

**HOW TO TRACK BILLS via the**  
**Hawai'i State Legislature's WEBSITE**  
INSTRUCTIONS FOR PIC/Community Members

You can use the Hawai'i State Legislature's web page ([capitol.hawaii.gov](http://capitol.hawaii.gov)) for personalized measure (bill and resolution) tracking, and to quickly and conveniently submit written testimony.

**HOW TO TRACK BILLS AND RESOLUTIONS**

1. **Account:** Sign in using your email address and password or create a new account:
  - a. Click on [Register](#) on top right corner of the home page.
  - b. Complete the web form, including your email address, and create a password.
  - c. You will then receive a confirmation email.
  - d. Confirm by responding to the emailed directions.
2. **Creating a web-based list of measures**
  - a. Click on [Measure Tracking](#).
  - b. Click on [Create List](#).
  - c. Make your own title for the tracking sheet (e.g., "Housing/Homeless")  
TIP: Set up different tracking spreadsheets for different issues if needed.
3. **Adding measures to your tracking list**
  - a. Enter the measure number in the box to left of [Add a Measure](#)
    - TIP: Type in one bill number at a time without spaces (e.g., HB444).
    - TIP: Start by making your own list of all measures *before* adding any measures. Put the measures in numerical order. Enter the bills in **numerical order when creating the list** on the website for easier reference.  
  
The Measure Tracking format automatically reverts back to the same order that you entered the measures into the original list. Bills will be mixed up when the report is generated unless they are initially added to the list in numerical order.
    - TIP: You can change the order of bills in the Reports function, but NOT on the original list, once saved. (See "Generating a Measure Tracking Report").
  - b. Adding notes: click on "Add Notes" next to the bill number to add your own quick reference info. This will show up when you generate a report. Examples of useful information: OPPOSE or MONITOR; DEAD or DEFER (as bills die); key issue/info for quick reference  
  
Click [Save](#) for each note.
    - Sample note: **DEAD. NOT CROSSOVER; Companion to SB 2319- Hmls Omnibus Bill; PIC priority.**
4. **Adding bills later:** Click on [Show List](#) to open list. Add bills the same as previously described. These additional bills will show up at the end of the list when you generate reports.

## 5. **Generating a Measure Tracking Report:**

- a. Click on [Generate Report](#).
- b. Sorting bills and resolutions:
  - To list numerically by measure number, click on [Measure](#).
  - To list by current status: click on [Current Status](#).
    - To sort bills by the most recent action taken, **click twice** on [Current Status](#). Check dates listed for top bills.
- c. **Edit format for printing:**
  1. Click on [File – Page Setup](#).
  2. Change setup to [LEGAL](#) or [LANDSCAPE](#) orientation.
  3. Click on [PRINT PREVIEW](#): double check that the orientation is correct (legal/landscape) before printing.
  4. Print.
    - **TIP:** When opening a saved document, you must **reformat the document each time you want to print it**. When you close the document, it automatically reverts to the default orientation (Letter/Portrait). Always check Print Preview before printing.
- d. **Saving Report:**

You can save the report to your computer in a web-based version or in Excel. Click [Save Page As](#) in your browser to save the report in a web-based version. You can open this file, which includes hyperlinks to the bill status web page, with all actions taken on bill, the most current status, links to testimony, and hearing notices. This feature is lost when you save the Measure Tracking Report to an Excel spreadsheet.

## 6. **Updating measure status:** As status of bills change, update status under [LIST - Notes](#):

- a. At screen for list: Click on [Add Note](#) and add new info regarding status, e.g., DEAD; DEFERRED by FIN; no crossover; merged with Bill #xxxx; etc.
- b. To see which bills are still alive, click on [Current Status](#) on the Measure Tracking Report. The Report will be sorted so that dead bills (e.g., deferred or not heard in time) will fall to the bottom and live bills that are moving forward will remain at the top of the Report.

TIP: At the end of the legislative session, scan and save two versions of the Measure Tracking Report—one sorted by Current Status and one sorted by Measure number.

### **Useful features of Legislature’s web-based Measure Tracking Report:**

- The most recent version of bill is automatically listed (e.g., HB230 [HD1](#)).
- PDF icon next to each entry links to full text of the most recent version of the measure.
- The measure number for each entry (e.g., HB230) hyperlinks to the Legislature webpage for the individual bill or resolution. This measure status page will show a description of the bill, its introducers, all actions taken, all versions of the measure, committee reports, testimony received, and hearing notices. Click on these features to read testimony, see the full hearing notices, etc.