2025/12/10 08:26 UTC 1/1 Change a Bill

## **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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