Legislative Services Agency – Computer Services Division
Iowa Legislature

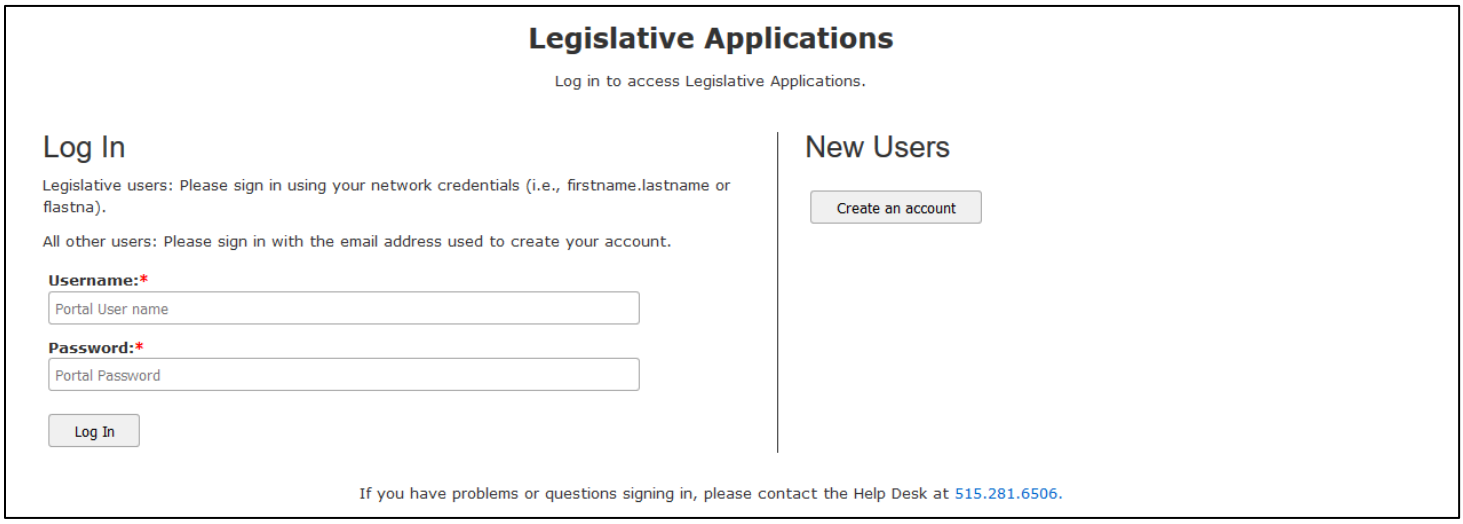
Help Desk 515.281.6506
Help.Desk@legis.iowa.gov

Bill Management System -- BMS

To Begin:

- **URL** - https://www.legis.iowa.gov/portal
- Or click the **Applications** link at the bottom of the legislative website home page (http://www.legis.iowa.gov) to navigate to the sign in screen. Sign in and then click the **Bill Management System** link along the left-hand side of the screen.

To Log In to the BMS System:



Enter your network credentials to sign into the portal. This is the same username and password you sign into your machine with every day. Click the **Log In** button to complete the log in process. Once signed in, click the **Bill Management System** link in the left pane.

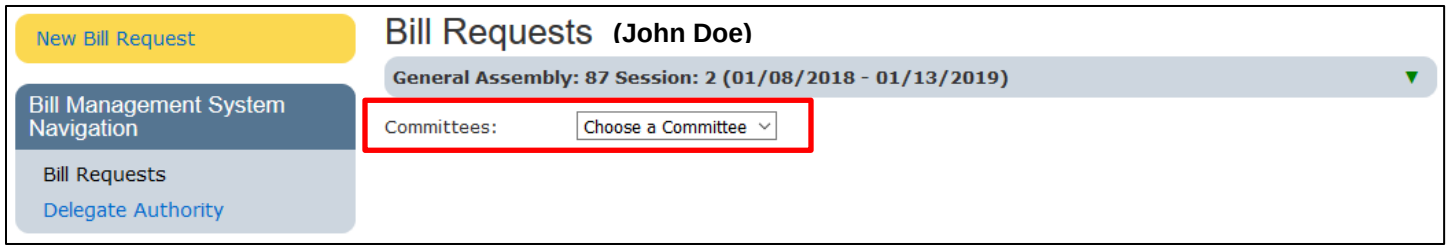
You can logout of the system by either clicking your **Username** in the black bar at the top of the screen or clicking the **Logout** link along the left. By logging out, you will be asked to sign in again before you are granted access to the system. If you do not logout, you will remain signed into BMS. (See below)

