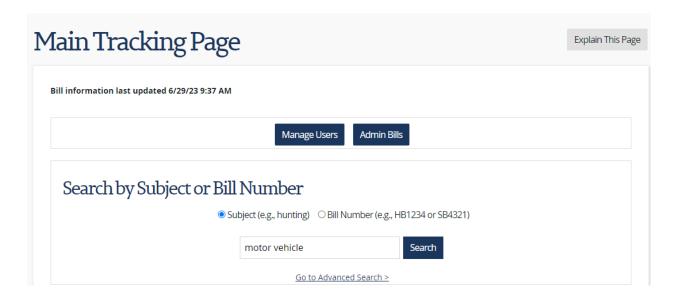
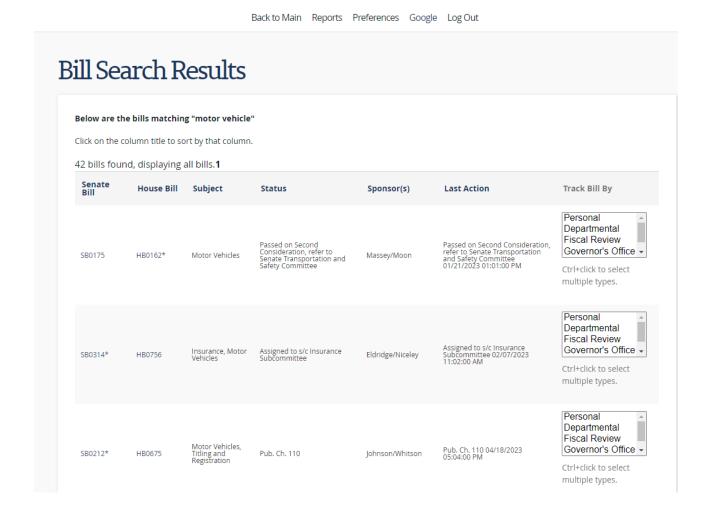


Note: If you don't see tracking option, please speak with your Agency Coordinator to determine how your team operates

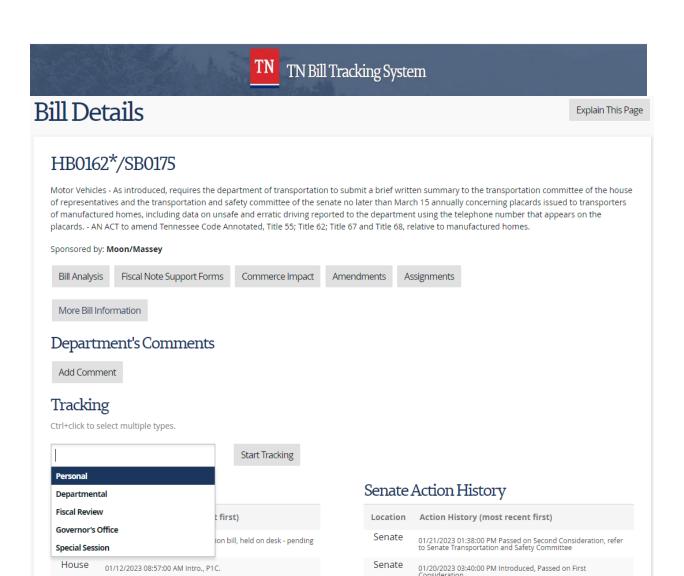
- 1. Log In
- 2. From Main Tracking Page, Search by Subject or Bill Number.



3. Choose a Track Bill By option, then at the bottom of the screen click Save Selected Tracking Types.



4. You can also click on a bill in the Bill Search Results, choose a tracking option and click Start Tracking.



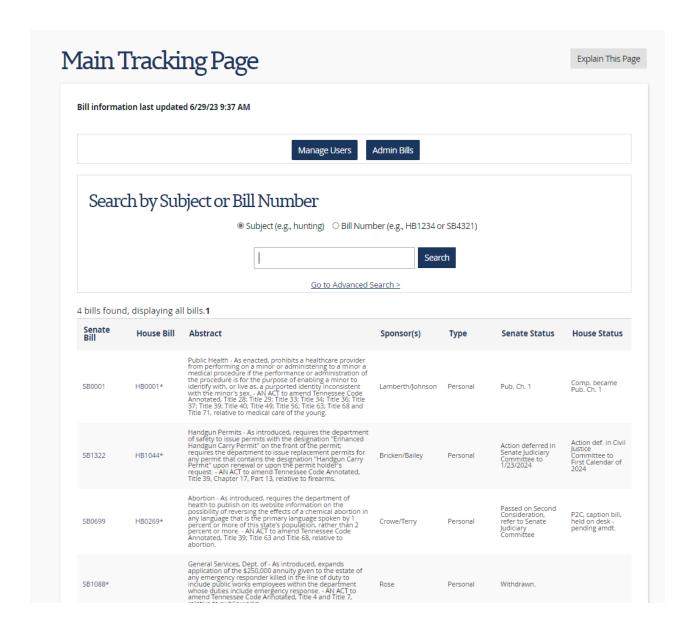
Tracking Types:

Individual Tracking by User

- TNTrack defaults to each user being able to track a list of bills unique to them. No one can see that list but the user.
- ❖ The tracked bill report under Reports list what each user is tracking. This type of tracking allows a user to track any bill the user is interested in during the session.

TN Bill Tracking System

4. When you are finished tracking, you should see the bills you tracked on the Main Tracking Page. You will also receive email updates regarding bill activity, based on permissions (See Email PDF to Learn More)





5. If you no longer want to track a bill, click on the Bill Number from the Main Tracking page and click the red Stop Tracking button.

