## Assigning a Bill after it has already been Tracked

5 Steps <u>View most recent version</u>

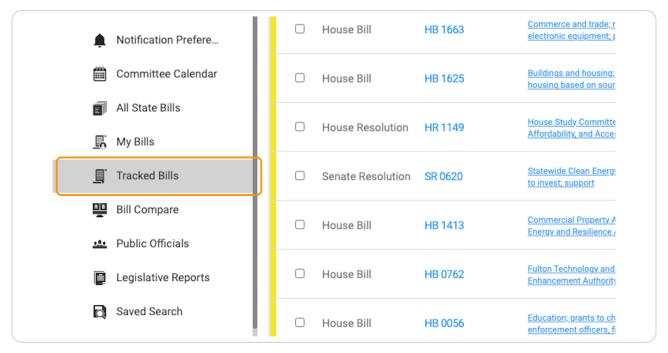
Created by Creation Date Last Updated

Engagifii Inc. October 27, 2023 October 27, 2023



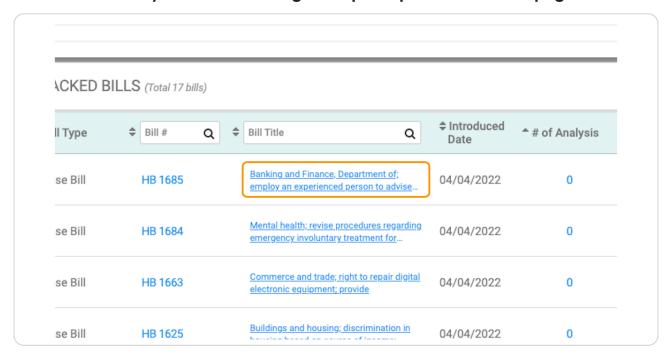
STEP 1

## Navigate to the Tracked Bills tab



STEP 2

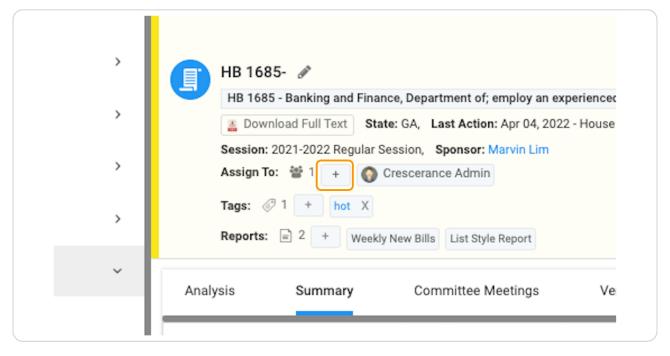
Click on the bill you'd like to assign to open up the Bill Detail page.



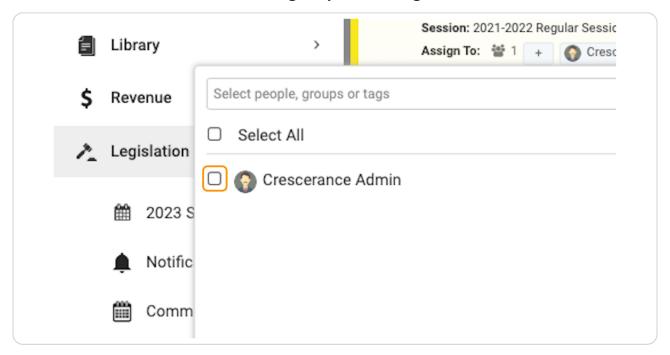


STEP 3

Click on the plus sign next to 'Assign To:' on the bill detail page



STEP 4
Select the desired users and/or groups for assignment



STEP 5

## Be sure to click 'Save' when done!

