

NELIS

Updating Email Preferences

After signing into your account, from the NELIS homepage click your name in the upper right corner then select "My Profile".

The screenshot shows the NELIS homepage. At the top, there is a navigation bar with "Nevada Legislature" on the left, "NELIS" in the center, and "Welcome k.samuels" on the right. Below the navigation bar, there is a secondary bar with "Select a session" and "82nd (2023) Session" in the center, and "Thursday, May 11, 2023" on the right. A dropdown menu is open under "Welcome k.samuels", showing options: "My Profile", "Change Password", and "Sign out". The main content area is titled "Nevada Electronic Legislative Information System" and features several sections: "Daily Schedule for Thursday, May 11, 2023" with a date selector and a list of sessions (8:00 AM Assembly Committee on Judiciary, 8:00 AM Joint Meeting of the Assembly Committee on Ways and Means and Senate Committee on Finance, 9:00 AM Assembly Committee on Government Affairs); "Upcoming Floor Sessions" with two sessions (11:30 AM Assembly Floor Session, 11:00 AM Senate Floor Session); and "Upcoming Deadlines" with a "120-Day Calendar" link.

Select all applicable email preferences and click "Submit Changes."

The screenshot shows the "My NELIS Profile" page. The navigation bar is similar to the previous screenshot, but the user's name is "k.samuels" and there is a "Tracking 208" indicator. The main content area is titled "My NELIS Profile" and has a breadcrumb "HOME / TRACKING / MY NELIS PROFILE". There are two main sections: "Update Your Personal Information" and "Update Your Email Preferences". The "Update Your Personal Information" section has fields for First Name (Kayla), Last Name (Samuels), Email (redacted), Organization, and Phone (redacted). The "Update Your Email Preferences" section has three categories: "Committee Meetings" (checked), "Committee Reports" (checked), and "Legislation Introduced Today" (checked). The "Status of Legislation Today" category is unchecked. At the bottom right, there is a "Submit Changes" button with a red "4" next to it.

Looking Up Bills

From the NELIS homepage click the “Legislation” dropdown at the top of the page and select which type of legislation you would like to search (ie. “BDR List,” “Assembly Bills,” “Senate Bills”).

The screenshot shows the top navigation bar of the NELIS website. The 'Legislation' dropdown menu is open, displaying three main categories: 'Assembly', 'Senate', and 'All Bills and Resolutions'. Under 'Assembly', there are links for 'Assembly Bills', 'Assembly Resolutions', 'Assembly Concurrent Resolutions', 'Assembly Joint Resolutions', and 'Initiative Petitions'. Under 'Senate', there are links for 'Senate Bills', 'Senate Resolutions', 'Senate Concurrent Resolutions', 'Senate Joint Resolutions', and 'All Previous Session Bills'. The 'All Bills and Resolutions' section includes 'Reports and Links' and a search box for 'Search Bills and Resolutions'. Below the navigation, there are sections for 'Bill Draft Requests (BDRs)', including 'BDR List', 'BDRs Allowed By Entity', and 'BDR Forms'. A calendar view shows the current date as Thursday, May 11, 2023, with a session scheduled for 11:00 AM. An 'Upcoming Deadlines' section lists dates from Friday, May 19, 2023, to Wednesday, May 31, 2023, with corresponding legislative actions.

Type the desired bill number in the “By Text” field and click “Apply Filters”. You may also search by key words/topics if you are unsure of the number.

The screenshot shows the 'Bill and Resolution Information' page. The 'Filters' section is active, with the 'By Text' field containing '3201' and the 'By Bill Type' dropdown set to 'Assembly Bill'. The 'Apply Filters' button is highlighted with a red '4'. Below the filters, the 'Actions' section shows '1-3 of 3 results'. A list of bills is displayed, with the first bill being 'AB201' with the description 'Revises provisions relating to planning for the provision of behavioral health care. (BDR 39-325)'. The page also includes a 'View' dropdown set to '50' and buttons for 'Tracking', 'My Tags', and 'My Notes'.

You may also search all bills, regardless of house, by removing the “By Bill Type” credential.

Tracking Bills

After searching for the desired bill, select “Click to Track” on next to the bill line item.

