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Change a Bill

- 1. From the main menu, click on [Change Bills].
- 2. In the top left corner, enter a **new** bill number. This must be a bill number that currently does not exist, for the changed bill will now be recorded as this new number.
- 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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