Florida House of Representatives
Legislative Tracking System User Guide

The House Legislative Tracking system allows users to identify and track specific bills, members, committee activities and statutes throughout the legislative process. By creating your own legislative tracking account, you may stay informed on the issues you care about. If desired, email notifications will be sent to you when the status of your tracked items change.
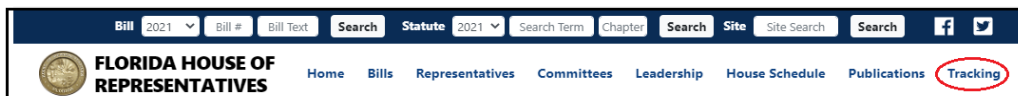
REQUIREMENTS
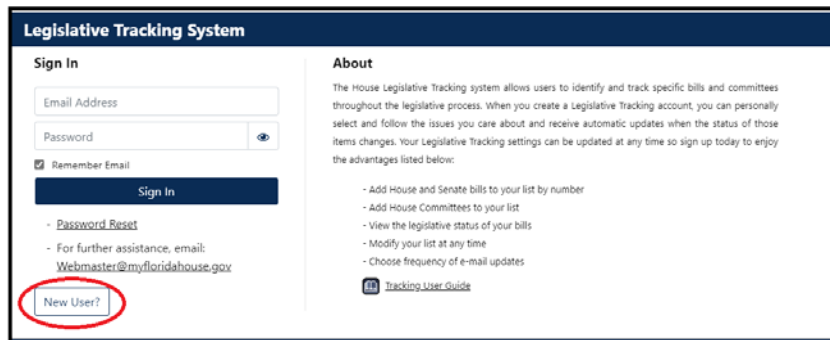
1) Access to the internet
2) Valid Email Account

REGISTRATION

To begin using Legislative Tracking, you will need to create a personal tracking account by completing the registration process.
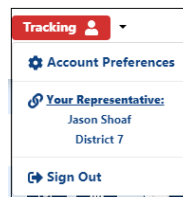
1) From your internet browser, go to https://www.myfloridahouse.gov and select **Tracking**

2) Begin the registration process by selecting 'New User?'

3) Complete the Subscription form, Items marked * denote a required field. Florida residents Representatives will be displayed when they enter their home address in the form.

Special Note:
You may register multiple times using different email accounts for each account.

Create Your Subscription Account

All accounts are **free and open to the public.** Please provide the information below to open an account.

* denotes a required field.

* Email	
* Confirm Email	
* First Name	
* Last Name	
Address	
Apt., Lot, Unit, Suite	
City	
State	
* Zip	-
* Password	👁
* Confirm Password	👁

4) A complex password is required for creation of your account.

* Password

•••

Password Requirements:
- ✖ **- Minimum of eight (8) characters in length**
- ✔ **- 1 Uppercase letter (A-Z)**
- ✔ **- 1 Lowercase letter (a-z)**
- ✖ **- 1 digit (0-9)**
- ✔ **- Special character (-+_!@#$%^&*.,?)**

5) If you wish to receive email notifications when the status of any tracked items changes, select the desired delivery frequency for those emails. The default is to receive NO email notifications.

Select Frequency of Email Notifications

○ 15 min   ○ 30 min   ○ Hourly   ○ Daily   ○ Event Based   ⦿ No Email - Website Only

** By selecting "No Email" you are indicating that you do not want email notification of events.

6) Click Submit after completing the registration form. Upon successful submission of the registration form, you will be prompted to check your email for an activation link.