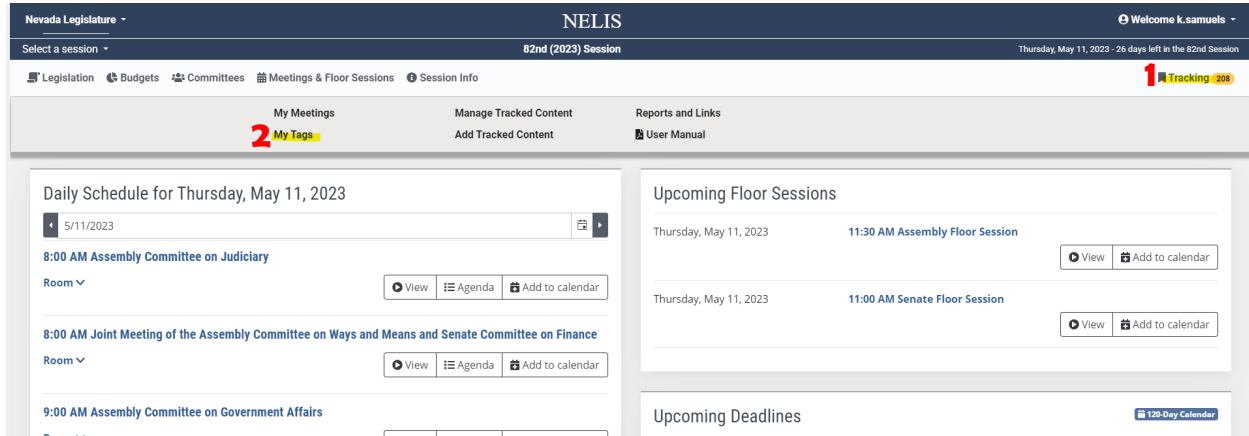
The screenshot shows the 'Bill and Resolution Information' page for the 82nd (2023) Session. The page includes a search bar with the text '1', a 'By Bill Type' dropdown, and a 'Show Only My Tracked Bills' checkbox. Below the search filters, there are 'Actions' and a pagination control showing '1-50 of 1017 results'. The first bill, AB1, is listed with the description 'Authorizes certain counties to impose additional local sales and use tax under certain circumstances. (BDR 32-306)'. The 'Click to track' button next to AB1 is circled in red.

You may also do this on the bill page (click the bill number to direct to the bill page).

The screenshot shows the 'AB1' bill page. The page includes a search bar with the text 'AB1', a 'Click to track' button circled in red, and a list of bills (AB1 through AB23) on the left. The main content area displays the bill's details, including the summary, introduction date, and fiscal notes. The 'Click to track' button is circled in red.

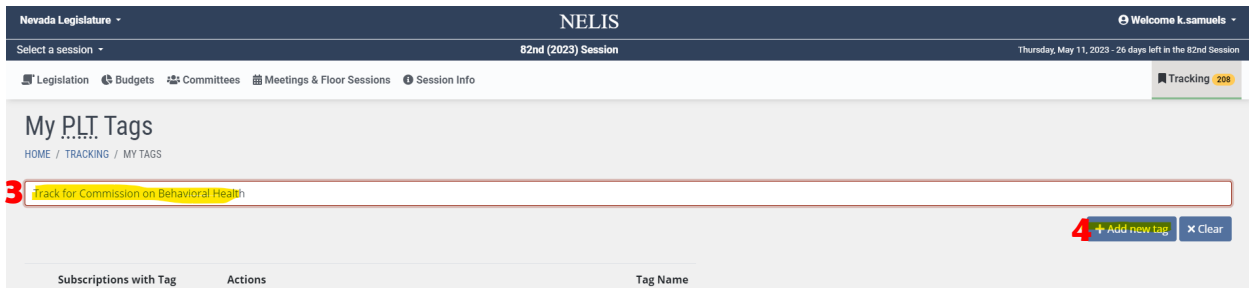
Creating Tags

Tags assist in organizing your tracked bills. To create tags, select the “Tracking” dropdown in the upper right of the screen then select “My Tags.”



The screenshot shows the top navigation bar of the NELIS website. The user is logged in as 'Welcome k.samuels'. The current session is the '82nd (2023) Session'. The 'Tracking' dropdown menu is highlighted with a red '1'. Below the navigation bar, the 'My Meetings' section is visible, with the 'My Tags' dropdown menu highlighted with a red '2'. The main content area shows the 'Daily Schedule for Thursday, May 11, 2023' and 'Upcoming Floor Sessions'.

Type the name of the tag you would like to create in the text box, then click “Add new tag.” Tags are personal to your account and can be any text up to 50 characters.



