# 2026 Creating and Managing Watchlists on LIS

This tutorial guides you through setting up legislative watchlists, how to use keywords to search legislation, how to edit your notifications and how to share updates effectively using the tools on the Legislative Information System website.
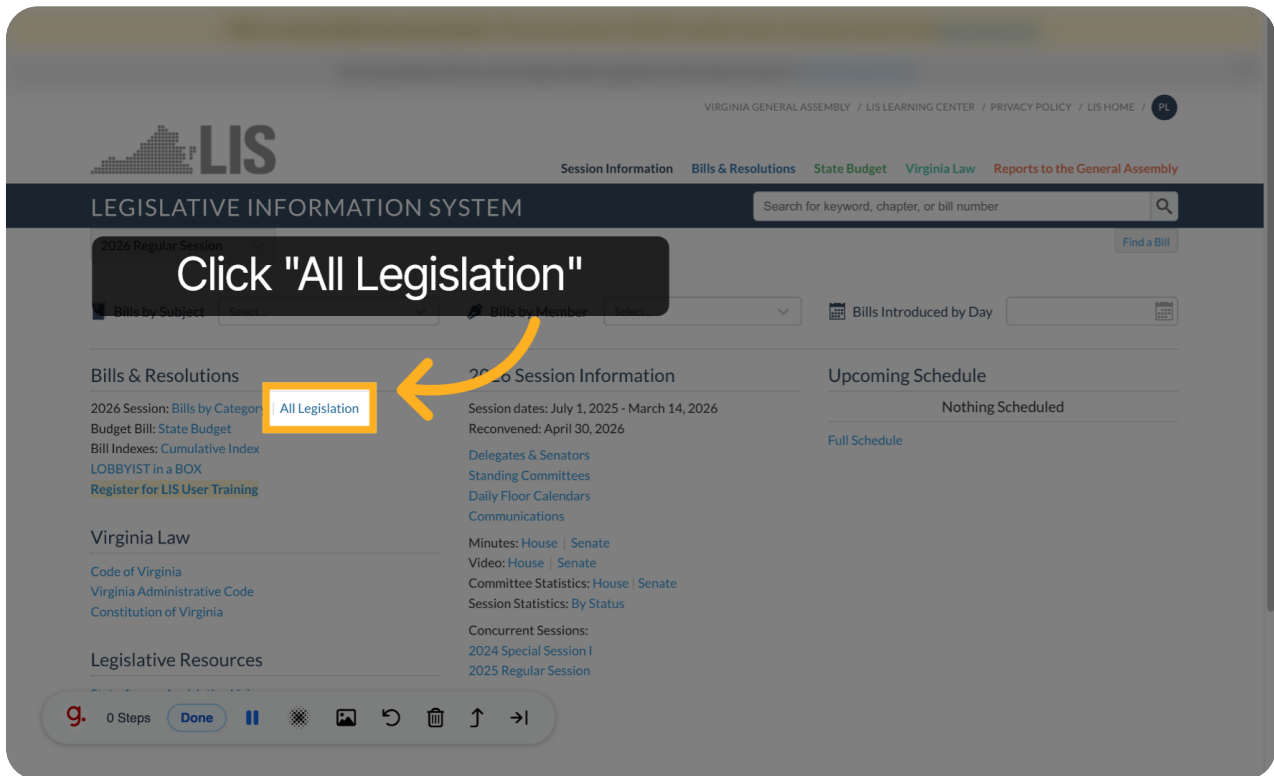
Go to lis.virginia.gov

