Enterprise Bill Analysis
Liaison and Reviewer User Guide

2016 Legislative Session

Contents

Welcome to LobbyGov

LobbyGov is a legislative bill tracking service that helps lobbyists, government relations professionals, and organizations review and monitor legislative activities. If you're reading this user guide, it's likely that your organization has subscribed to the LobbyGov Enterprise Bill Analysis service. This user guide contains and overview of the features available to you as a liaison or reviewer within your organization.

Bill Analysis Process

LobbyGov helps facilitate your organization's legislative bill analysis review process. Here's the typical bill analysis process that most organizations that use LobbyGov will follow:

Step 1. An administrator or government relations staff member assigns a bill to one or more departments, which creates a bill analysis task.

Step 2. The liaisons in the department receive an email notification that a new bill task has been assigned to their department. The liaison then logs in to LobbyGov and assigns the task to the appropriate department reviewers.

Step 3. The assigned reviewers receive an email notification that a new bill task has been assigned to them. The reviewer then logs in to LobbyGov and completes the bill review task.

Step 4. After all department reviewers have completed their review, LobbyGov sends an email notification to the liaisons in the department letting them know that a bill analysis task is ready for their approval. The liaison then logs in to LobbyGov, reviews the analysis, makes any edits or changes, and then approves it.

Step 5. When a liaison approves the bill analysis, LobbyGov sends an email notification to the appropriate administrator or government relations staff member letting them know the review is complete.

Depending on how your organization's account is configured, this process may start again when new versions of previously reviewed bills are made available.

Additional Resources

Your organization's LobbyGov administrator should be able to help you resolve most issues and answer your questions. Additional resources are available on the LobbyGov support website at http://support.lobbygov.com/. You may also email support@lobbygov.com and we will respond as soon as possible.

Liaisons

Liaisons are individuals in departments that are responsible for assigning bill review tasks to reviewers and approving completed reviews before they go to organizational staff outside of the department. Depending on your organization's configuration, you may also be authorized to add bill review tasks that haven't already been added to the system.

Getting Started

The first step to using LobbyGov is to find out what your username and password is. Most organizations use a standard convention, such as firstname.lastname or your email address. Contact your LobbyGov administrator to find out for sure. Depending on your organization's policies, a separate username and password may not be required.

Logging in to Your Account

Most organizations have their own unique LobbyGov login web address. You should contact your organization's LobbyGov administrator if you do not know it. You can always log in through the main LobbyGov login page at http://portal.lobbygov.com or by finding the Sign In link on the LobbyGov homepage at http://www.lobbygov.com/.
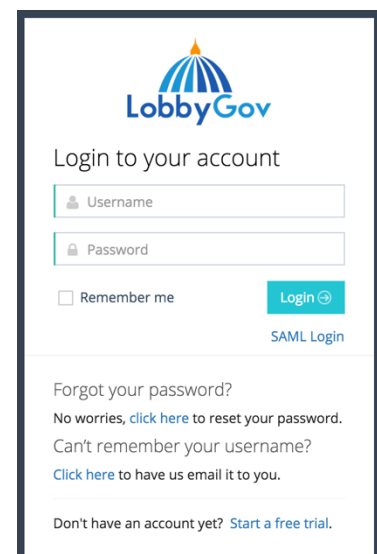
Portal Overview

After you successfully log in to LobbyGov, you'll see the "LobbyGov Portal." This is where all bill analysis tasks are managed. The main navigation menu is on the left-hand side of the website.
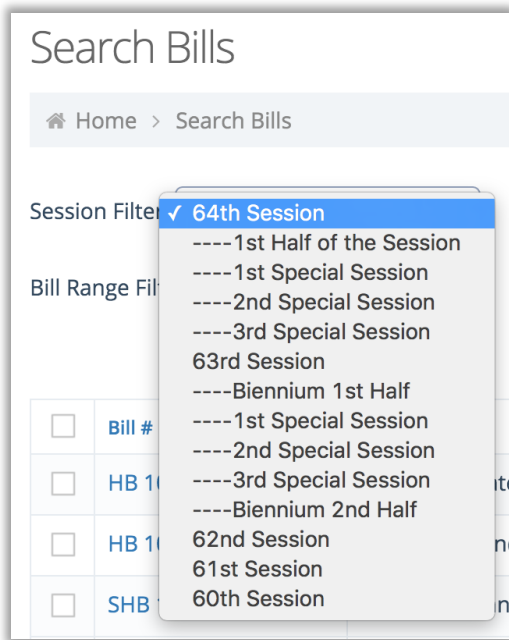
Oftentimes liaisons are also set up as reviewers, so you'll also want to review that section of this guide. Assuming you're only a liaison, here's an overview of the most important menu options you'll see when you log in:

Upcoming Events

This page will display upcoming legislative committee events, including public hearings and executive sessions, for all bills that have been assigned to your department. Use this page to stay up-to-date as bills progress through the process and to help prioritize which bill analysis tasks you should work on first.

