



# Montana Legislative Services Division

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## Office of Legislative Information Technology

TO: Montana State Legislators

FROM: Susan Fox  
Executive Director

RE: Participation in the Electronic Documents System (eDocs)

In an attempt to cut down on the amount of paper copies that legislators receive during the session, the Legislative Branch's Office of Legislative Information Technology (OLIT) has developed the Electronic Documents System (eDocs) for legislators. The eDocs system allows legislators to receive any or all of the following documents electronically (by email) instead of receiving hard copies:

- ✓ bill requester review letters and draft bills
- ✓ preintroduction letters
- ✓ committee meeting notices (white slips from committee secretaries)
- ✓ phone messages (yellow slips from the Legislative Information Desk during session)
- ✓ web messages (blue slips from the Legislative Information Desk during session)

If you elect to participate in eDocs, you need to provide an email address that you check often as bill draft reviews, preintroduction letters, and committee meeting notices are time sensitive.

To sign up for eDocs, you can either call the OLIT Help Desk at 406-444-0912, or send an email request to [LEG IT Help Desk@mt.gov](mailto:LEG_IT_Help_Desk@mt.gov), or fill out the form on the reverse side of this memorandum requesting to participate in eDocs. After filling out the form, please send it to:

Legislative Services Division  
P.O. Box 201706  
Helena, Montana 59620

Once you sign up for eDocs, you will be sent a verification email that will ask you to specify which documents you wish to receive electronically. When you respond to that verification email, you will then be enrolled in the system.

For legislators who may have questions about the documents mentioned above, and would like additional information before signing up, a presentation of the Electronic Documents System (eDocs) is scheduled to be presented during the Legislator Orientation on November 14-16, 2012. A sign up form will be provided to you in your Orientation packet.

## REQUEST TO PARTICIPATE IN THE ELECTRONIC DOCUMENTS SYSTEM (eDocs)

The Office of Legislative Information Technology (OLIT) has developed the Electronic Documents System, or eDocs, in order to cut down on the volume of paper copies generated during session. The eDocs system allows legislators to receive any or all of the following documents electronically (by email) instead of receiving hard copies.

If you sign up for eDocs, you are required to provide an email address that you check consistently because documents can be time sensitive. After filling out the request, eDocs will send you a verification email and once you have replied to that email, you will be enrolled in the eDocs system.

(SENATOR/ REPRESENTATIVE) \_\_\_\_\_

**Electronic Documents System (eDocs)**

Please check each one of the documents (in any combination) below that you wish to receive electronically (items left unchecked will be sent in paper form):

- bill requester review letters and draft bills (pdf w/email)
- preintroduction letters (pdf w/email)
- committee meeting notices (email)
- telephone messages (email)
- messages via the web (email)

Please provide your email address that you want these document to be sent to:

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(This can be a different email address than the public contact email address that you will be asked to provide.)

**Paper Copies**

If you check this box or decline to provide an e-mail address, all documents will be sent to you in paper form.

You can elect to participate in or opt out of eDocs at any time.

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P.O. BOX 201706  
HELENA, MONTANA 59620