01 Go to lis.virginia.gov and login

Go to the website lis.virginia.gov and in the upper right click Login. Key in your username and password. If this is your first time visiting you can click "Register" and create an account.
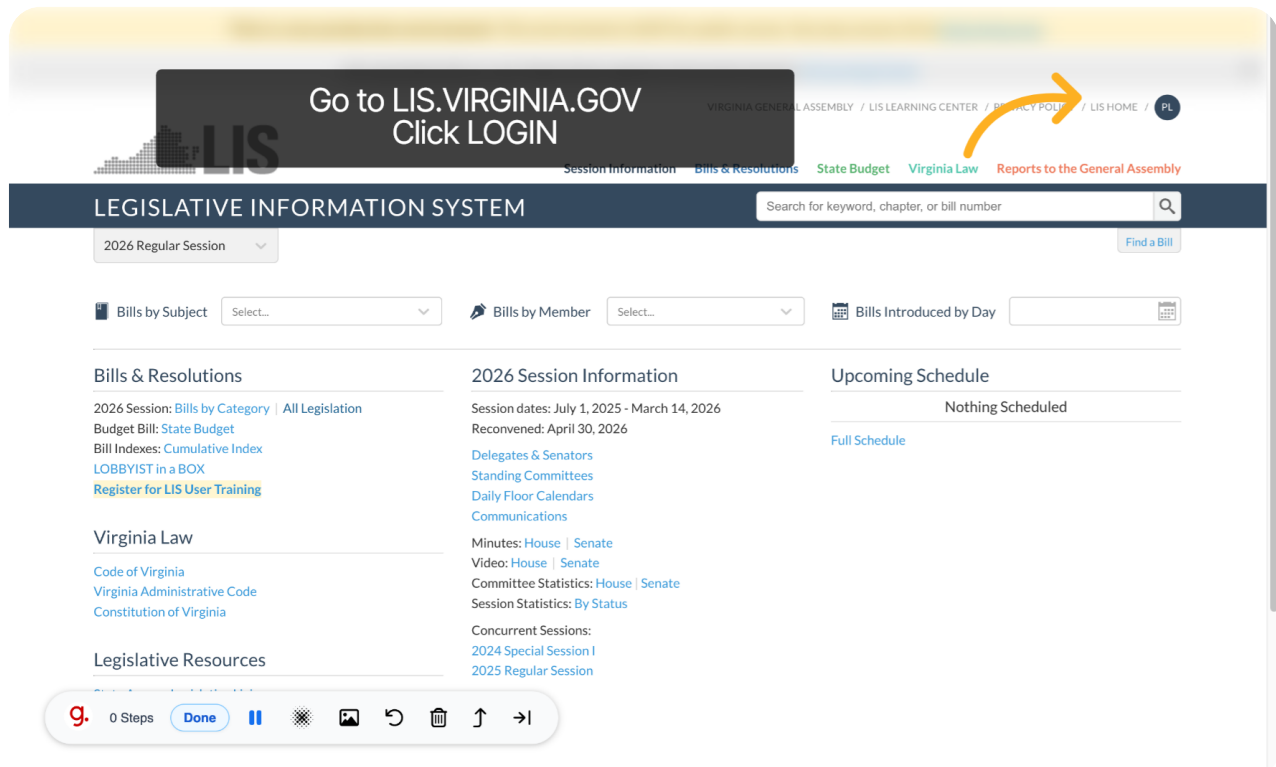
02 Click the All Legislation link to see all bills

Click All Legislation to see all of the bills that have been introduced.

03 Enter a Keyword to Search

On the left side under Find a Bill, type in your keyword to focus the search on relevant legislation. In this example we key in the word Tax.

04 Initiate Bill Search

Click the Search button at the bottom to execute the bill search.

05 Select the bills you want to track

From your search results you can check the Select all box to include all bills returned from your search.

06 Select the Bills you want to track

Or you can select specific bills to narrow down your list.

07 Add the bills to an existing watchlist or create a new one.

Click the drop down to add selected bills to an existing Watchlist, or create a new Watchlist here.

08 Create a new watchlist

To create a new Watchlist, click in the box and enter your new watchlist name. Then click the plus to the right of the name to save it.

09 Add bills to your Watchlist

Be sure to click the Add button to add the selected bills to your watchlist.

Press "Add" to add the selected bills to your watchlist.

10 Confirmation of bills added

You will see a confirmation of the bills you have successfully added highlighted below the Watchlist box.