Search Bills

This page shows all bills that have been introduced during the current session. You can also use the session filter to browse or search through bills introduced during previous sessions. This page also has a full-text searching feature, so you can find bills by phrase or keyword when you can't remember the bill number. The most relevant bills will appear first when you search.

Legislators

The Legislature roster on this page shows you all active legislators along with their contact information. You can click the legislator's name to see the bills they've sponsored since joining the Legislature.

Committees

All standing legislative committees are listed on this page. When committee meetings are scheduled, you'll see them listed with a link to the committee agenda. You can also click the iCS button to download a file that will import the committee event directly into your calendar.
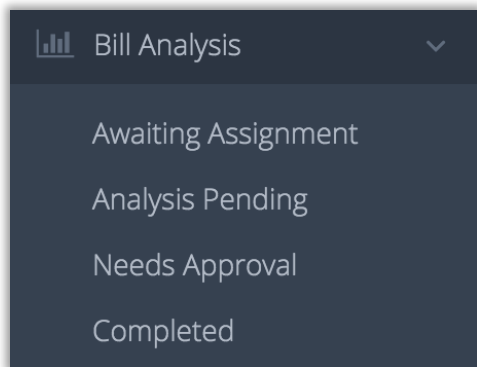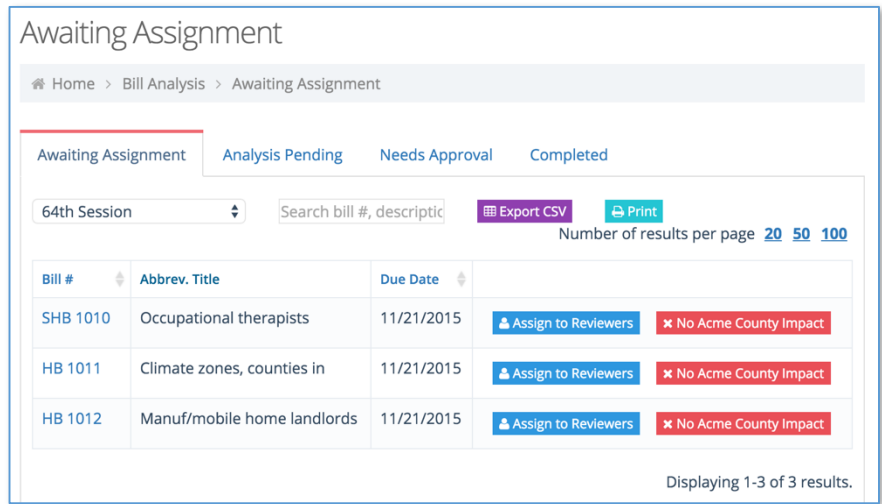

Bill Analysis

The Bill Analysis links on the left-hand navigation menu provide access to bill analysis tasks based on specific status. The "Awaiting Assignment" page lists tasks that need to be assigned to a reviewer. The "Analysis Pending" page lists tasks that have been assigned to reviewers but are still in progress. The "Needs Approval" page lists all tasks that the liaison needs to review and approve. The "Completed" page lists all completed tasks.