To Start a New Bill Request:

1. To request a bill on your own behalf, click the **New Bill Request** button in the upper left-hand corner of your screen. New Bill Request

   OR

   If you wish to request a bill on behalf of a committee you chair, choose that committee from the **Committees** drop-down menu. After selecting the committee, click the **New Bill Request** button. (See screen below)



NOTE: You will only see the committee drop-down if you are the chair of a committee. If you are not the chair of a committee, you will only be able to request bill drafts on your own behalf. However, if you do not see a committee that you chair in the drop-down provided, please contact the Help Desk. The phone number and email address for the Help Desk can be found on the first page of this document in the upper right-hand corner.

After you have clicked the **New Bill Request** link, you will be asked to enter information about the draft you are requesting. (See below)

General Assembly: 87 Session: 2 (01/08/2018 - 01/13/2019)

New Request

Requester John Doe

* indicates required fields

Working Title*

A Non-Confidential or Confidential Request selection is required

Non-Confidential* ○ **Available to the Public** - Your name and the request's working title will be placed on the Public Log on the Internet. During the drafting phase other information will NOT be released unless you authorize the release of specific information. Upon your approval of the LSA draft, the draft will be released to the Fiscal Services Division (FSD) of the Legislative Services Agency (LSA) for fiscal note review, which may include FSD's release both inside and outside state government.

Confidential* ○ **Not Available to the Public** - Your name and the request's working title will NOT be placed on the Public Log on the Internet. During the drafting phase information will NOT be released unless you authorize the release of specific information. The LSA draft approved by you will not be released to the Fiscal Services Division (FSD) for fiscal note review until you introduce the bill or file the bill as a study bill, unless you authorize such release by contacting the drafter or the FSD.

General Staff Access Legislator has authorized the following staff to generally request bill drafts, review the status of bill drafts, and view and approve bill drafts for the legislator, unless the "Deny" option has been selected in the "Staff Access for this request only" section below. To change this General Staff Access, the legislator must access the Delegate Authority screen.

Caucus staff: Yes
Floor Leader AAs: No
Presiding Officer AAs: No

Staff Access (for this request only) ◉ Allow ○ Deny - Settings here will not change the General Staff Access options which you have chosen above but will instead only change staff access for this request.

Draft Type Bill

Draft as Companion to

Co-Sponsors
Select...
Abdul-Samad, Ako
Anderson, Marti
Bacon, Rob

Drafting Instructions*

Draft Completion Needs Please describe any special needs relating to the completion of this drafting request.

Drafters strive to complete quality drafts in a timely manner according to the needs of all members of the Senate and House.

Persons Authorized

Other Contacts:

Files Browse... No file selected.

Submit for Drafting ☐ **Check this box and click Submit Request to submit your bill request to legal services for drafting. Please note: After submission of this request to LSA, if you wish to transmit additional information regarding this request, please contact the assigned drafter by email, telephone or in person.**

Submit Request | Save Unfinished Request | Cancel

a. The **Requester** field will auto-fill with either your name or the committee name depending on what you selected in the previous step. (See field above)

2. Enter a **Working Title** for the bill. This is not necessarily what the bill will be named, but rather a title so you can identify this particular bill request. *Required

   NOTE: If you mark this bill request as Non-Confidential (in the next step), the Working Title will be displayed on the **Bill Request Logs** page on our website.
   https://www.legis.iowa.gov/legislation/billTracking/billRequests/brByLegislators

3. Check the appropriate radio button to mark the bill request as **Non-Confidential** (Available to the Public) or **Confidential** (Not Available to the Public). The language after each choice explains each option. *Required

The **General Staff Access** section shows who you currently have granted access to your bill requests. Any changes to the General Staff Access must be done on the **Delegate Authority** page. (See page 8 for information on delegating authority.)

