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 e-mail 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 [http://myfloridahouse.gov](http://myfloridahouse.gov) and select Legislative Tracking.

2. Begin the registration process by selecting Start.

3. Complete the Subscription form. Items marked with a red asterisk, (*), are required fields.
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 Message Delivery**

- [ ] 15 min
- [ ] 30 min
- [ ] Hourly
- [ ] Daily
- [ ] Event Based
- [ ] No Email - Website Only

**By selecting "No E-mail" you are indicating that you do not want e-mail 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.

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**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, 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 logon to the Legislative Tracking system.

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![Username and Activation Code]

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**Login**

1. **Using** your internet browser, go to [http://myfloridahouse.gov](http://myfloridahouse.gov) and select **Legislative Tracking**.

   ![Florida House of Representatives Login](image.png)

2. Type your **username** and **password** that you specified in the registration process and select **Login**.

   ![Login Page](image.png)
**Manage Tracking List**

After logon, a tracking list screen is presented which allows you to specify the Bills, Members, Statutes and Committees you wish to track.

1. **Add Tracked Bills:**
   - At the Tracked Bills prompt, type a bill number you wish to track and select Add. Repeat this step for each bill you wish to track.

2. **Add Tracked Members:**
   - From the Tracked Members pull down, select a member to track. Select Add. Repeat this step for each member you wish to track.

3. **Add Tracked Committees:**
   - From the Tracked Committees pull down, select a committee to track. Select Add. Repeat this step for each committee you wish to track.

4. **Add Tracked Statutes:**
   - At the Tracked Statutes prompt, type a chapter and section number to track. The full chapter and section must be supplied. (Example: You would enter 395.0192 to track all bills that are affected by the Florida Statute 392.0192) Only current statutes can be tracked.
   - Select Add. Repeat this step for each section of the statutes you wish to track.
Remove Items from the Tracking List:

1. To remove an item from your tracking list, select the red “X” associated with that item.

Add Notes to Tracked Items:

1. Select the tracking notes icon for the item to which you wish to add a note

2. Type a note for that item. Select Save. Notes are limited to 250 characters.
Set Notification Preferences:

For each group of tracked items (i.e. Bills, Committees, etc.), you may select the types of notifications you wish to receive for that group of tracked items.

1. From the list of available notifications, select the notifications to which you wish to subscribe. Select Add Notification. To remove a subscribed notification, select it from the subscribed notification list. Select Remove Notification.
Add Bills from Bill Details:

In addition to using your tracking list to add tracked bills, you may also add them using the Bills Details page.

1. While logged into the Legislative Tracking system, select bills from http://myfloridahouse.gov.

2. On the search page, enter the criteria for the bill you wish to track and select Search.

3. Select the desired bill from the “Bills Found” list.

4. The Bill Details page will appear. To track this bill, select Add to Tracking.
Add Committees from Committee Details:

In addition to using your tracking list to add tracked committees, you may also add them using the Committee Details page.

1. While logged into the Legislative Tracking system, select Committees from [http://myfloridahouse.gov](http://myfloridahouse.gov).

2. On the Committees page, select the committee you wish to track.

3. When the desired Committee’s page is displayed, select Add to Tracking.

Delete Bills Using Bill Details:

In addition to using your tracking list to delete tracked bills, you may also delete them using the Bill Details page.

1. On the Bill Details page, select Remove from Tracking.
Delete Committee Using Committee Details:

In addition to using your tracking list to delete tracked committees, you may also delete them using the Committee Details page.

1. On the Committee Details page, select Remove from Tracking.

Using Quick View

The Legislative Tracking system offers a “Quick View” feature that allows easy access to your list of tracked items. By default, all tracked items are added to the Quick View list. This Quick View list is available on any http://myfloridahouse.gov page while you are logged into the Legislative Tracking.

Access Quick View:

1. Select the “Legislative Tracking” bar located on the left side of any Myfloridahouse.gov page. NOTE: You must be logged into the Legislative Tracking system to see the “Legislative Tracking” bar.

2. The tracking list will expand. To see details about any item on your tracking list, select that item.
Display/Remove Quick View Items:

1. To display a tracked item in your Quick View list, select the ✔️ in the item’s “Display On Quick View” check box. To remove an item, remove the ✔️ from the check box.

Logout

1. Select Logout of System.

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.

Navigate to Account Preferences:

1. If you are not logged into the Legislative Tracking system, use your internet browser and go to http://myfloridahouse.gov.
2. Select “Legislative Tracking”.

3. Type your username and password. Select Login.

4. Select Account Preferences.

Update Account Information:

1. Using the subscription form, make desired changes and select Submit.
Change Password:

1. Select Change Password.

2. Complete the change password form and select Submit.

Delete Tracking Account:

1. Select Delete Tracking Account.

2. The system will respond indicating that a deletion confirmation email has been sent.
3. Check your email and open the “myFloridaHouse Legislative Tracking User Removal” email. Your account will **NOT** be removed from the tracking system until you select the activation link provided in the “Removal” email.

4. **Select** the link to delete your subscription. If you do not select the link in the removal email, your subscription will **NOT** be removed.
Frequently Asked Questions

Why am I not receiving emails for all status changes since a bill was filed?
Emails are sent only for those status changes that occurred since you began tracking the bill. Emails will not be sent for status changes that occurred prior to the time you began tracking the bill.

Why am I not receiving emails for all committee actions since the start of session?
Emails for committee actions include only committee actions that occurred since you began tracking that committee.

Can I change the email address for my email notifications?
Yes, you may change your email address. Login to Legislative Tracking and select Account Preferences.

How can I change the frequency of my email notifications?
Login to Legislative Tracking and select Account Preferences. The email notification section is near the bottom of the screen.

Some of my tracked items are missing from my Quick View list. How may I add them back?
Login to Legislative Tracking and select Account Preferences. Place a ✓ in the “Display On Quick View” checkbox for the items you wish to appear in your Quick View List.

When I login, I receive an error message –”Your login was not successful. Please check your username and/or password and try again.” I am certain my username and password are correct. Why am I unable to login?
After subscribing, you will receive a “Welcome” email. The email contains a link that you must click in order to activate your account. You will be unable to login until you activate your account.

Why am I receiving notifications for a bill to which I did not subscribe?
Subscribing to a committee provides notification for ALL bills which travel through that committee.

What do I do if I forgot my password?
At the Legislative Tracking login prompt, select the “Forgotten Password” button. Submit the email you provided when you subscribe to the Legislative Tracking system. Your username and password will be emailed to you.