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 changes.

**REQUIREMENTS**

1) Access to the internet  
2) Valid Email Account

**REGISTRATION**

Before 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 ‘Sign up here’
3) Complete the Subscription form, Items marked * denotes a required filed.

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
*User Name
*Password
*Confirm Password

4) If you wish to receive email notifications when the status of any tracked items changes, please 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.

5) Click Submit when you have completed the registration form. Upon successful submission of the registration form, you will be prompted to check your email.
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, your username and activation code.

1) Check your email and open the “Welcome to MyFloridaHouse Subscription System” email. Select the link to activate your subscription.
   —IMPORTANT— You will not be able to use the tracking system until you select the activation link. If you do not activate your account within 6 days, it will be deleted from the system.

2) Your Legislative Tracking “Welcome” email also includes your **Username** and **Activation Code**. You will need this username to login to the Legislative Tracking system.
LOGIN

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

2) Type your Username and Password that you specified in the registration process and select Sign In

Troubleshooting/Login Issues

New user? Sign up here
MANAGE TRACKING LIST

After login, a tracking list screen will display which allows you to specify the Bills, Members, Committees and Statutes you wish to track.

ADDITION BILLS

To add a Bill type in the bill number (numbers only) you wish to track and select Add, Repeat this step for each Bill you wish to track.
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**ADDING MEMBERS**

To add a Member, select Member’s name from the drop down list that you wish to track and select Add, Repeat this step for each Member you wish to track.

**ADDING COMMITTEES**

To add a Committee, select Committee’s name from the drop down list that you wish to track and select Add, Repeat this step for each Committee you wish to track.

**ADDING STATUTES**

To add a Statute type the chapter or section number you wish to track and select Add, Repeat this step for each Statute you wish to track.

**REMOVING ITEMS FROM YOUR TRACKING LIST**

To remove an item from your tracking list, select red “X” icon associated with the item you wish to remove.
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ADDITION NOTES TO YOUR TRACKED ITEMS

1) To add a Note to one of your tracked items, select the blue chat Icon:

2) A new dialogue window will open, type in your notes and select ‘Save’. (Notes are limited to 250 characters)
SETTING NOTIFICATION PREFERENCES

For each group of tracked items (Bills, Members, Committees), you are able to select the type of notifications you wish to receive for that group of tracked Items. On each Tracked item section there is a set of gears, select the gear to view the available notifications.

From the list of available notifications, select the notifications to which you wish to subscribe (You may hold down Ctrl button to select more than one at a time) and then select **Add Notification**.

To remove a subscribed notification, select it from the subscribed notification list (You may hold down Ctrl button to select more than one at a time) and then select **Remove Notification**.
ADDCING BILLS TO TRACKING FROM BILL LISTING PAGE

In addition to using your tracking list to add Bills, you may also add them via the Bill Listing Page. While logged into the Legislative Tracking System, visit the Bills Page.

Once there you will see the ‘Track Bill’ or ‘Remove Tracking’ buttons next to each bill listed, selecting this button will add or remove that Bill from your list of tracked bills.
ADDING BILLS TO TRACKING FROM BILL DETAILS PAGE

You may also add Bills to your tracking list via the Bills Details page. While logged into the Legislative Tracking System and visiting a Bills Details page, you will see an ‘Add to Tracking’ or ‘Remove from Tracking’ button. By selecting this button, you can add or remove this bill from your list.
In addition to using your tracking list to add Members, you may also add them via the Members Page. While logged into the Legislative Tracking System, visit the Members Page and under the Member’s photograph, you will see an ‘Add to Tracking’ or a ‘Remove from Tracking’ button. By selecting this button, you can add or remove this Member from your list.
ADDING COMMITTEES TO TRACKING FROM COMMITTEES PAGE

In addition to using your tracking list to add Committees, you may also add them via the Committees Page. While logged into the Legislative Tracking System, visit the Committee Page you will see an ‘Add to Tracking’ or a ‘Remove from Tracking’ button. By selecting this button, you can add or remove this Committee from your list.

PRINTING A REPORT OF YOUR TRACKING LIST

The system offers a report of all the items you are tracking including your notes. While logged into the Legislative Tracking system, visit the tracking page and select ‘Print Report’ and a PDF document will be created and downloaded to your system.

View of a Sample Report:
SESSION DATASETS

Session Datasets are delimited data files which are available for download, these files are tab-delimited text files that can be imported into any word process, spreadsheet or database programs.

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

Regular Session 2019 Bill Dataset
Organization Session 2018-20 Bill Dataset
Regular Session 2017 Bill Dataset
ACCOUNT PREFERENCES

Information provided when subscribing to the Legislative Tracking system may be updated at any time. This information includes items such as your email address, user name, password and the frequency of email notifications. You may also delete your tracking account using the Account Preferences option.

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

Then select ‘Account Preferences’ to view your settings
CHANGING PASSWORD

If you would like to change your password, select the link ‘Change Password’

This will bring up a new window, enter in your current password, supply your new password and then select ‘Submit’.
DELETING YOUR TRACKING ACCOUNT

If you would like remove your tracking account; you may do this via the Account Preferences page by clicking on the ‘Delete Tracking Account’ button.

The system will respond indicating that a deletion confirmation email was sent to your email address.

Check your email and open the ‘MyFloridaHouse Legislative Tracking System User Removal’ email. Your account will NOT be deleted from the tracking system until you select the removal link provided in the ‘Removal’ email.