4. Choose **Allow** or **Deny** in the **Staff Access (for this request only)** section. Choose "Deny" if you wish to deny those to whom you have granted permission the ability to view this particular bill draft. Choosing the "Deny" box means that only the legislator will be able to view this particular bill request going forward. Allow is chosen by default and indicates that the people delegated in the General Staff Access section will be allowed to view this request going forward.

5. Choose the type of draft you are requesting from the drop-down menu. (Choose from Bill, Study Bill, Simple Resolution, Concurrent Resolution or Joint Resolution.)

   Date restriction: You will only be able to choose the draft types applicable for that time frame. For example, after the deadline for bill submissions has passed, you will no longer be able to choose "Bill" from the drop-down menu on the request.

6. If you are drafting companion legislation, enter the companion bill number in the **Draft as Companion to** field.

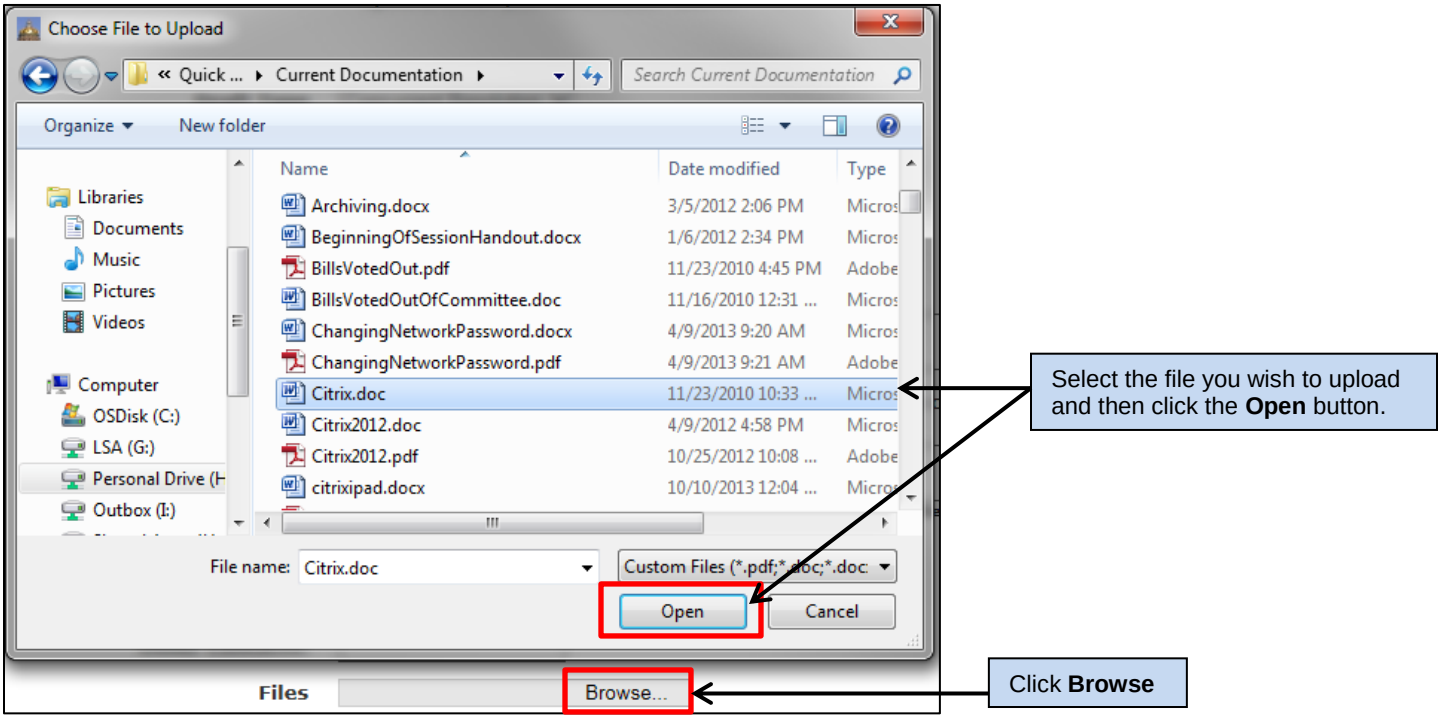
7. Select **Co-sponsor(s)** from the drop-down menu given. You will only be able to choose legislators from your own chamber. Hold down the **Ctrl button** to select more than one legislator from the drop-down.