Note: After you submit your account information, an activation key will be sent to the e-mail address you provided. Please check your e-mail for further information regarding activation of your account.
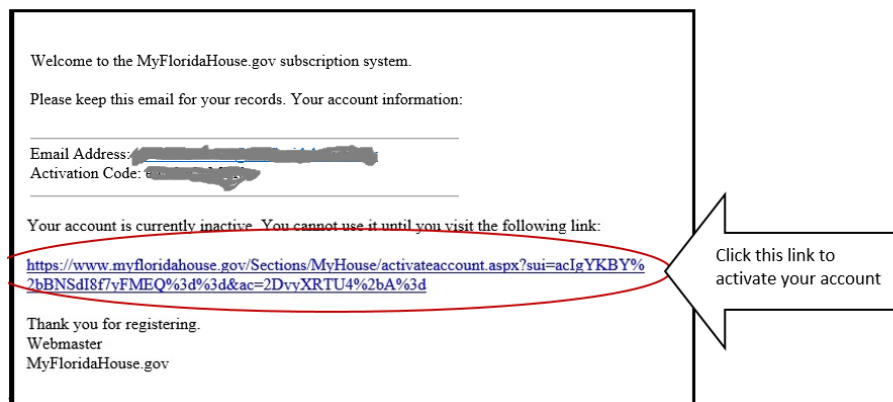
Clear Fields   Create Tracking Account

Legislative Tracking System Account

Congratulations! Your account has been created.

This system requires account activation. An activation key has been sent to the e-mail address you provided. Please check your e-mail for further information. **Click here** to return to the homepage.
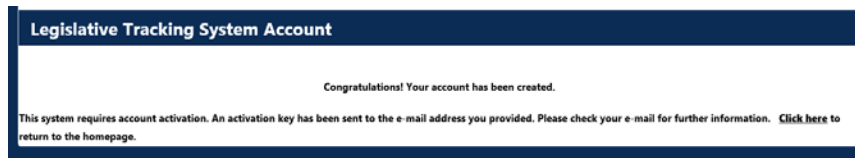
ACTIVATION

The Legislative Tracking system will send a "Welcome" email to the email address you provided on the subscription form. This email includes important items that are required in order to use the system—an **activation link** and **activation code**.

1) Check your email and open the "Welcome to MyFloridaHouse Subscription System" email. Click the link to activate your subscription.
   —**IMPORTANT**— The tracking system will be unavailable until you select the activation link. If you do not activate your account within **6** days, it will be deleted from the system.
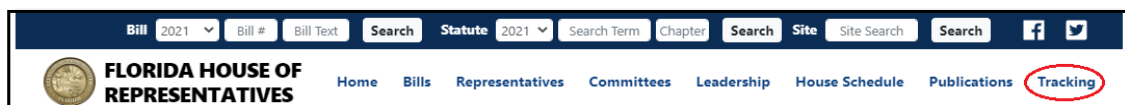
Welcome to the MyFloridaHouse.gov subscription system.

Please keep this email for your records. Your account information:

Email Address:

Activation Code:

Your account is currently inactive. You cannot use it until you visit the following link:

https://www.myfloridahouse.gov/Sections/MyHouse/activateaccount.aspx?sui=acIgYKBY%2bBNSdI8f7yFMEQ%3d%3d&ac=2DvyXRTU4%2bA%3d

Click this link to activate your account

Thank you for registering.
Webmaster
MyFloridaHouse.gov

Legislative Tracking System Account

Your account has now been activated. Thank you for registering.
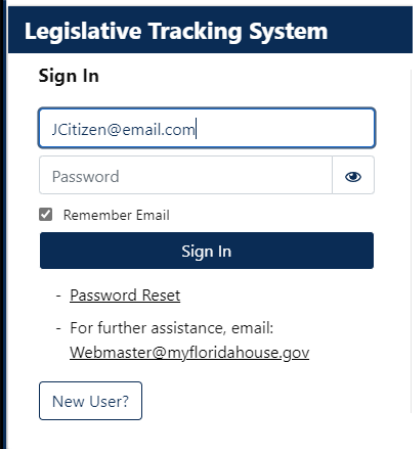
LOGIN

1) Using your internet browser, go to https://www.myfloridahouse.gov and select **Tracking**

| Bill | 2021 ⌄ | Bill # | Bill Text | Search | Statute | 2021 ⌄ | Search Term | Chapter | Search | Site | Site Search | Search |

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2) Enter your Email address with the Password you created during the registration process and select Sign In.
   • If your account is inactive for over 10 minutes, you will be required to reenter your password.