Assigning Bills to Reviewers

When a bill analysis task is assigned to a department, LobbyGov sends an email alert to the department liaisons asking them to assign the bill to one or more reviewers. You can assign bill review tasks on the "Awaiting Assignment" page by clicking the "Assign to Reviewers" button. A window will appear with a list of all the reviewers in your department.
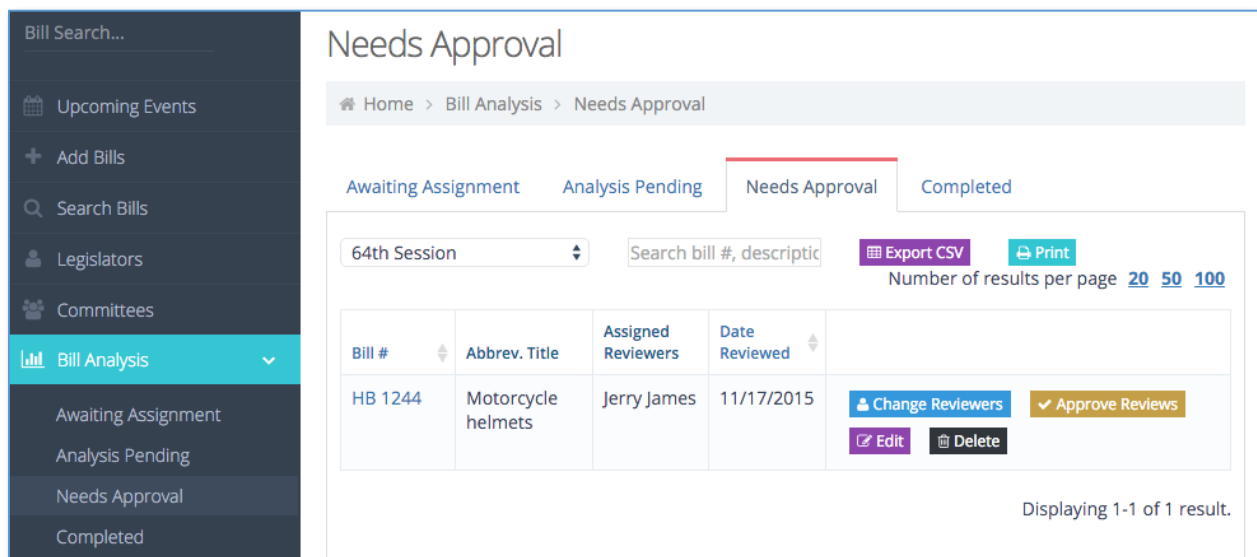

Misassigned Bills & Bills With No Impact to Your Organization

If enabled by your administrator, you can dispense with bills that were misassigned to your department or that you know do not impact your organization. Simply click the "Mark as Misassigned" button or "No Impact" button, which will prompt you to provide an explanation and select one or more alternate departments that it should go to, if applicable.

Editing and Approving Reviews

When a reviewer completes their bill review, you will receive an email asking you to log in to the LobbyGov Portal to approve it. These approval items are listed on the Needs Approval page. You can access this page under **Bill Analysis > Needs Approval** on the navigation menu.

When you find the bill review task that you'd like to review and approve, click the "Approve Reviews" button. That will take you to a separate page that will display the analysis. You can edit the analysis, make changes to recommended positions and priorities, and make your own final recommendation before approving it.
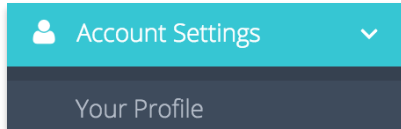
When you're ready to approve the analysis, complete the "Liaison Final Recommendation" section and click the "Mark as Complete and Submit Review as Final" button. LobbyGov will then update the task and move it from the "Needs Approval" page to the "Completed" page. LobbyGov will also send an email to the appropriate administrator or government relations staff member letting them know the analysis is complete.

👤 Liaison Final Recommendation	
Bill misassigned to department	☐
No Acme County Impact	☐
Recommended Position	⬍
Recommended Priority	⬍
Summary	

Save   Mark as Complete & Submit Review as Final

Adding Bills for Review

Organizations have the option to allow liaisons to add bills into the bill analysis process that haven't already been added by government relations staff. You should contact your organization's LobbyGov administrator to find out if this is available to you. Assuming that it is, you can add bills by going to the "Add Bills" page or the "Search Bills" page.

Managing Your Profile

If you need to change your user profile information, including name, email or password, go to the Your Profile page under Account Settings. On this page you'll see fields to make these changes. When you've entered the new information, click the Save button and the changes will be applied.

Frequently Asked Questions

What happens when a substitute bill is introduced after the bill analysis is already complete?

If enabled by your organization administrator, LobbyGov will automatically create a new task for the new bill version and alert the appropriate liaisons and reviewers. Reviewers can provide new analysis or import their analysis from a previous bill version.

Does LobbyGov send reminder emails to reviewers?

Yes, LobbyGov will send a reminder email 24 hours before the bill review due date to any reviewer that has yet to complete their review.

What if a bill review needs to change after it was submitted?

Liaisons and reviewers can always edit reviews after they've been submitted or marked as complete. Any updates will make their way to the appropriate administrator or government relations staff member.

What if I can't log in or I forgot my username or password?

Use the LobbyGov username and password retrieval tools on the login page. There's a link to recover a lost username or password.

What if there's a bill my department should be reviewing but it hasn't been assigned yet?

If your organization's administrator has authorized liaisons to add bills, you can do this. Go to "Add Bills" and enter the bill number. Then select the appropriate department, mark any questions you think are relevant, and hit save. That will put the bill into the review process. Remember to go to the "Awaiting Assignment" page and actually assign it to a reviewer.