11 Watchlist notifications and search

Next we will review Watchlist notifications, settings, and search options.

Watchlists:

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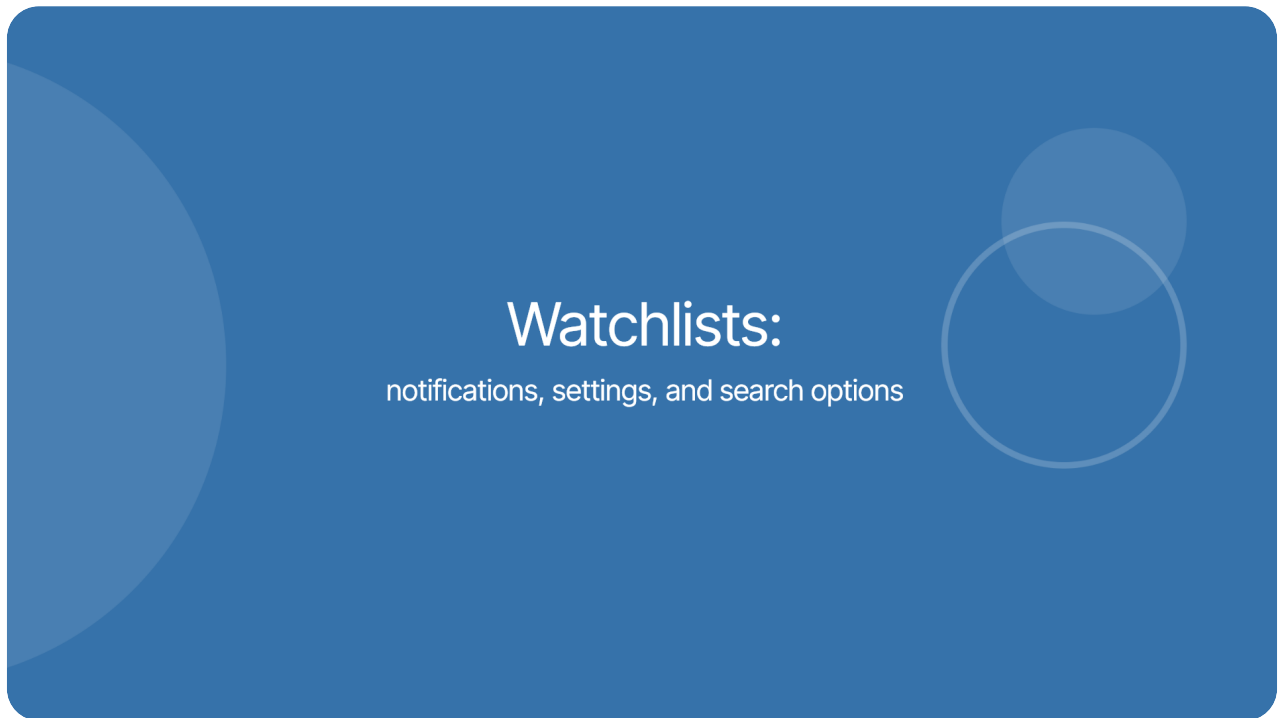
12 Select the watchlist you want to edit

On the left side menu, click on My Watchlists. From the list, select a watchlist to view and manage its contents.

13 Open Watchlist Options

Click the dropdown to access the notification options for your selected watchlist.

