend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf
<a href="#">Edit</a> <a href="#">Delete</a>	hb234	Intro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is a short comment.	
<a href="#">Edit</a> <a href="#">Delete</a>	hb345	1st Cmte Rep, Sub	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- To delete the request prior to LBB submission, click the delete link. **Please Note: The system will not ask for verification.**

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	hb123	1st Cmte Rep, Amend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf
<a href="#">Edit</a> <a href="#">Delete</a>	hb234	Intro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is a short comment.	

# Requests Screen - Comments (con't)

- If want to read the comments, click the More link (if comments are more than 40 characters) and a pop-up box with the full comments will display.

	Bill Number	Version	FN	ACT	CJ	EEFIS	TAX	WDEV	Comments	Attachment
<a href="#">Edit</a> <a href="#">Delete</a>	hb123	1st Cmte Rep, Amend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is test comments. I'm making the co <a href="#">More...</a>	CWW FAQ.pdf
<a href="#">Edit</a> <a href="#">Delete</a>	hb234	Intro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is a short comment.	

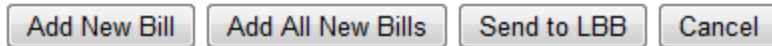
**Comments for Bill: hb123**  
This is test comments. I am making the comments really long so I can show the More Option.

OK

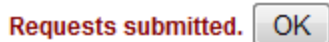
- Click OK when you are

# Requests Screen – Send to LBB/Cancel

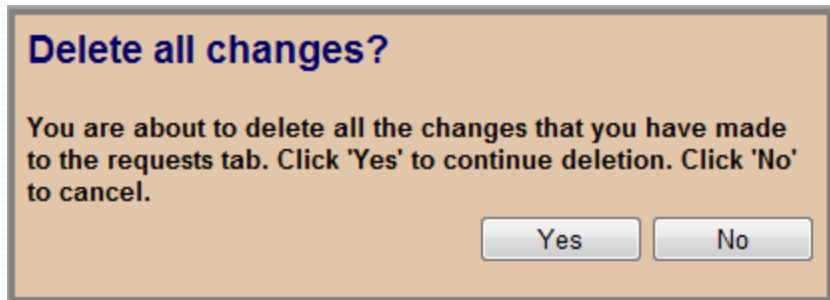
- After adding all of your requests to list, you can click on the Send to LBB button.



- If all of are processed and submitted, you'll see the following message below:



- Click OK. The News, Admin, Completions, and View tabs will reappear. The Session drop down, committee drop down (if applicable), and the Logout button will become enabled.
- If you change your mind and want to delete all requests, click the cancel button. You will see the following message:



- Click Yes and the News, Admin, Completions, and View tabs will reappear. The Session drop down, committee drop down (if applicable), and the Logout button will become enabled. Click No and “Delete all changes?” pop-up will disappear.

# Completions Tab

- This tab allows you to view the fiscal notes and impact statements for the bills assigned to your committee. The left side of the tab contains a drop down for the bills/versions. Select the bill/version from the drop down and click the Find button.
- The system will pull up the fiscal note and the impact statements (if available) for the bill/version that you selected. Click on the appropriate button and the fiscal note or impact statement will display on the right side of the screen.

The screenshot displays a web application interface with a top navigation bar containing tabs: News, Admin, Requests, Completions (Current Revision), and Views. The 'Completions (Current Revision)' tab is active.

On the left side, there is a search area with a dropdown menu showing 'HB107 1st Cmte Rep, Sub' and a 'Find' button. Below this, the text 'HB107 - 1st Cmte Rep, Sub Completed Documents' is displayed, followed by two buttons: 'FN' and 'CJ'.