8. Enter the **Drafting Instructions** you have for the request. There is a place where you can upload a file with drafting instructions further down on this page. However, the drafting instructions box is a required field, so you must write *something* in this field. If you choose to upload a file with instructions, you could simply write "see uploaded file" in the text box. *Required

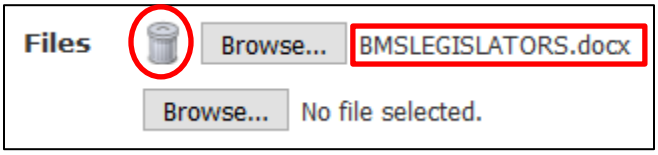
9. Enter any **Drafting Completion Needs** you have for the drafters in the text box. This is where you can enter a date for the drafter stating when you would like to see the bill draft. Drafters strive to complete quality drafts in a timely manner according to the needs of all members of the Senate and House.

10. Enter the name(s) of the person(s) who may be granted access to the work in progress or who can be contacted about the request in the **Persons Authorized** and **Other Contacts** fields. These fields are not required; you may leave them blank if you wish.

11. If you wish to attach supporting documentation, click the **Browse** button next to "Files" to upload any file(s) you wish to attach to the bill draft you are requesting. Then navigate to the file you wish to upload, select it and click **Open**. (See process below.)

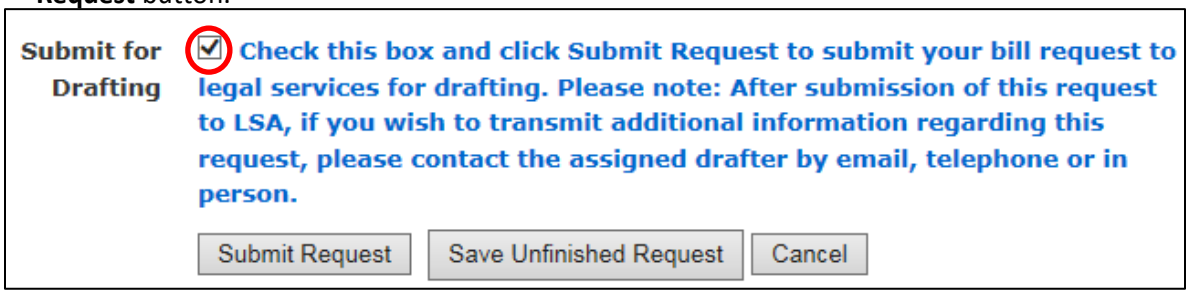


You will then see the file name next to the Browse button. To upload another file, repeat this process with the second Browse button that appears. To delete the file, click the trashcan icon in front of the file name. (See below)



You may upload any type of file (PDF, Word, Excel, etc.). You may add as many files as you wish to the new request. However, once you submit the request, you will be unable to change it, meaning you will not be able to add or remove any attachments. Make sure that you are satisfied with the request before you submit it for drafting.

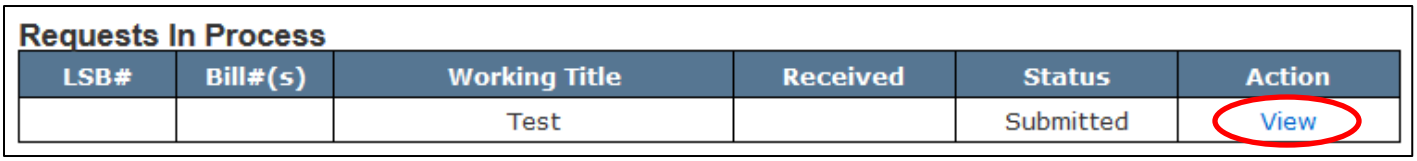
12. After you have entered all of the information, check the box to **Submit for Drafting** and then click the **Submit Request** button.



You may save the bill request without submitting by clicking the **Save Unfinished Request** button. This allows you to continue to make changes to the request before submitting it to the drafters.

If you click the **Cancel** button to cancel the request, it will NOT be saved.

13. If you submitted the legislation for drafting, the status will change to **Submitted** on the main BMS page. You may click the **View** link to see the request details you just entered.