The screenshot shows the 'My P.I.T. Tags' section of the NELIS website. The user is logged in as 'Welcome k.samuels'. The current session is the '82nd (2023) Session'. The 'Tracking' dropdown menu is highlighted with a red '3'. Below the navigation bar, the 'My P.I.T. Tags' section is visible, with the text input field highlighted with a red '4'. The input field contains the text 'Track for Commission on Behavioral Health'. Below the input field, there is an 'Add new tag' button and a 'Clear' button. The main content area shows a table with columns for 'Subscriptions with Tag', 'Actions', and 'Tag Name'.

You will see your list of created tags below where you may edit or remove tags.

Tagging Bills

After searching for and tracking a bill, you may apply created tags. Select the “My Tags” button next to the “Tracking” button.

The screenshot shows the Nevada Legislature website interface. At the top, there is a navigation bar with 'Nevada Legislature' and 'NELIS' logos, and a user profile 'Welcome k.samuels'. Below this is a secondary navigation bar with 'Select a session', '82nd (2023) Session', and 'Thursday, May 11, 2023 - 26 days left in the 82nd Session'. The main content area is titled 'Bill and Resolution Information' and includes a breadcrumb trail 'HOME / LEGISLATION / BILLS AND RESOLUTIONS'. There are tabs for 'Bills', 'Sponsors', 'Reports 24', and 'Links 11'. A 'Filters' section allows searching by text (input: '201'), by bill type (input: 'Select Bill Types'), and by tags (input: 'Select Tags'). There are also checkboxes for 'Display Titles', 'Display Notes', and 'Display Tags', and buttons for 'Apply Filters' and 'Clear Filters'. An 'Actions' section is partially visible. At the bottom, a list of bills is shown, with 'AB201' selected. The 'My Tags' button is circled in red.

After clicking “My Tags” select “Assign Tag to the Bill.” This will create a dropdown where you can select which tag you would like to assign to the bill. After making your selection, click “Save.” You may assign as many tags as you would like to a bill by clicking “Assign Tag to the Bill” after saving each new tag. Exit the tags menu by clicking the “x” in the upper right of the window or “X Cancel” (this will not remove the tags you have saved to the bill).

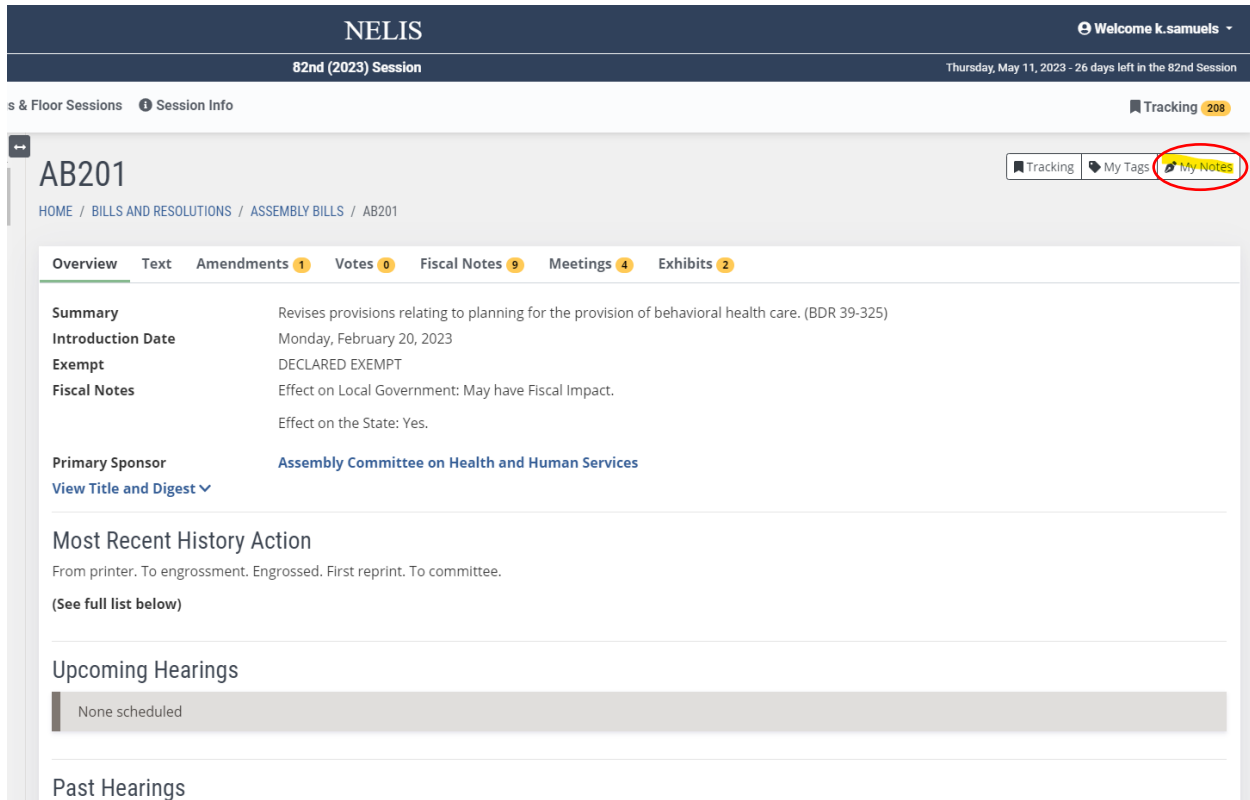
The screenshot shows a modal window titled 'Tags for AB201'. The window has a close button in the top right corner. Below the title bar, there are two tabs: 'Tags for this Bill' and 'All Tags'. A message box says: 'Use this tab to assign or unassign tags to this Bill. Changes are saved when you click the 'Unassign Tag' or 'Save' button.' Below this, there is a button labeled '1 + Assign Tag to the Bill' and a button labeled 'View Notes for these Tags'. A dropdown menu is open, showing the selected tag '2 Track for: Commission on Behavioral Health'. To the right of the dropdown is a '3 Save' button and a 'Cancel' button. At the bottom right of the modal, there is a '4 X Cancel' button.