The main content area on the right features a toolbar with icons for printing, saving, and navigation, along with a page indicator '1 / 1' and a zoom level of '67.5%'. The document content is as follows:

**LEGISLATIVE BUDGET BOARD**  
Austin, Texas

**FISCAL NOTE, 81ST LEGISLATIVE REG**

**March 12, 2009**

**TO:** Honorable Pete Gallego, Chair, House Committee on Cr

**FROM:** John S. O'Brien, Director, Legislative Budget Board

**IN RE:** HB107 by Phillips (Relating to the rendering of a judgment in the case of certain defendants charged with certain felonies. ), Committee Substituted

**No significant fiscal implication to the State is anticipated.**

The bill would amend the Code of Criminal Procedure relating to sentence in the absence of certain defendants charged with certain felonies to be rendered in the absence of a defendant imprisoned

# Views Tab

- This tab displays the bills assigned to your committee. The top of the tab contains the drop downs that allow you to filter and sort your bills. You also have the option to print. The list of bills that meet the criteria will display below the drop downs.

News Admin Requests Completions (Current Revision) **Views**

Which Bills: Assigned Bills Sort/Filter: Bill Number Filter By: All Bills Filter By: All Bill Types [Print View](#)

Bill	Version	Type	Revision	Complete	Revised
HB352	Not Requested				
SB39	Not Requested				

- You will get the following message, if no bills match the criteria:

**No documents found that match this criteria. Please try again.**

- If a fiscal note or impact statement is available, the item will appear as a link in the list.

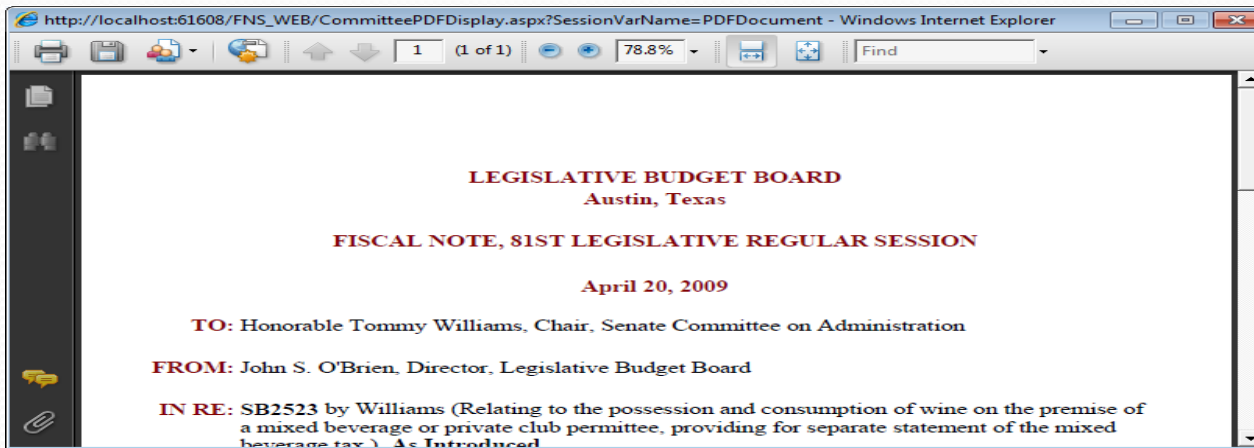
Hearing	Bill	Version	Type	Revision	
4/20/2009 3:00:00 PM	SB318	Intro	<a href="#">FN</a>	Original	
4/20/2009 3:00:00 PM	SB2251	Intro	<a href="#">FN</a>	Original	
4/20/2009 3:00:00 PM	SB2307	Intro	<a href="#">FN</a>	Original	
4/20/2009 3:00:00 PM	SB2523	Intro	<a href="#">FN</a>	Original	
4/20/2009 12:00:00 AM	SB1756	1st Cmte Rep, Amend	<a href="#">FN</a>	Original	
4/20/2009 12:00:00 AM	SB2251	1st Cmte Rep, Sub	<a href="#">FN</a>	Original	
4/20/2009 12:00:00 AM	SB2307	1st Cmte Rep, Sub	<a href="#">FN</a>	Original	



link to fiscal note or impact statement

# Views Tab (con't)

- Click the link to open the fiscal note or impact statement in a new window.

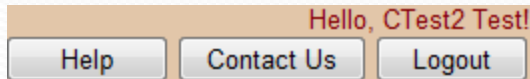


- The Print View button will open another browser window and display the list of bills that meet your criteria. Click the Print button in the new browser window to send the list to the printer.