Requests In Process

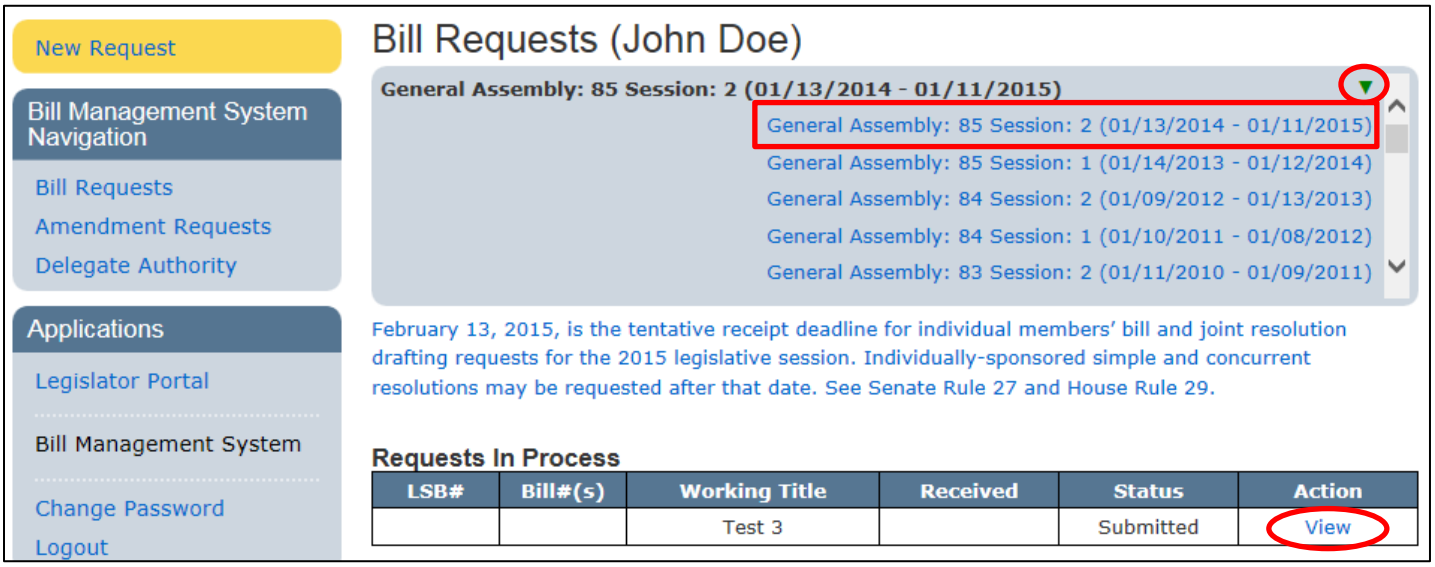
LSB#	Bill#(s)	Working Title	Received	Status	Action
		Test		Submitted	View

To Resubmit a Request from a Previous Session (Only for returning legislators):

If you have served as a legislator in previous years, you have probably used BMS to submit your bill requests. If you would like to resubmit an old request, follow the instructions below.

