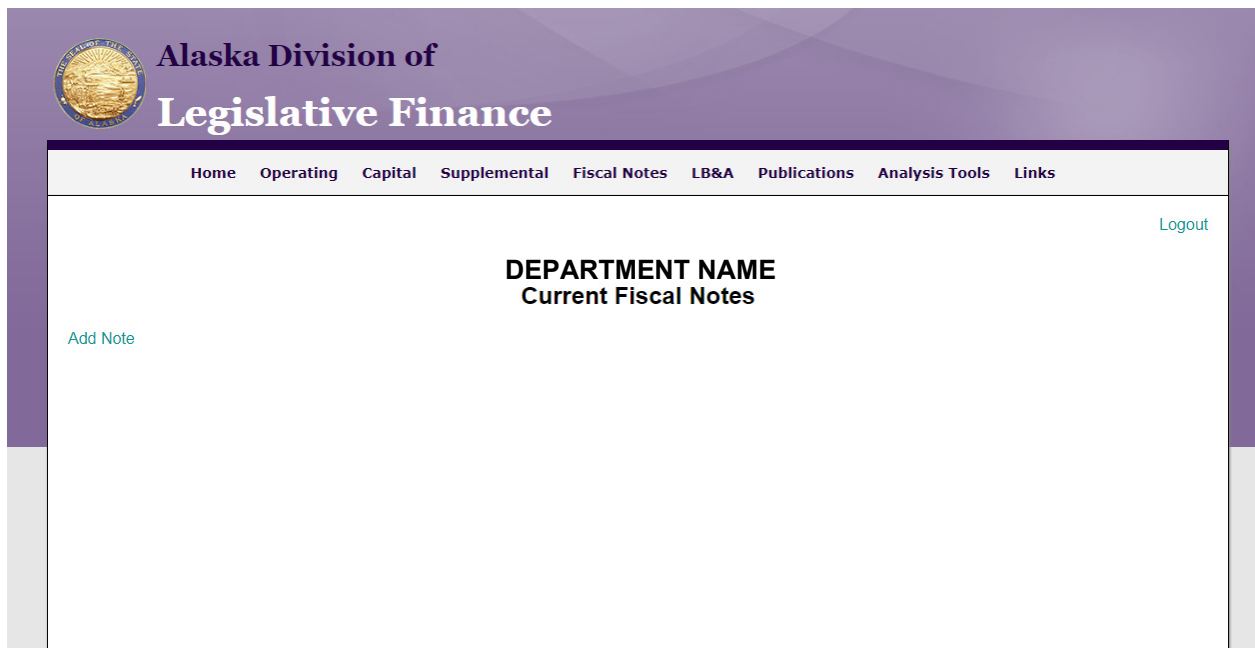


Uploading Fiscal Notes

****Before beginning, please ensure pop-ups are disabled on your web browser****

1. Log into the Fiscal Note System
<http://www.legfin.akleg.gov/FiscalNotes/fiscalNoteSystem.php>
 - If you have trouble logging in, or lose your password, please contact Juliana.Melin@alaska.gov
2. Your home page will look like this:
 - Your home page will only show the fiscal notes you have uploaded.



3. Click "Add Note"
 - You will be brought to the following page:



4. To upload:
 - Click “Choose File”
 - Select the Excel version of the fiscal note and select “open”
 - Once attached, click “Upload File”
 - When you click “Upload File” the information from the excel document will auto-populate in the boxes on your screen
5. If this is the very first fiscal note for a bill:
 - You will need to find and click on your bill number from the drop down menu under “Select Bill”; and,
 - Enter the “Work Order Number” as “A”
6. If there has already been a fiscal note uploaded for the bill the bill number and work order number will auto-populate
7. **Review for accuracy**
8. After reviewing for accuracy, upload the analysis section of your fiscal note

If yes, by what date are the regulations to be adopted, amended, or repealed?

Reason for Change:
 Not applicable; initial version.

Prepared By:
 Nicole Gorle
Division:
 Gov
Phone Number:
 465-3983

Prepared Date:
 12/18/2017
Time:
 1 | 00 | PM

Approved By:
 Caroline Schultz
Division:
 OMB
Approved Date:
 12/18/2017

Select Analysis:
 No file chosen
 Please remember that the upload process will remove the first page of the analysis.