This process may also be done on the bill page.

The screenshot displays the NELIS website interface for bill AB201. At the top, the header includes the NELIS logo, a user greeting 'Welcome k.samuels', and session information for the 82nd (2023) Session. Below the header, navigation links for 'Sessions & Floor Sessions' and 'Session Info' are visible, along with a 'Tracking' button showing 208 items. The main content area features the bill number 'AB201' and a breadcrumb trail: 'HOME / BILLS AND RESOLUTIONS / ASSEMBLY BILLS / AB201'. A secondary navigation bar includes tabs for 'Overview', 'Text', 'Amendments (1)', 'Votes (0)', 'Fiscal Notes (9)', 'Meetings (4)', and 'Exhibits (2)'. The 'Overview' section contains a 'Summary' and key details: 'Introduction Date' (Monday, February 20, 2023), 'Exempt' status (DECLARED EXEMPT), and 'Fiscal Notes' (Effect on Local Government: May have Fiscal Impact; Effect on the State: Yes). The 'Primary Sponsor' is identified as the 'Assembly Committee on Health and Human Services', with a link to 'View Title and Digest'. Below this, the 'Most Recent History Action' section provides a legend: 'From printer. To engrossment. Engrossed. First reprint. To committee.' and a link to '(See full list below)'. The 'Upcoming Hearings' section shows 'None scheduled'. The 'Past Hearings' section is currently empty.

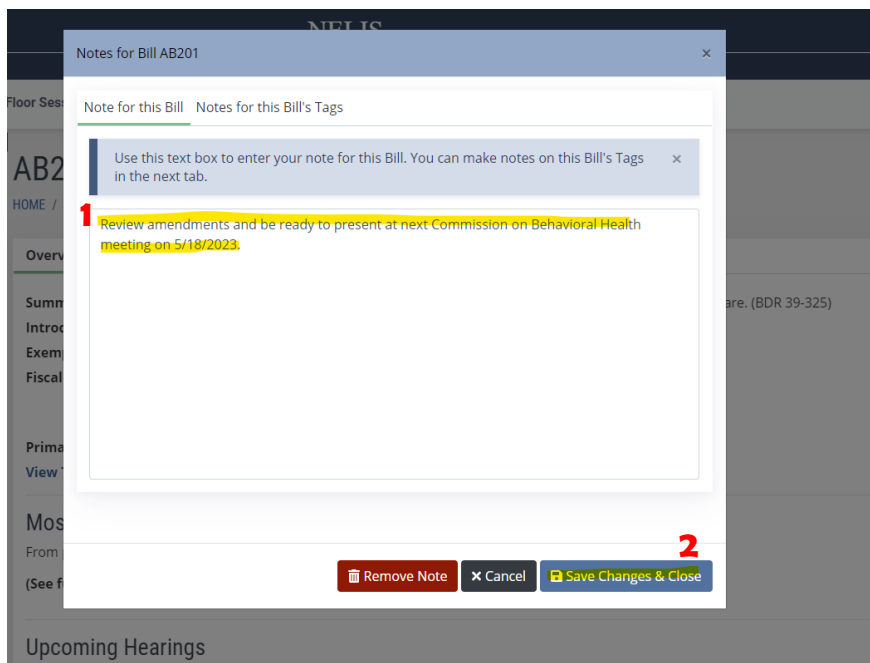
Adding Notes to Bills

To add personal notes to the bill, select the “My Notes” button next to the “My Tags” button on the bill page or search result line item.



