

## Change a Bill

1. From the main menu, click on [Change Bills].
2. In the top left corner, search for a bill that you would like to change.
3. Find the area(s) that need to be modified and make changes.
4. Be sure to include Notes about the change under "TCChange" and "Notes about Change."
5. Click on [Changes] near the bottom left to view the changes to the bill.

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Last update: **2020/05/29 20:51 UTC**