3) Having trouble with your Login? Click on "Password Reset" and follow instructions to change your password. Enter the email that you used to create the account and you will receive a link to allow the password reset.
4) If you continue to have login issues, use email link listed for Webmaster.


MANAGE TRACKING LIST

After you login, a screen displays for selection of Bills, Members, Committees, Conference Committee notifications and/or Statutes you wish to track.

Bills may be filtered by Bill Year, if you have bills from previous years.

Committees will be trackable by Committee Term.

Conference Committee Meeting Tracking is either on or off. When turned on, you will receive notifications for all the Conference Committee meetings that are scheduled. When this is turned off, you will permanently lose all Tracking notes made for Conference tracking.
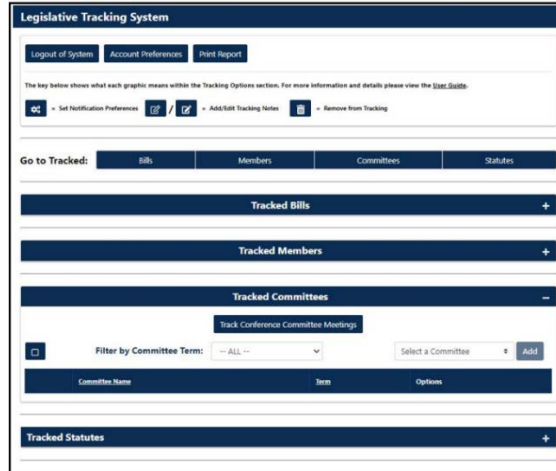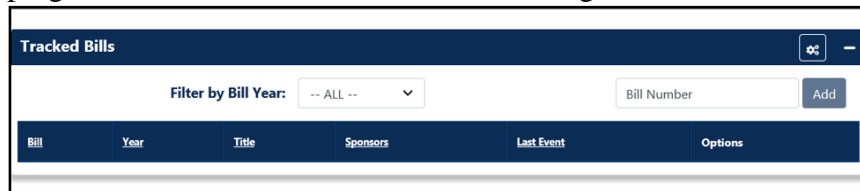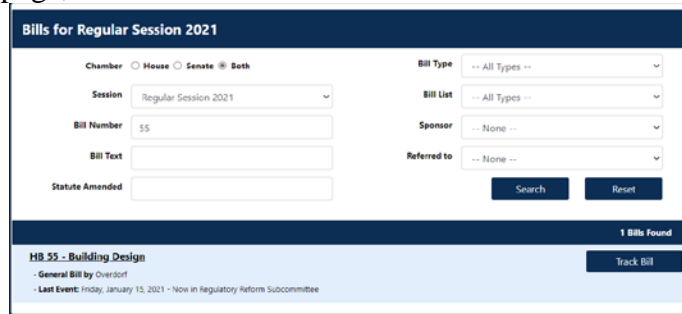
ADD ITEMS TO TRACKING:

1. Bills may be added while logged in to Tracking by:

   a. Typing in an individual bill number and clicking Add.

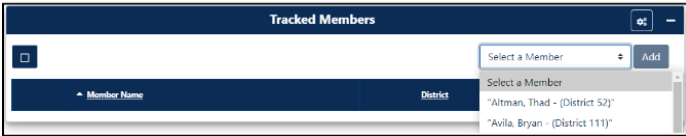   b. On Bills page, enter bill number and Search. Select Track Bill.

   c. On Bill Details page, click Add to Tracking

2. Members may be selected by:

   a. Choosing Member from dropdown list and clicking Add. Member's name and District will be displayed.
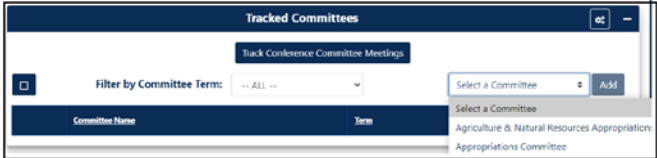

   b. On Representatives page, click Add to Tracking

   c. On Committee page, click on Member's name, to be redirected to Member's page, Click on Add to Tracking

3. Committees may be added to Tracking by:

   a. Selecting individual committee names from the dropdown list and click Add.

   b. On Committee page, click Add to Tracking

   Committees entered from previous years may be filtered by Committee Term.