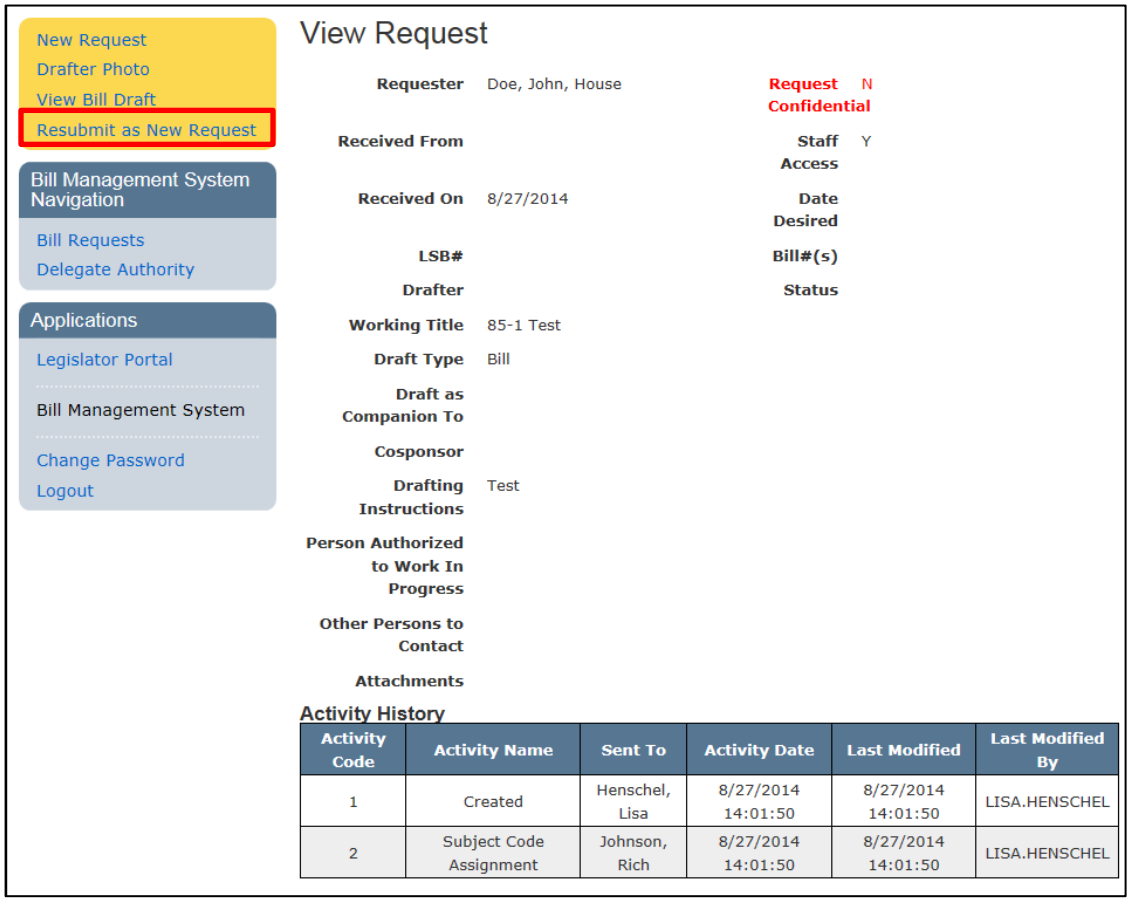
If this is your first year as a legislator or you have never requested any bill drafts, skip to the next section.

1. Choose your name (if necessary) or committee (if applicable) from the appropriate drop-down at the top of the page. You will then see all of your bill requests for the current session. You can view bill requests from previous sessions by clicking on the arrow next to the General Assembly number. (The GA will always default to the current session.) This will display a drop-down menu where you can choose which session you would like to see by selecting it from the list. Once you have selected a session, the bill requests for that session will display. (See below)



2. Click the **View** link next to the request you wish to resubmit. (See above)

This will open the old request and you will be able to see all of the information submitted originally.



3. Click the **Resubmit as New Request** link along the left-hand side of your screen to begin the resubmission process. (See above)

   This will open the request you chose and allow you to make any changes before resubmitting.

4. When you are finished, check the box to submit the request for drafting and then click the **Submit Request** button.

Your request has now been resubmitted for the current session.

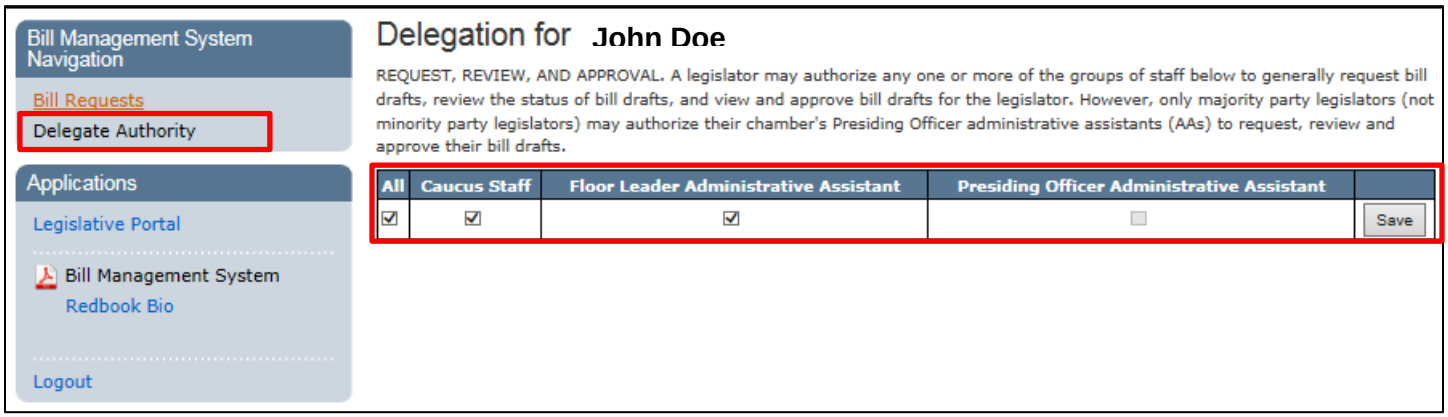
The original request will remain in place in the previous session.