- At the bottom of the page under “Select Analysis”, click “Browse”
 - Select the PDF version of the fiscal note and click “Open”
9. Review the uploaded information one more time
 10. Click Save Note

- If a field is incorrectly filled out or numbers don't match up the system will give you a pop up error message. Review all your fields to make sure they are accurately filled out. **Do not rely on the system to alert you to errors-** you can still upload a note with errors despite the alert system.
- If you save a note and a new tab opens but an error message is given, please contact Juliana.Melin@alaska.gov

11. A new tab will populate with the uploaded fiscal note. It will look like this:

State of Alaska
2018 Legislative Session

Fiscal Note

Bill Version: HB 5
Fiscal Note Number: _____
() Publish Date: _____

Identifier: HBXXX-DOA-COM-12-18-17 Department: Department of Administration
Title: Coffee Stand At The Capitol Appropriation: Commissioner's Office
Sponsor: CLAUS Allocation: Agency-wide Unallocated Increase
Requester: (H) Finance Committee OMB Component Number: 0

Expenditures/Revenues
Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

| | FY2019 Appropriation Requested | Included in Governor's FY2019 Request | Out-Year Cost Estimates | | | | |
|-------------------------------|--------------------------------------|--|-------------------------|-------------|-------------|-------------|-------------|
| | | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
| OPERATING EXPENDITURES | FY 2019 | FY 2019 | | | | | |
| Personal Services | 7.5 | 7.5 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| Travel | | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Services | | | | | | | |
| Commodities | 2.0 | 2.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| Capital Outlay | | | | | | | |
| Grants & Benefits | | | | | | | |
| Miscellaneous | | | | | | | |
| Total Operating | 9.5 | 10.5 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |

| Fund Source (Operating Only) | | | | | | | |
|-------------------------------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1004 Gen Fund (UGF) | 6.5 | 7.3 | 12.5 | 12.5 | 12.5 | 12.5 | 12.5 |
| 1007 I/A Rcpts (Other) | 3.0 | 3.2 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 |
| Total | 9.5 | 10.5 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |

| Positions | | | | | | | |
|------------------|-----|-----|-----|-----|-----|-----|-----|
| Full-time | 1.0 | 1.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Part-time | | | | | | | |
| Temporary | | | | | | | |

| Change in Revenues | | | | | | | |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1250 UGF Rev (UGF) | 27.0 | 27.0 | 54.0 | 54.0 | 54.0 | 54.0 | 54.0 |
| Total | 27.0 | 27.0 | 54.0 | 54.0 | 54.0 | 54.0 | 54.0 |

Estimated SUPPLEMENTAL (FY2018) cost: 0.0 (separate supplemental appropriation required)
(discuss reasons and fund source(s) in analysis section)

Estimated CAPITAL (FY2019) cost: 7.5 (separate capital appropriation required)
(discuss reasons and fund source(s) in analysis section)

ASSOCIATED REGULATIONS
Does the bill direct, or will the bill result in, regulation changes adopted by your agency?
If yes, by what date are the regulations to be adopted, amended or repealed?

Why this fiscal note differs from previous version:
Not applicable; initial version.

12. Review one more time for accuracy

13. When you are ready to submit your fiscal note, go to your homepage

14. All fiscal notes that need to be submitted to the GLO will say “Notes Need Attention” to the right

HB 5 (12-14-2017 09:31) **Notes Need Attention**
VA (GOV - 12-14-2017 09:31)
Department of Administration
 Commissioner's Office
 Agency-wide Unallocated Increase
[Edit Note](#) - [View Note](#) [Pass To GLO](#)
Department of Environmental Conservation
 Administration
 Office of the Commissioner
[Edit Note](#) - [View Note](#)

15. Click on the bill number of the fiscal note you want to send to the GLO.
16. Click on the most recent “Work Order Number”/Version of the bill
17. Select “Pass to GLO”
18. Once you have passed your fiscal note to the GLO, it will be reviewed.
19. If changes are needed, you will receive an email with the requested changes and the fiscal note will be sent back to the agency in the system.
20. Depending on the error(s), the GLO can requested specific changes to the fiscal note within the LegFi messaging system, but it is not uncommon to receive a request as broad as “Please re-write the second paragraph and include *x,y, and z.*”
21. In order to make these changes, the Agencies will need to update the excel fiscal note and create and upload a new PDF to the LegFi system.
22. When revising an existing fiscal note click “Edit Note”
 - You will be uploading overtop the existing fiscal note

[HB 5](#) (12-14-2017 09:31) **Notes Need Attention**
[VA](#) (GOV - 12-14-2017 09:31)
Department of Administration
Commissioner's Office
Agency-wide Unallocated Increase
[Edit Note](#) - [View Note](#) [Pass To GLO](#)
23. Follow steps 4-17 again
24. Once finalized, the GLO will make the note public, sending links of the fiscal note to:
 - Bill Sponsor, Committee the bill is in (Requestor), applicable Leg Liaisons, OMB, and Leg Finance

The fiscal note link you receive will be the official version of the fiscal note that should be used by departments when testifying in committees. Do not circulate any versions of the fiscal note externally until the GLO makes it public in the Fiscal Note System. If you have a time-sensitive note, please call the GLO and we will work with you.

Closely monitor Agency fiscal notes attached to bills getting reported out of committees. It is critical the correct version of the fiscal note accompanies the bill as it moves to its next committee of referral. It is common that significant changes are made to a bill moments before it is passed to the next committee- in these cases the bill must be reported out of a committee with “...fiscal notes

forthcoming.” This will ensure accuracy on record, and prevent confusion as things begin to move quickly.