<a href="#">Print</a>		<a href="#">Close Window</a>			
<b>81ST LEGISLATIVE REGULAR SESSION</b>			<b>All Documents by Hearing Date</b>		
<b>Administration Committee</b>			<b>(4/19/2009 - 4/25/2009)</b>		
Hearing	Bill	Version	Type	Revision	Revised
4/20/2009 3:00:00 PM	SB318	Intro	FN	Original	
4/20/2009 3:00:00 PM	SB2251	Intro	FN	Original	
4/20/2009 3:00:00 PM	SB2307	Intro	FN	Original	
4/20/2009 3:00:00 PM	SB2523	Intro	FN	Original	
4/20/2009 12:00:00 AM	SB1756	1st Cmte Rep, Amend	FN	Original	
4/20/2009 12:00:00 AM	SB2251	1st Cmte Rep, Sub	FN	Original	
4/20/2009 12:00:00 AM	SB2307	1st Cmte Rep, Sub	FN	Original	

# Help

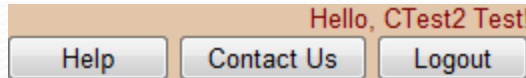
- For more information on the Fiscal Notes application, click the Help button. The fiscal notes help will open in a new browser window.



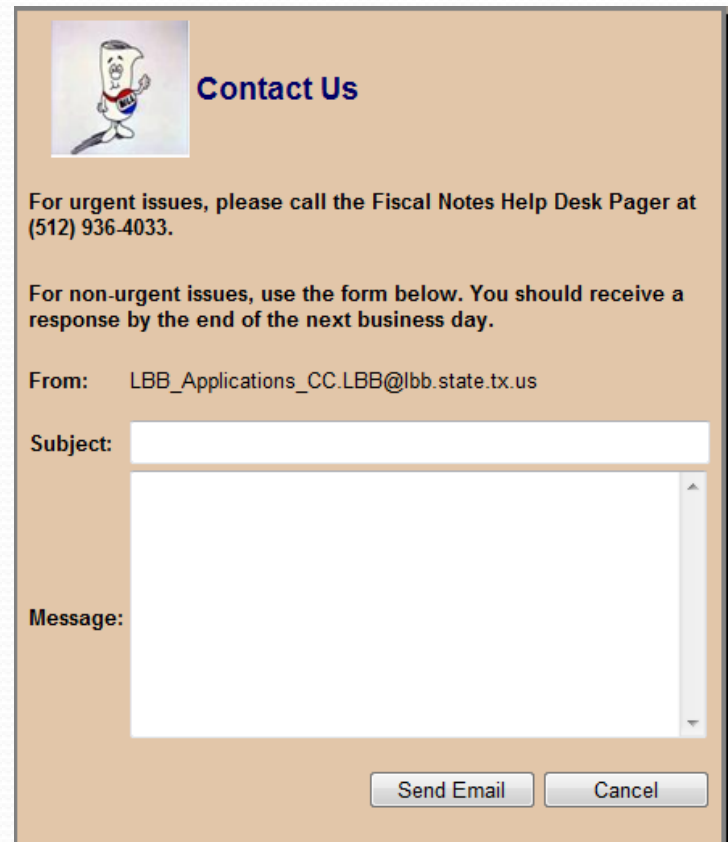


# Contact Us

- Click the Contact Us button to display a pop-up box of contact information.



- If you want immediate 24-7 assistance, call the FNS Help Desk number.
  - If you want assistance within the next business day, click the LBB Applications link.
- When you click the Contact Us button, the system will display a pop-up form. Fill out the subject and message and then click the Send Email button. You should receive a response by the end of the next business day.

A screenshot of a "Contact Us" pop-up form. It has a title bar and a header section with a cartoon character and the text "Contact Us". The main body contains instructions for urgent and non-urgent issues, followed by "From" and "Subject" fields. The "Message" field is a large text area. At the bottom are "Send Email" and "Cancel" buttons.

**Contact Us**

For urgent issues, please call the Fiscal Notes Help Desk Pager at (512) 936-4033.

For non-urgent issues, use the form below. You should receive a response by the end of the next business day.

From: LBB\_Applications\_CC.LBB@lbb.state.tx.us

Subject:

Message:

# THE END