A new copy of the resubmitted bill request will also be added to your requests for the current session.

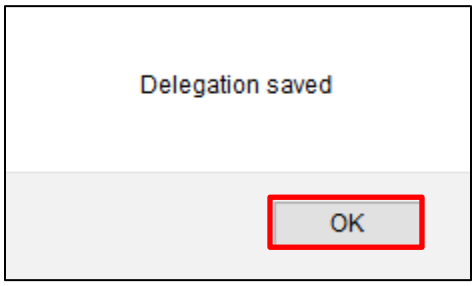
To Delegate Others to Request & Manage Bill Drafts on Your Behalf:

1. Click on the **Delegate Authority** link along the left-hand side of your screen.

2. Make the appropriate selections by checking or unchecking the boxes as needed for each group. When finished, click the **Save** button. (See below)



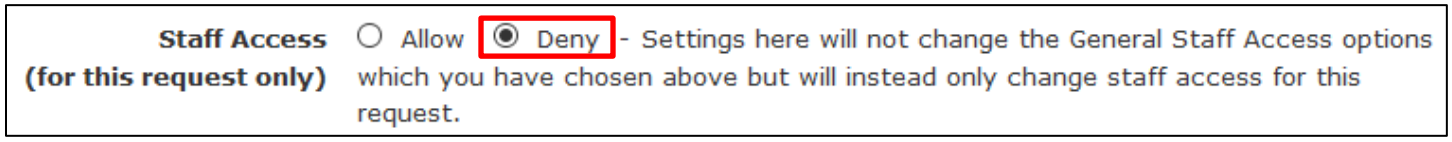
You will see a "Delegation Saved" message after clicking the **Save** button. Click **OK** to close the pop-up. (See below)



You can make changes to your delegation at any time by repeating this process.

This is a blanket delegation, meaning legislators can either grant rights to all their caucus staff or to none of their caucus staff. Legislators cannot choose a specific staff member to request a new bill draft request on their behalf.

Even after delegating authority to the selected staff, legislators can opt to keep certain bill draft requests private by checking the **Deny** box next to **Staff Access (for this Request Only)** when requesting a new bill, thereby denying staff access to that request only. (See below)



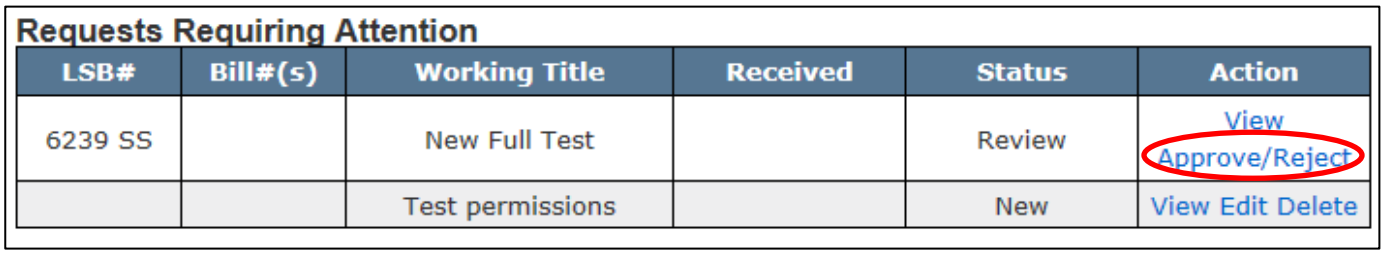
To Approve/Reject a Bill Draft:

Once a bill draft is ready for approval, you will receive an email that action must be taken on the bill request.

