# New Alabama Legislature Website

### **Quick Clicks User Guide**

### What's the new website address?

The website address: https://legislature.state.al.us

# **How do I find Session Information?**

**Step 1:** Open your browser of choice (Google Chrome, Safari, Firefox, Internet Explorer, etc.) to <a href="https://legislature.state.al.us">https://legislature.state.al.us</a>

Step 2: The website will open to the Homepage. Click the "Session Info" square.



Step 3: On the Session Info landing page, CLICK the square of the information you wish to find.



**Note:** The **Legislative Day** square will take you to the Legislative Day information including, First and Second Readings, Meetings and Announcements, Calendars, Bill Tracking List, and Current Matters.

# How do I find Bills?

Step 1: On the top right corner of the website homepage CLICK in the Search box and type in the bill number you would like to find.



Step 2: CLICK Bill Search from the drop-down options.



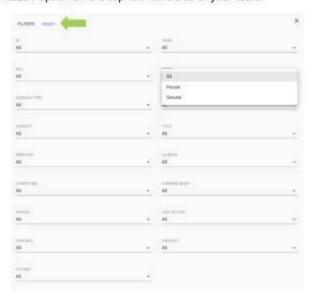
Step 3: The search results will appear in the Bill Search table, example below:



Step 4: Filter the results by CLICKING the filter table icon.



**Step 5:** Change the filter settings by choosing your preferences for each criteria level. *Note*: Once you select the filter criteria from the drop-down table, the choice is automatically saved. If you choose to remove your choices, **CLICK** the blue **RESET** option on the top left-hand side of your table.



### **General Bill Search**

Step 1: You may also search for bills from the website's Homepage by CLICKING on the Bill Search square.



Step 2: The Bill Search Table populate, the bills for the current session will display. You will be able to filter using the filter icon.



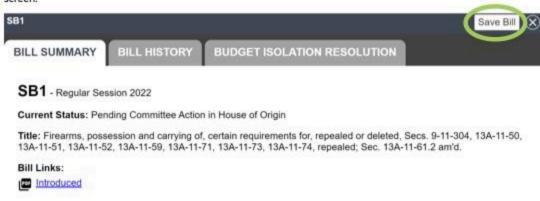
**Note:** Change the filter settings by choosing your preferences for each criteria level. *Note:* Once you select the filter criteria from the drop-down table, the choice is automatically saved. If you choose to remove your choices, **CLICK** the blue **RESET** option on the top left-hand side of your table. (As seen in Step 5.)

### How do I save a Bill to my Bill Tracking List?

Step1: Within your Bill Search Table CLICK the bill number.



Step 2: The Bill Summary window will appear. CLICK the Save Bill button in the top right-hand corner of your screen.



Step 3: After CLICKING the Save Bill button, you will be prompted to sign-in with your Google Account. Once you have signed into your account, the pop-up will disappear, and you will CLICK the 'X' in the right-hand corner of the Bill Summary screen.

Step 4: Once you have exited the Bill Summary Screen you will be back to the Bill Search table, where you will CLICK the My Bills tab on the left-hand top corner of the bill table.



Note: To add more bills, repeat Steps 1 through 3.

# How do I watch or listen to the Legislative Session or a Committee Meeting online?

**Step 1:** Open your browser of choice (Google, Safari, FireFox, Internet Explorer, etc.) to <a href="https://legislature.state.al.us">https://legislature.state.al.us</a>

Step 2: The website will open to the Homepage. Click the "Live Stream" square.



**Step 3:** The Livestream landing page will list the video streaming options by room, committee, and meeting time. **CLICK** the drop down in each field to choose what room you would like to watch.

### A. Field Options



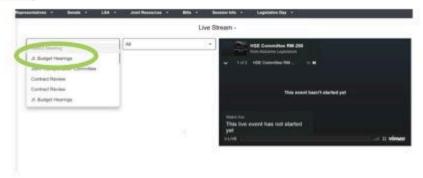
B. Choose Location (Committee Room)



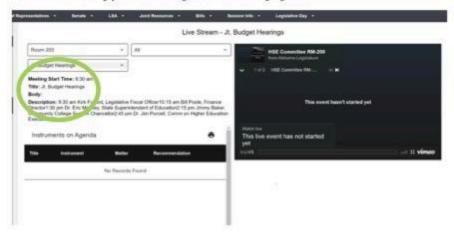
### C. Choose Committee



# D. Choose Meeting



**Step 4**: After selecting the options within the selection fields, the live streaming will appear on your screen with the details listed of what meeting you are viewing and the meeting agenda.



