**OLIS 101: How to Access a Bill Online**

#1. Go to the Oregon Legislature’s website [https://www.oregonlegislature.gov/](https://www.oregonlegislature.gov/).

#2. Click on the “OLIS” icon.

#3. This will take you to the Oregon Legislative Information System’s website. You can also access this site directly by searching [https://olis.leg.state.or.us](https://olis.leg.state.or.us).

#4. From the OLIS homepage you will find Session Details including a list of the committee meetings and publications for the current day. On the top right side of the webpage you will find the “Bills” icon. When you click this icon you will see a drop down menu with three different methods to search for a bill. You can search by Bill Number, Bill Text, or Bill Sponsor.
A) Search by Sponsor of the Bill:
   a. Select the Bill Sponsor tab.
   b. Enter a Legislator’s name.
   c. Select from the list of legislators or type in a legislator’s name.
   d. From the list, select a bill based on whether they were Chief Sponsor or Sponsor. All bill numbers presented are linked to the bill’s overview page.

B) Search by Keyword
   a. Select Bill Text tab.
   b. You can enter part or all of a phrase you wish to search. It will search on the relating to clause and/or the measure summary. Select the area in which you would like to search in.

C) Search by Bill Number
   a. Select the Bill Number tab.
   b. Enter a bill number. Enter as much as you know. (e.g., SB, HB and/or just the number). Hit search.
   c. If there is only one result, it will take you to that bill. Otherwise a list will be displayed of possible bills. Note: you can hover over the bill number and the catchline, a short summary of the bill, will display.
   d. Select the bill you are looking for and it will take you to the bill’s overview page.
   e. You can also select a bill from the list of bill numbers. Click on the arrows to expand to see the house or senate’s bill lists.

#5. When you select a bill, you will be taken to the bill’s homepage where you can find more information about the bill, the bill’s sponsors, committee assignment, and measure history. From this page, you can also subscribe to track the bill via email.