The screenshot shows the NELIS website interface. At the top, the header includes the NELIS logo, a user greeting "Welcome k.samuels", and session information: "82nd (2023) Session" and "Thursday, May 11, 2023 - 26 days left in the 82nd Session". Below the header, there are navigation links for "s & Floor Sessions" and "Session Info", along with a "Tracking (208)" button. The main content area is for bill AB201, with a breadcrumb trail: "HOME / BILLS AND RESOLUTIONS / ASSEMBLY BILLS / AB201". A secondary navigation bar includes "Overview", "Text", "Amendments (1)", "Votes (0)", "Fiscal Notes (9)", "Meetings (4)", and "Exhibits (2)". The "Overview" section contains a "Summary" (Revises provisions relating to planning for the provision of behavioral health care. (BDR 39-325)), "Introduction Date" (Monday, February 20, 2023), "Exempt" status (DECLARED EXEMPT), and "Fiscal Notes" (Effect on Local Government: May have Fiscal Impact. Effect on the State: Yes.). The "Primary Sponsor" is the "Assembly Committee on Health and Human Services". Below this is a "Most Recent History Action" section (From printer. To engrossment. Engrossed. First reprint. To committee.) and an "Upcoming Hearings" section (None scheduled). At the bottom, there is a "Past Hearings" section. In the top right corner of the bill page, there are three buttons: "Tracking", "My Tags", and "My Notes", with the "My Notes" button circled in red.

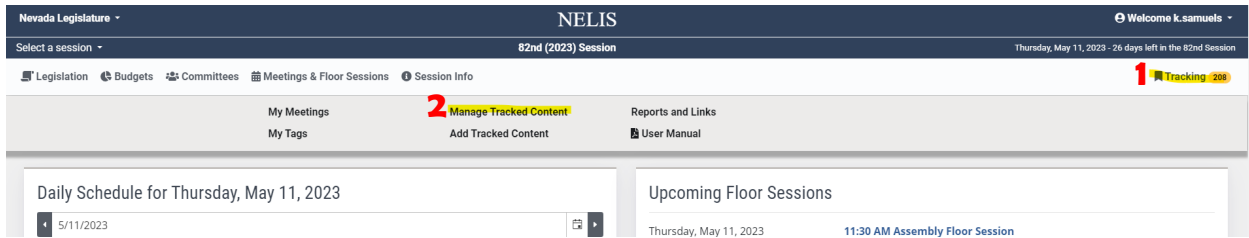
Write desired note then click “Save Changes & Close.”



The screenshot shows a modal dialog box titled "Notes for Bill AB201". It has two tabs: "Note for this Bill" and "Notes for this Bill's Tags". The "Note for this Bill" tab is active, and a text box contains the note: "Review amendments and be ready to present at next Commission on Behavioral Health meeting on 5/18/2023." A red "1" is placed to the left of the text box. Below the text box, there are three buttons: "Remove Note", "Cancel", and "Save Changes & Close". The "Save Changes & Close" button is highlighted with a red "2".

