Proposed Bill Request System

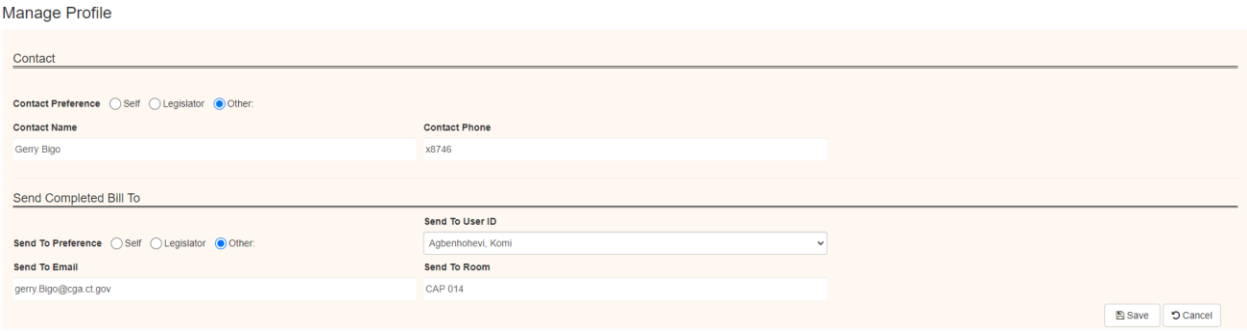
To Access the System:

On your CGA computer, in the building, open CGALITES and click on **Proposed Bill Request** from your **My Job** list.

On a non-CGA computer, tablet, or smartphone, go to https://www.cga.ct.gov/aspx/CGAPBRequest/ to login. (You may want to create a shortcut for future use.)

First-time Login:

You will be directed to the **Manage Profile** page. Enter your preferences for Contact Person and to whom the completed bill will be sent and click Save.

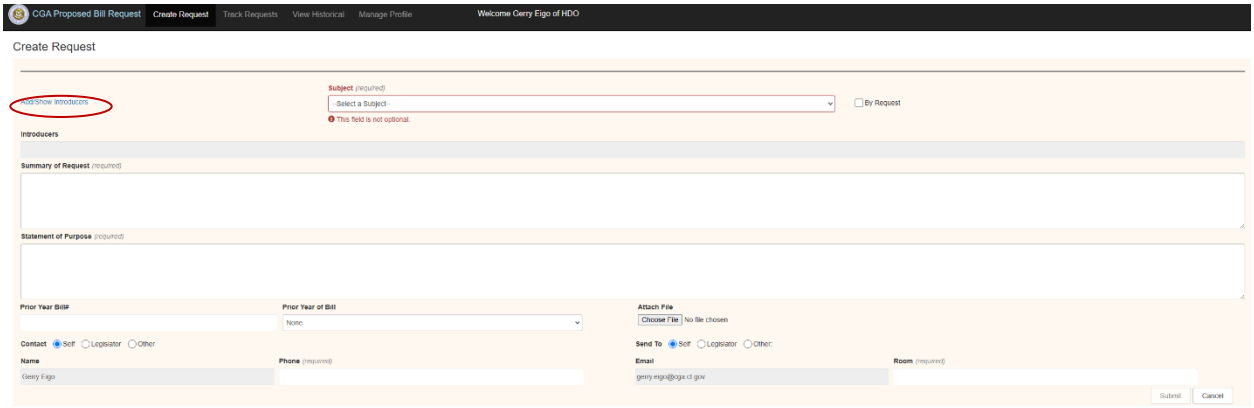


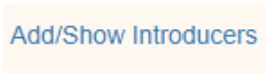
For non-Legislators, the options are Self, Legislator, and Other.

For Legislators, the options are Self and Other.

To Log Proposed Bill Requests:

Click the **Create Request** tab of the request application.