4. Statutes may be added to tracking by:

   a. Entering the Statute Number you wish to track and select Add on the Tracking page.

   b. On a Bill search, click on the bill, get the Bill Details page, click on the statute you wish to track, Add to Tracking.
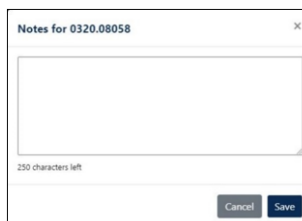

   c. On the top search bar on MFH, enter Search Term or Chapter and Search. Open Statute from list and click Add to Tracking.

ADD/REMOVE NOTES ON YOUR TRACKED ITEMS

Note may be added to any tracked items.

1) To add a Note to a tracked items, select the Icon:

2) Once a note is saved, the icon changes to indicate a note has been added.

   • Notes are limited to 250 characters

3) To remove a note, open the note and delete the text, then click Save. When a tracked item is deleted, notes are also deleted and are not recoverable.

4) Conference Committee Tracking Notes are enabled when Tracking is On. When Conference Committee tracking is turned Off, all notes are permanently deleted.

REMOVE ITEMS FROM YOUR TRACKING LIST

Bills, Members, Committees and Statutes may be removed from tracking in the same manner they were added via Bills page, Bill Details page, Representatives page or Committee pages. Go to any of the pages and select Remove from Tracking. They may also be removed via the Tracking page.
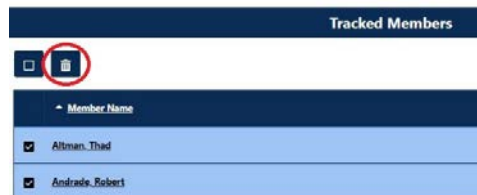
To remove an individual item from your tracking list:

    a. Select "trashcan" icon associated with the item you wish to remove. This will be the same on all tracked items.
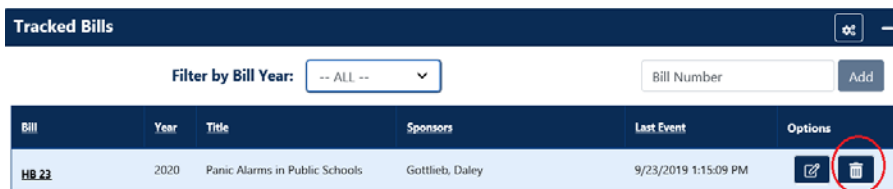
To remove multiple items from your tracking list:

    b. Select all the items within a group and click on the 'trashcan' icon that appears once they are clicked.

SET NOTIFICATION PREFERENCES

Tracked items in Bills, Members, and Committees groups allow you to select the type of notifications you wish to receive after they have been added.

To add notifications from the available options, click on the *gears* icon to open Notification

Preferences. NOTE: Gears only appear when items have been added to tracking lists. Select the notifications you want to receive, then click Add Notification.

To remove a subscribed notification, open Notification preferences, (gears) select subscribed notification from list and click Remove Notification.

Multiple notifications may be added or removed by holding down the *Ctrl* button for selection before clicking the Add/Remove buttons.