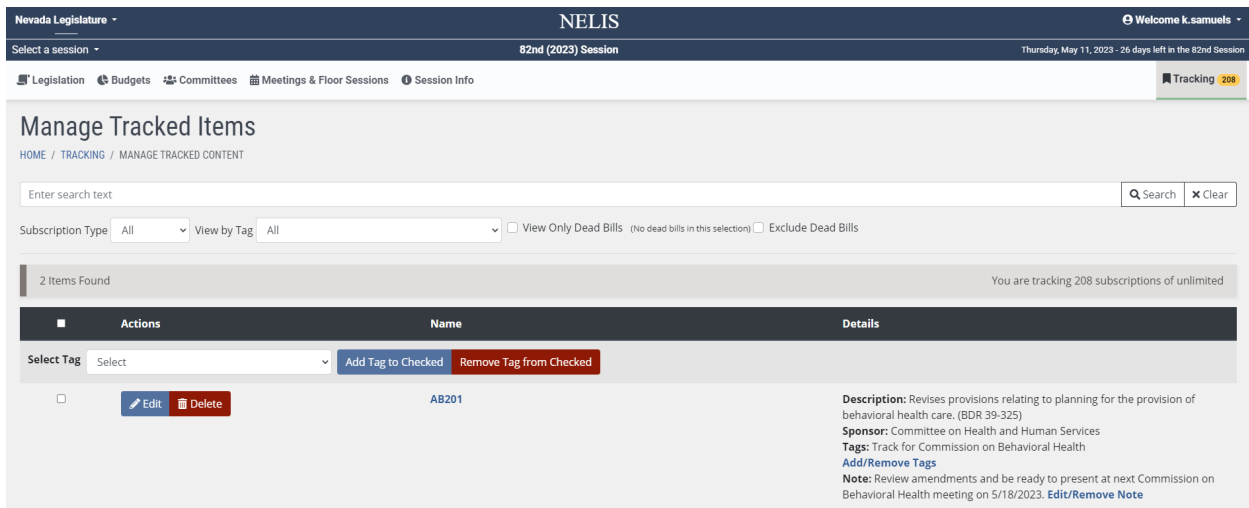
View Tracked Bills

Click the “Tracking” dropdown menu and select “Manage Tracked Content.”



The screenshot shows the top navigation bar of the NELIS website. The user is logged in as 'Welcome k.samuels'. The current session is the '82nd (2023) Session' on Thursday, May 11, 2023. The 'Tracking' dropdown menu is open, showing options: 'My Meetings', 'Manage Tracked Content' (highlighted with a red '2'), 'Reports and Links', 'My Tags', 'Add Tracked Content', and 'User Manual'. Below the navigation bar, there are two main sections: 'Daily Schedule for Thursday, May 11, 2023' and 'Upcoming Floor Sessions'.

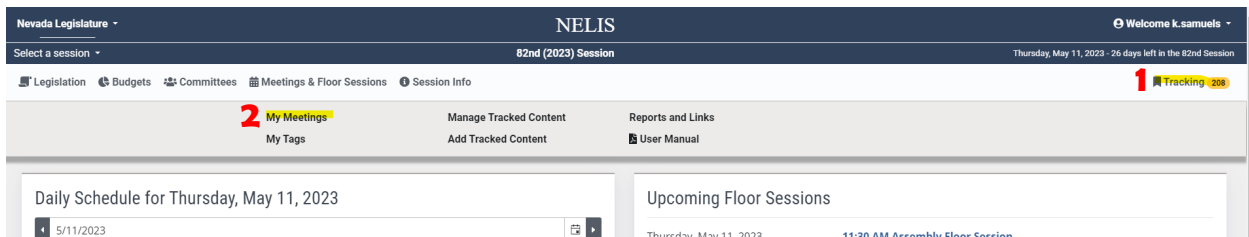
You will see a list of all your tracked bills as well as any tags or notes. From here you can search for specific bills you are tracking, navigate to the bill page, edit tags/notes, or remove the bill from your tracked items.



The screenshot shows the 'Manage Tracked Items' page. The user is logged in as 'Welcome k.samuels'. The current session is the '82nd (2023) Session' on Thursday, May 11, 2023. The page title is 'Manage Tracked Items'. There is a search bar with the text 'Enter search text' and a search button. Below the search bar, there are filters for 'Subscription Type' (All), 'View by Tag' (All), and 'View Only Dead Bills' (No dead bills in this selection). There is also an 'Exclude Dead Bills' checkbox. Below the filters, there is a table with 2 items found. The table has columns for 'Actions', 'Name', and 'Details'. The first item is 'AB201'. The 'Actions' column has a 'Select Tag' dropdown menu, an 'Add Tag to Checked' button, and a 'Remove Tag from Checked' button. The 'Details' column has a 'Description', 'Sponsor', 'Tags', 'Add/Remove Tags', and 'Note'.

Meeting Schedule for Tracked Bills

To view a committee meeting schedule for only your tracked bills, click the “Tracking” dropdown menu and select “My Meetings.”



The screenshot shows the top navigation bar of the NELIS website. The user is logged in as 'Welcome k.samuels'. The current session is the '82nd (2023) Session' on Thursday, May 11, 2023. The 'Tracking' dropdown menu is open, showing options: 'My Meetings' (highlighted with a red '2'), 'Manage Tracked Content', 'Reports and Links', 'My Tags', 'Add Tracked Content', and 'User Manual'. Below the navigation bar, there are two main sections: 'Daily Schedule for Thursday, May 11, 2023' and 'Upcoming Floor Sessions'.