Click 

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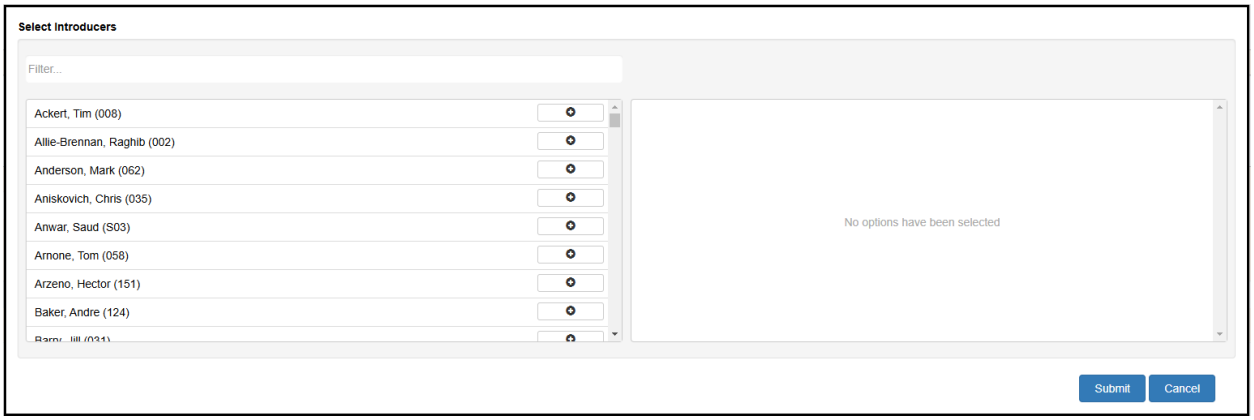


Select one or more legislators and move their names to the left column using one of the methods below:

Action	Instruction
Select by Name	Type the first few characters of the Legislator's last name in the Filter… field. Once the legislator is found, add them to the left side by clicking the ⊕ sign.
Select by District	Type the first few characters of the Legislator's district in the Filter… field . Add them to the left side by clicking the ⊕ sign. House District 3 = 003. Senate District 3 = S03.
Remove Selected Legislator	Click the ⊖ button next to the legislators name.

Reorder Selected Legislators	Click the ^ or v buttons next to the legislators name.

Click **Submit** to save your selection.

Click **Cancel** to close the window and cancel your selections.

Subject:

Select an option from the dropdown list.

Summary of Proposed Legislation and **Statement of Purpose:**

Type or copy and paste text into these fields.

Prior Legislation:

Bill – Type a bill number. (1, 5001, HJ1, SR1)

Year – select a year using the dropdown list.

Attach File:

Click **Choose File** select the desired file and click **Open**.

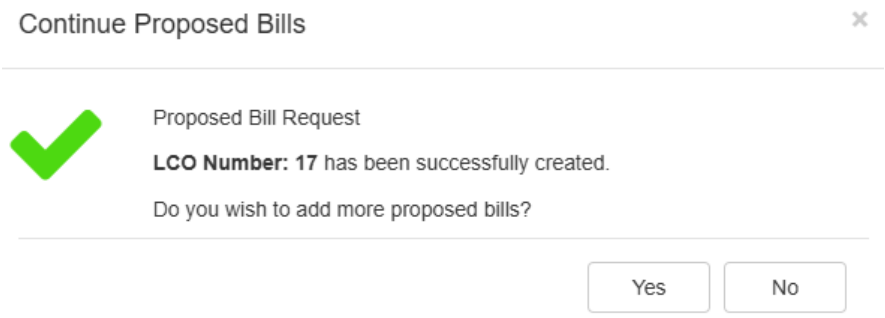
To clear a file, click **Choose File** and click **Cancel** without selecting a file.

Contact and Send To:

The fields are pre-filled using your default settings but can be changed on individual requests.

Click **Submit** to create your request or **Cancel** to clear the form without saving.

Confirmation of your saved request will appear at the top of the page.



Yes, will clear the form and allow the user to create another Proposed Bill Request. No, will close the form and take the user to the Track Request screen.

Note: You can only save the form when all the required fields are filled in. The word, required is shown next to them and will appear in red if not filled.

Track Requests

The Track Requests page lists all requests you are authorized to see.

Legislators will see all requests where they are the 1st introducer.

Non-Legislators will see all requests that they logged, in addition to requests on which they were specified as the *Send Completed Bill To* person.

Click the **LCO** number to view your request.

Click on in the Document column to view a released LCO.

Click on to send to the clerk of your chamber to be filed.

Click on to cancel a request that you do not intend to file.

Click on to reorder, remove or add Introducers. This request will be canceled and a new LCO containing your introducer change will be created.

Click on to get email the drafter, by clicking on the link, or to get phone information.

Click the **Bill Number** in the Bill # column to view the bill status page if the bill has been filed.

The status column shows the current status of requests as they are processed. Possible statuses are: Submitted (SRO only), Logged, Released, Rejected, Cancelled, To Clerk, and Filed.