PRINT A REPORT OF YOUR TRACKING LIST

The system offers a report of all the items you are tracking with your notes included. While logged into the Legislative Tracking system, visit the tracking page and select 'Print Report' and a PDF document will be created.
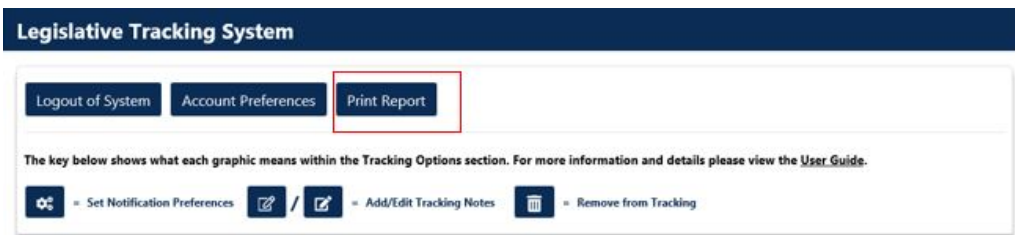
View of a Sample Report:

**Legislative Tracking System
Subscriptions**

Tracked Bills

Bill	Session	Title	Sponsor	Last Event	Notes
HB 15	2018	Deregulation of Professions and Occupations	Beshears	3/10/2018 12:00:39 AM 03/10/18 S Died in Regulated Industries	Test
HB 7101	2018	Public Safety	Appropriations Committee, Oliva	3/10/2018 12:00:00 AM Died on Second Reading Calendar; companion bill(s) passed, see CS/SB 7026 (Ch. 2018-3)	

Tracked Members

Member	Notes
Oliva, Jose	Notes

Tracked Committees

Committee	Notes
Children, Families & Seniors Subcommittee	

Tracked Statutes

Statute	Notes
0020.221 - Federal Grants Trust Fund.	
0020.60 - Department of Economic Opportunity; creation; powers and duties.	

SESSION DATASETS

Session Datasets are delimited data files which contain bill information per Session and are available for download. These files are tab-delimited text files and can be imported into any word processor, spreadsheet or database.

Session Datasets

Delimited data files are made available below for download. The files are tab-delimited in (.TXT) format and can be imported into any word processor, spreadsheet, or database program.

Regular Session 2019 Bill Dataset
Organization Session 2018O Bill Dataset
Regular Session 2017 Bill Dataset

ACCOUNT PREFERENCES

Information provided when subscribing to the Legislative Tracking system may be updated at any time. You may also delete your tracking account using the Account Preferences option.

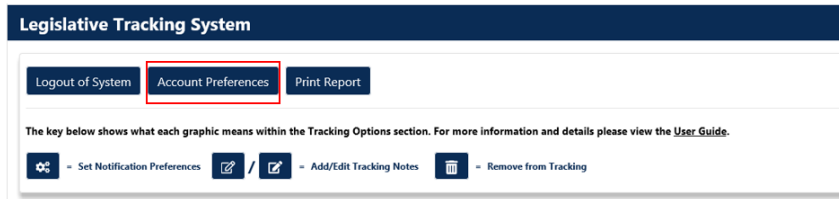While logged into the Legislative Tracking System, visit the Tracking Page

| Bill | 2019 ▼ | Bill # | Bill Text | **Search** | **Statute** | 2018 ▼ | Search Term | Chapter | **Search** | **Site** | Site Search | **Search** | |

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Select 'Account Preferences' to view your settings

Any information on this page can be updated at any time. If the email address is changed, there will be an email notification to both the existing and the new email addresses.

    a. Change the password of the account
    b. Change the frequency of email notifications
    c. Delete Tracking Account

DELETE TRACKING ACCOUNT

While logged in to Legislative Tracking:
1. Click on Account Preferences link
2. Click 'Delete Tracking Account' button.

Selecting Delete Tracking Account will send a confirmation email, which will contain a link which, when clicked, will schedule the account for deletion.

Delete Tracking Account

← Return To Tracking Page   Clear Fields   Save Changes

A notification appears indicating a *deletion confirmation* email has been sent to the email address on file.

Legislative Tracking System Account

A deletion confirmation email has been sent. Account deletion requires clicking on the link in the email.

A notification will be sent to your email on record. Open the "MyFloridaHouse Legislative Tracking System User Removal" email. Click on the Removal Link.

Your account will NOT be deleted until you select the removal link provided in the 'Removal' email.