Reviewers

Reviewers are individuals who review bills that are assigned to them by department liaisons, administrators, or other government relations staff.

Getting Started

The first step to using LobbyGov is to find out what your username and password is. Most organizations use a standard convention, such as firstname.lastname or your email address. Contact your LobbyGov administrator or department liaison to find out for sure. Depending on your organization's policies, a separate username and password may not be required.

Logging in to Your Account

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Portal Overview

After you successfully log in to LobbyGov, you'll see what's called the "LobbyGov Portal." This is where all bill analysis tasks are managed. The main navigation menu is on the left-hand side of the website.

Typically, the first page you'll see is the To-do List. The additional features you have access to will be listed as links on the left-hand menu. The most relevant links are discussed below.

To-do List

This page displays bill tasks that have been assigned to you and still need to be completed. After you complete the bill analysis, the task will no longer be displayed on the To-do List.
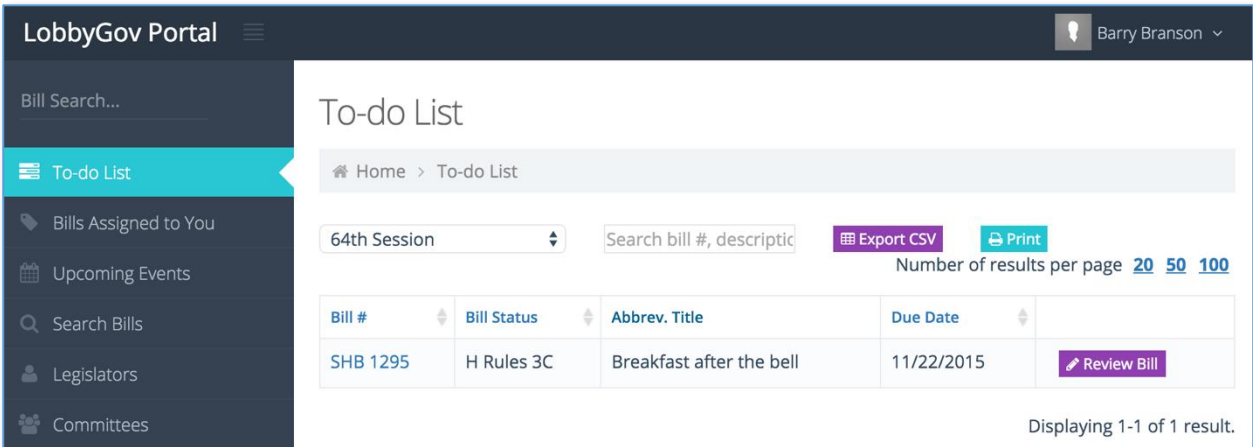
Upcoming Events

This page displays upcoming legislative committee events, including public hearings and executive sessions, for all bills that have been assigned to you. You can use this page to stay up-to-date as bills progress through the process and to help prioritize which bill analysis tasks you should work on first.

Bills Assigned to You

This page lists all bills that have been assigned to you, regardless of whether you've completed your bill analysis or not. You can also use this page to make changes to a previously submitted bill analysis (doing so will also notify your department liaison).

Reviewing Bills

When you're ready to review a bill that was assigned to you, log in to the LobbyGov Portal and go to the "To-do List" page. You'll see all pending tasks listed. When you find the bill you want to review, click the "Review Bill" button. Here's what the To-do List page will look like:

After you click the "Review Bill" button, you'll be taken to a page specifically for that task. The page will include brief information about the bill, a link to the Legislature webpage for the bill, and a list of other departments that the bill has been assigned to (if any). If your organization has given you access to see reviews by other departments, you'll see those departments listed as a clickable link to view the review information.

Below this information you'll also see specific questions to answer as part of your analysis. Questions can change with each bill task, so make sure you read the questions thoroughly each time. The initial questions (Bill misassigned or Bill doesn't impact your organization) can be used to quickly communicate this without a complete bill analysis. You'll also most likely be asked to give a priority and position recommendation.

You are not required to complete your review all at once. You should use the "Save & Go Back" or "Save & Continue Editing" buttons as you go to make sure your work is saved. When you're ready to mark your review as complete and submit it to your department liaison, change the "Is your review complete?" value from "No" to "Yes" and click the "Save & Go Back" button. LobbyGov will then remove the task from your To-do List and notify your department liaison that your analysis is complete.

If you would like to edit your bill analysis after you already marked it as complete, go to the "Bills Assigned to You" page. Find the bill on that page and click the "Review Bill" button to be taken to the edit page. Your liaison will be notified.

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