

### SETTING UP A UserID and PASSWORD:

1. Open your browser (Mozilla Firefox, Netscape, ...)
2. Go to [www.scstatehouse.gov](http://www.scstatehouse.gov)
3. On the left side (under Legislative Resources), chose "Bill Tracking & Reports"
4. Under the Login and Reset buttons, click on the word "here" to establish a free login to the system. This takes you to the "Create New Logon" screen.
5. Enter all information. Make a note of UserID and password somewhere and click on "Create UserID."
6. Open another window for your email and go to your email. When you have a message from sender LPITS MAILBOX, open this message and click on the link to activate your account. (If the email is slow, you can continue to work on learning about the Statehouse web site while waiting.) This email also states your UserID and password. These are case-sensitive.
7. A pop-up will state that your UserID has been validated. When you click on "OK" a Logon screen will appear. Enter your UserID and Password and Login.
8. Now you are confronted with the Legislative Information Tracking System. This screen is not where you want to be, so LOGOFF and continue below.

### SETTING UP A TRACKING LIST:

1. Go to [www.scstatehouse.gov](http://www.scstatehouse.gov)
2. On this site, on the right, is a feature called quick search. Use search terms as "cigarette" or "TERI." A consecutive string of terms, such as "roll call votes," will also be recognized. Use search to find one or more bills that you would like to track. Write down the bill number(s) or continue with step 3, and use both windows together.
3. After you have found your bill or bills, click on "Bill Tracking & Reports" on the left side of the screen.
4. A new window will open, in which you enter your UserID and password. You may prefer to work in the new window while keeping the previous window open.
5. Click on "tracking list." Give your list a name – Jane's Bills, Education Issues, or something simple.
6. Near the top of the screen, where it says "Add bill," click on "submit action."
7. Enter the number(s) of the bills you wish to follow.
8. Log off the tracking system.
9. When anything happens to one of those bills, you will get an email from LPITS. (Make sure it can get past your spam blocker .)