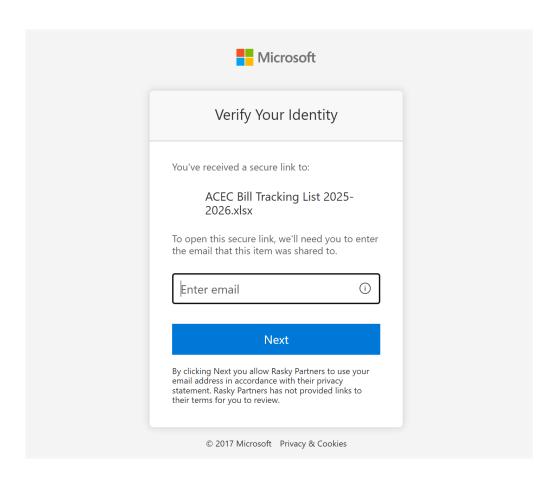
ACEC/MA Bill Tracking List 2025-2026: Access and User Instructions

For the 2025-2026 legislative session, the ACEC/MA Government Affairs Committee will be using Rasky Partners SharePoint to access ACEC MA's bill tracking Excel Sheet. Any questions or concerns can be directed to Cody Case ccase@rasky.com and Abbie Goodman (agoodman@engineers.org).

Access Instructions:

- 1. Only ACEC/MA GAC members and certain other ACEC/MA members, as individuals have been given access to the bill tracking list through the email addresses that have been given to Abbie. If you receive the ACEC/MA GAC monthly calendar invite, then you likely have been given access.
- 2. Access the tracking via this link: ACEC Bill Tracking List 2025-2026.xlsx (https://rasky-my.sharepoint.com/:x:/p/ccase/EUSAgzwqNF5CvYQ5 AucvJQB7 h5lheyJEo34O5NRub63Q?email=acecma%40engineers.org&e=sJCo7X)
 - After using the above link, you may be asked to verify your identity by entering your email address (please see below screenshot). Please enter the email address that Abbie uses to send you ACEC/MA GAC emails. You then may be sent an account verification code from "Microsoft Notification" to the email address that you entered. You may need to check your filter for this, but this is a real notification.
 - You can bookmark this link in your browser for quick access.
 - If you are ever unable to access the tracking list, please contact Cody Case (ccase@rasky.com) and Abbie Goodman (agoodman@engineers.org).



User Instructions:

- 1. Once you have accessed the bill tracking list (see below screenshot for example of what the list will appear like), you will be able to edit select columns.
 - Columns A, B, C, D, E, F and G are locked and unable to be edited as they are cells that share the bill information and need to remain fixed.
 - Columns G, H and I are able to and should be edited by ACEC/MA GAC members (see below for additional details).
- 2. Please use the information in columns A, B, C, D, E, F and G, as well as the legislature's website, to review each tracked bill.
 - Legislature's website: https://malegislature.gov/
 - To find a copy of the bill's text, search for the bill number (e.g., HB68) in the search bar. When on the bill's page, you can select "View Text" or "Download PDF".
- 3. After reviewing the bill, please share your recommendations via columns G, H, and I.
 - Column G: "ACEC MA Position": Please enter the position that you believe ACEC/MA should take on this bill. Options are "Support", "Oppose", "Monitor", or "Irrelevant".
 - Column H: "Comments & Background": Please enter any comments or additional commentary that you feel is relevant to the bill and your recommended position.
 - Column I: "ACEC Assignment": Please enter your name so that a record is kept of who reviewed the bill.
- 4. The tracking list is automatically saved on Rasky's SharePoint as you edit the document. If you would like to confirm that your work has been saved, you can click on the document name on the top left ("ACEC Bill Tracking List 2025-2026") and you will be able to see the "Save Status".
- 5. Please ensure that you do not change the document name when you are using the Excel Sheet.
- 6. You may download a copy of the Excel Sheet to your computer, if it is easier for you to review the document that way, but all data entry and edits must be done through the SharePoint link. Any edits made on a downloaded version will not be recorded or shared with the ACEC/MA GAC.