**Step 5**: If you wish to return to the Livestreaming options, **CLICK** the Return/Back arrow on your browser and you will be returned to the Livestreaming landing page.

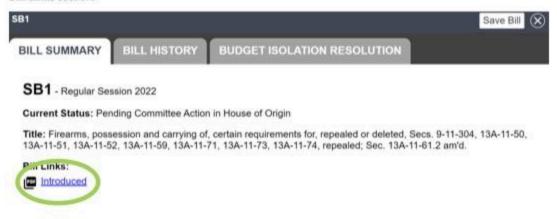


### How to PRINT a bill

Step1: Within your Bill Search Table CLICK the bill number.



Step 2: The Bill Summary window will appear. CLICK the version of the bill you would like to PRINT under the Bill Links section.



Step 3: The PDF view of the chosen bill will appear. To PRINT the bill, CLICK the PRINTER icon in the top right-hand corner of the screen.



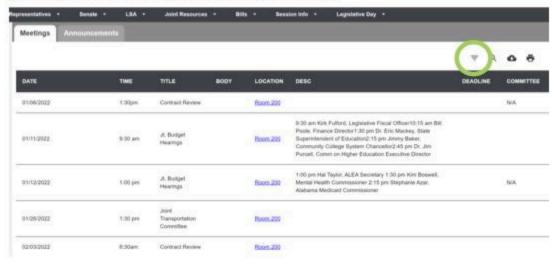
**Note:** Within this same view, you may download the chosen bill by CLICKING on the download button next to the printer icon.

### How do I find information for Meetings and Announcements?

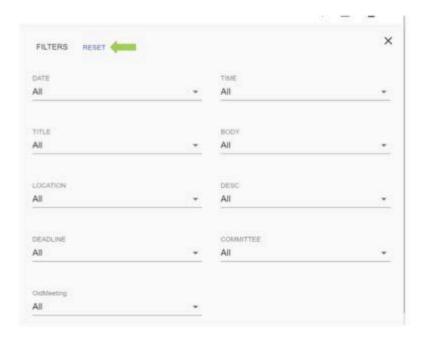
Step 1: On the left-hand side of the website Homepage, you will see the Meetings and Announcements navigation panel. CLICK the Meetings or Announcements link. Note: Within the Homepage navigation panel you will be able to view Legislative Session information including the Session Day, and the Convene and Adjourn times for both House and Senate.



**Step 2:** After CLICKING the Meetings link you will be on the Meetings and Announcements landing page. You can **filter** through the Meetings list by **CLICKING** on the **Filter icon**.



**Step 3:** Change the filter settings by choosing your preferences for each criteria level. *Note:* Once you select the filter criteria from the drop-down table, the choice is automatically saved. If you choose to remove your choices, **CLICK** the blue **RESET** option on the top left-hand side of your table.



**Step 4:** Your selected filtered options will return you to the Meetings tab with your results. CLICK the Location Room to go straight to the Livestream page of the meeting.



**Note**: You may also choose to search the Meetings with a free text search by clicking on the magnifying glass icon.

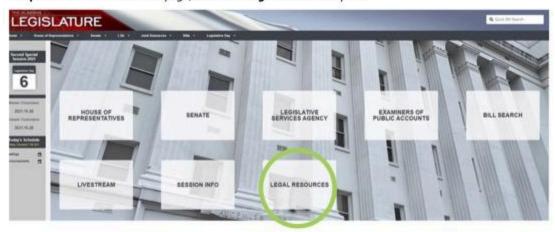


Next type in the word or information you would like to find. The Meetings table will automatically filter to bring up you search results.



### How do I find the the Code of Alabama, Administrative Code, and the Alabama Constitution?

Step 1: On the website's Homepage, CLICK the Legal Resources square.



Step 2: The Legal Resources landing page will appear, CLICK to select the information you would like to view.



**Step 3:** The select information will appear. To filter the information, **CLICK** within the **Search Bar**, and type the words you would like to find within the text. The text with automatically filter to bring the information you have typed in within your text view.

