How to use the Texas Legislature Online tools.

I. LOG IN -- https://capitol.texas.gov/

II. ALERTS

III. BILLS LIST

IV. SEARCH FOR BILLS

V. ARCHIVED COMMITTEE MEETINGS

II. & III. Your bill alerts and bill lists.

IV. How to search for bills.

V. How to find archived committee meetings

I. How to login to your TLO account
I. LOG IN – Go to this link https://capitol.texas.gov/

a) How to get an account:

b) Use email you get alerts on your phone with or check daily.

1. Once session starts rolling you’ll begin to get daily alerts from your bills. This is how you’ll track when to draft testimony and put in an action request.
II. ALERTS

a) How to sign bills up for alerts. You will get the alerts through email which notify you of committee meetings and legislative action.

Click My TLO to access your bill Alerts List. Note: There is a Bills list and an Alerts list. Do not confuse to two.

b) Use the Comment section to write a bit about the bill for alert clarity. Your comments will show up in alert emails so you can immediately identify which bill is sending you an alert.
c) Alerts for specific committees.
   
   1. Allows you to get alerts for specific committees independent of bills you’re following.

   2. Some committees are important for specific issue chairs. The Senate and House Education Committees for example are important to education issue chairs.
III. **BILLS LIST**

a) This list automatically populates latest legislative action on your bills.

b) **DO NOT CONFUSE BILLS LIST FOR ALERTS!**
IV. SEARCH FOR BILLS

a) To find the bills pertaining to the issue you chair click on the search link.

This is a quick search option but I do not suggest using it for first time users. The Search tab brings you to an advanced search page that is more user friendly.

Click bill search under the Search tab.
IV. SEARCH FOR BILLS

b) Once in the advanced search page be sure to use the Author/Sponsor section and select the correct session. We will be in the 86(R)-2019 session. (R) stands for regular session.

c) Click the ‘Select Subject Criteria..’ bar.

d) Type in key words that pertain to your issue in the search bar. These words will bring up hits to bills that fall under your category. Click the arrow button to add these words to your selected list and hit ‘ok’. Then hit ‘Search’.
IV. SEARCH FOR BILLS

e) This is what your list will look like. Note the bill numbers to the right like HB 37 or HB 144. You’ll need to add these bill numbers (along with their identifiers HB or SB) to your alerts and bill lists.
V. ARCHIVED COMMITTEE MEETINGS: SENATE

a) If you know of a bill you’ll be following that came up in previous sessions you can watch old testimony for it. A good example is the ‘Bathroom Bill’ or any previous abortion bills. They will come back and watching old testimony is hugely helpful in gauging how to draft your testimony.

To find Archived committee footage hover over the ‘Senate’ or ‘House’ Tab, and then click the ‘Committee Meetings’ tab.
b) Finding archived footage for the House is different than the Senate. For the Senate click ‘View committee hearings’ in the upper left hand corner of the page. Once there click Senate Audio/Video Archives page to find the list of archived videos.
V. Archived Committee Meetings: Senate

c) Once there, you can find the committee you’re looking for by date and by committee meeting.
V. ARCHIVED COMMITTEE MEETINGS: HOUSE

a) Follow the same steps for the House.
b) Finding archived footage for the House is different than the Senate. For the House click ‘View committee hearings’ in the upper left hand corner of the page.

Once there scroll down to see the archived broadcasts. Click on the session your past bill was in.
c) Once there, you can find the committee you’re looking for by date and by committee meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13/18</td>
<td>09:04 AM Public Health</td>
</tr>
<tr>
<td>09/12/18</td>
<td>01:11 PM Joint Hearing: Public Health and Urban Affairs</td>
</tr>
<tr>
<td>09/06/18</td>
<td>09:34 AM State Affairs</td>
</tr>
<tr>
<td>09/05/18</td>
<td>09:03 AM Appropriations - S/C on Article III</td>
</tr>
<tr>
<td>08/30/18</td>
<td>12:10 PM Criminal Jurisprudence</td>
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<tr>
<td>08/29/18</td>
<td>10:36 AM Joint Hearing: Criminal Jurisprudence and Corrections</td>
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<tr>
<td>08/29/18</td>
<td>02:56 PM Corrections</td>
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<tr>
<td>08/14/18</td>
<td>01:03 PM Judiciary and Civil Jurisprudence</td>
</tr>
<tr>
<td>08/13/18</td>
<td>10:09 AM Urban Affairs</td>
</tr>
<tr>
<td>08/09/18</td>
<td>09:10 AM Joint Hearing: Public Health and Human Services</td>
</tr>
</tbody>
</table>
If you have any question about the Texas Legislature Online (TLO) process feel free to contact me. It is possible that you may notice you’re not getting alerts after the session starts and committees are formed. If that happens contact me and I’ll help you trouble shoot what the issue is. I’ve had that happen to a few of my interns in the past.

Please note that it takes a few weeks for committees to be formed. You will not get alerts in the first month or so. Committees start to pick up in around March.

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