

Electronic Sponsorship Changes – Step-by-Step

Purpose

OLIS allows Legislators to electronically make or request sponsorship changes to introduced measures. This functionality is only available to members who are logged-on and authenticated, typically through the normal start-up process on your state computer.

To be added as a sponsor



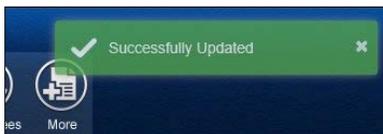
Open the Bill Overview page in OLIS

Click the **Request Add** button next to Chief Sponsor or **Add** button next to Regular Sponsor.

OLIS will ask for confirmation. Click Yes to confirm.

Note: A request to be added to a Senate Bill as Chief Sponsor will be routed through the Chief Clerk, as the Senate is not setup to receive these requests directly.

Note: If buttons are greyed out, the bill is not available for sponsorship changes. This may be due to the bill not currently being in your chamber's purview, or the bill is a Committee bill, etc.



OLIS will show a confirmation message when the change is submitted.

Note: Please wait until you see the confirmation, & the screen will update showing the new state.

You will also receive an email confirmation on any electronic sponsorship change. For changes that are requests, you will receive an email confirmation when the request is approved or denied.

After making a request, the Request button will change to indicate a request is pending approval (mouse over the button to see the message). You can repeat the request (and re-send the request e-mail) by re-clicking the Request button.

Removing sponsorship



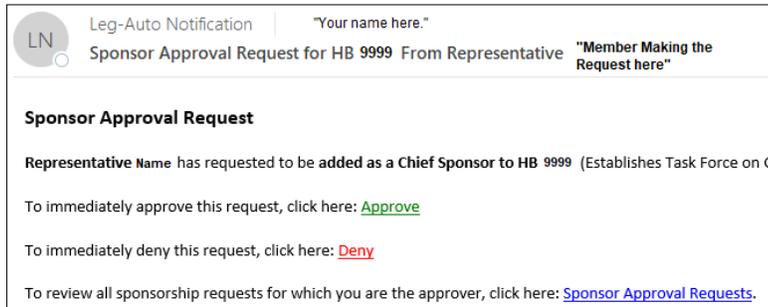
To be removed as a sponsor on a measure (if already a sponsor), click the Remove button. No approval is required for removal as a Chief or Regular sponsor.

If the measure is in the possession of the Senate, the electronic remove buttons will be disabled. Instead, please have the Chief Clerk assist you in sending a non-electronic request directly to the Senate President, who will then direct the Chief Clerk accordingly.

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Approving or Denying Chief Sponsor Requests

To be added to any measure as a chief sponsor the member must obtain approval from the first listed chief sponsor of the measure



Primary Chief Sponsors receive email requests from other members who seek to join as Chief Sponsor. The email will appear like this example: ←

Click the green [Approve](#) to approve the request, or

Click the red [Deny](#) to deny the request.

Your web browser will open with a message confirming the action, and the original requestor will receive an automatic e-mail informing them of the action.



In addition to the email, you can also view all pending requests in OLIS:

In OLIS, click on the **More...** Button

Then click the blue arrow to expand **Legislative Applications**

Then click **Sponsor Approval Requests**

The Sponsor Approval Requests screen will show all pending requests to you individually. From this screen simply click **Approve** or **Deny** on pending requests.

Sponsor Approval Requests Filter requests:

Bill No.	Type of Request	Requesting Member	Approve	Deny	Request Date
HB 2104	Add Chief Sponsor	Rep. Sajak	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>	1/17/2019 1:46:15 PM

The “Filter requests” drop-down menu allows you to view inactive requests (which cannot be acted upon for various reasons), or also a full history of requests made to you.