

## Best Practices - Locals

1. Members of Local Political Subdivisions (Locals) should register for a MOLIS account by emailing [helpdesk@lr.mo.gov](mailto:helpdesk@lr.mo.gov) and requesting to be registered. Locals can access the portal at the following link: <https://molisoversight.lr.mo.gov/Account/Login>
2. Oversight will register the Local for a MOLIS account where the Local can access assigned legislation. Through the MOLIS portal, Locals can provide a fiscal impact statement, a comment memo or technical memo for corresponding legislation. Example forms can be downloaded from the Resources tab in the MOLIS portal.
3. If a Local has multiple members responding on their behalf, a workflow can be established for the members. To set up a workflow for an entity, the primary responder can email the [helpdesk@lr.mo.gov](mailto:helpdesk@lr.mo.gov) and request to be set as the administrator for the entity. Once an administrator is established, the administrator can assign user roles for each member that has registered for a MOLIS account. (Members must register for a MOLIS account before the administrator can set a user role for them.)
4. To increase more responses from Locals, Oversight will include cooperating associations in the fiscal note process by assigning non-confidential drafts of legislation to the corresponding associations. Oversight will also notify cooperating associations to suggest a representative attend Oversight's bi-annual training on fiscal notes to learn how to assist Locals in responding. Representatives from Local Political Subdivisions can also attend the bi-annual training.
5. Locals should provide background and source data when responding to fiscal notes.
6. If you have any questions regarding the fiscal note process or would like training, please contact our office at 573-751-4143.