You will need to sign in to the BMS system to approve or reject the draft. (Or you can click the link in the email message received.)

1. Once signed in, choose your name (if necessary) or committee (if applicable) from the appropriate drop-down list to display all requests for the selected requester.

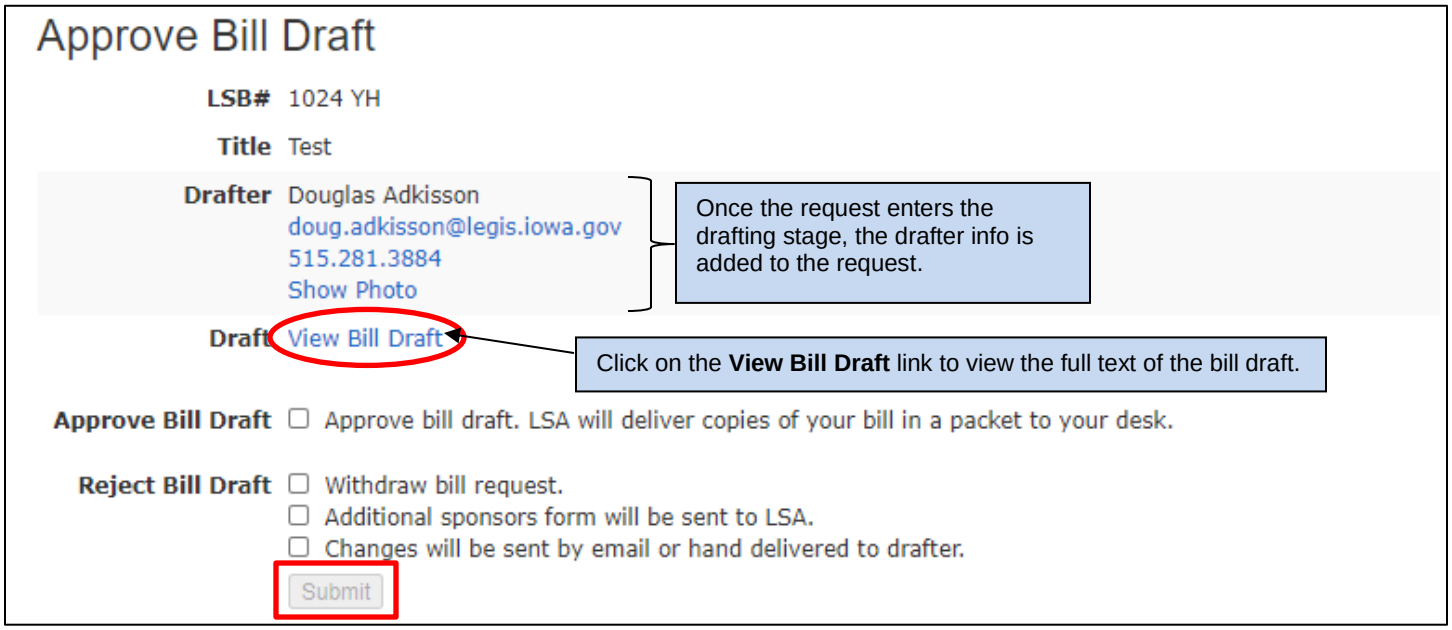
2. Click on the **Approve/Reject** link next to the appropriate request to review the bill draft.



Requests Requiring Attention

LSB#	Bill#(s)	Working Title	Received	Status	Action
6239 SS		New Full Test		Review	View Approve/Reject
		Test permissions		New	View Edit Delete

After you click on the **Approve/Reject** link, you will see the screen below:



3. To view the draft, click on the **View Bill Draft** link. (See above)

4. After reviewing the bill draft, check the box in front of your choice. Either **approve the bill draft** or **reject the bill draft**. If you choose to reject the bill draft, select the reason (withdraw bill request, additional sponsors will be added, or changes need to be made to the draft and will be sent to the drafter) by checking the appropriate box. (See above)

5. After you make your choice, hit the **Submit** button. The submit button will only become clickable after you check one of the boxes. (See above)