14 Set notification frequency

Select from Hourly, Daily or None to choose how often you receive email updates about your watchlist. Please note the default for a new watchlist is none.
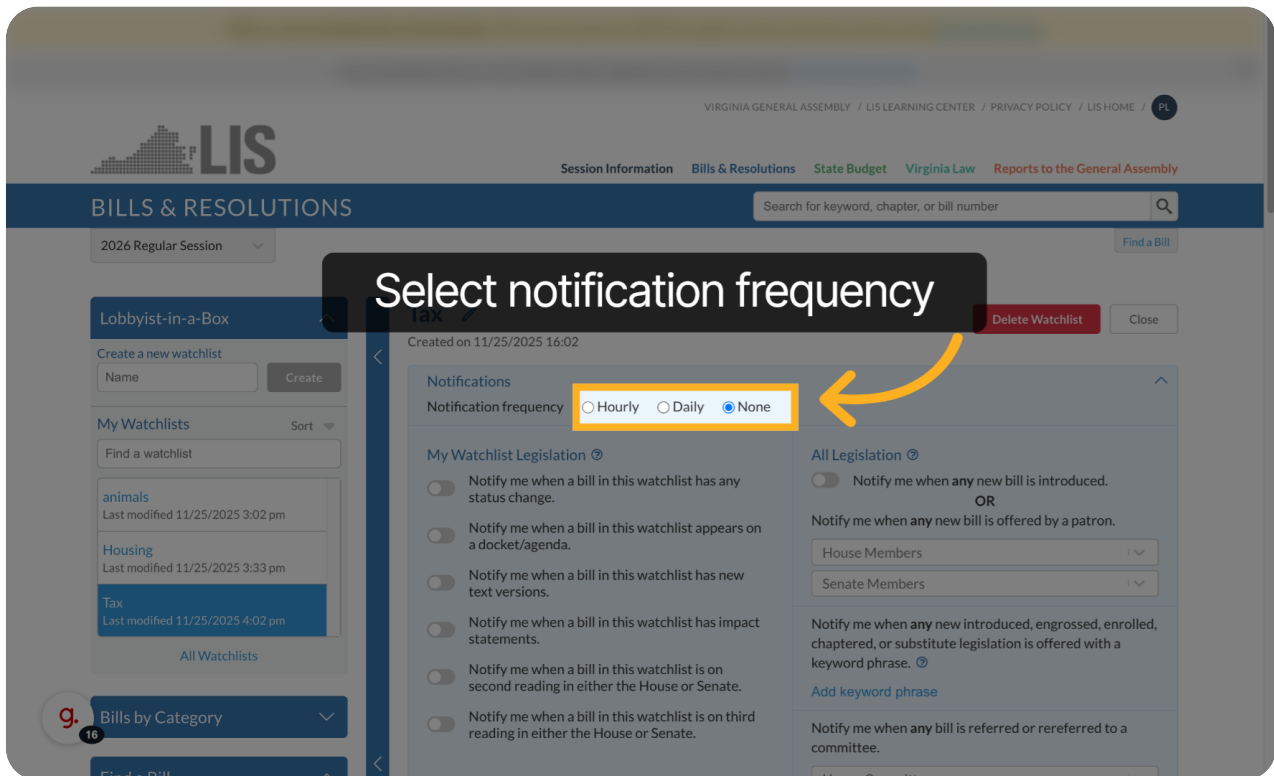
15 Select additional notification options

Select from additional options to give you more detailed tracking of the bills in your watchlist. You can select to receive alerts for specific actions like fiscal impact statements, a bill being docketed, or when a bill is on 2nd or 3rd reading.

16 Receive alerts on member bill introduction

You can also receive alerts on new bills being introduced by specific members or keyword phrases. On the right-hand side of the notifications panel, click the dropdown to select specific Delegates or Senators to receive notifications on their bill introductions.

17 Add a keyword phrase notification

Another option is to be notified when a keyword phrase is used in legislation. To enter a keyword phrase, click on Add Keyword phrase.

Click "Add keyword phrase"

18 Enter Keyword Phrase

Then in the box, type the search phrase you want to be alerted on. Once you have your keyword phrase typed in, click on the green check. Or click the red x to remove.

19 Committee referral notification

You can also be alerted when a bill is referred to specific committees you select. For example - you can click House Courts and Senate Courts to be notified when bills are referred to those committees. When you receive your notification, you can then easily add any additional bills to your list. We will review sending and receiving notifications in the next video.

20 Close your notification panel

Once you have made your selections and you are done, you can click the chevron to minimize the notification panel.
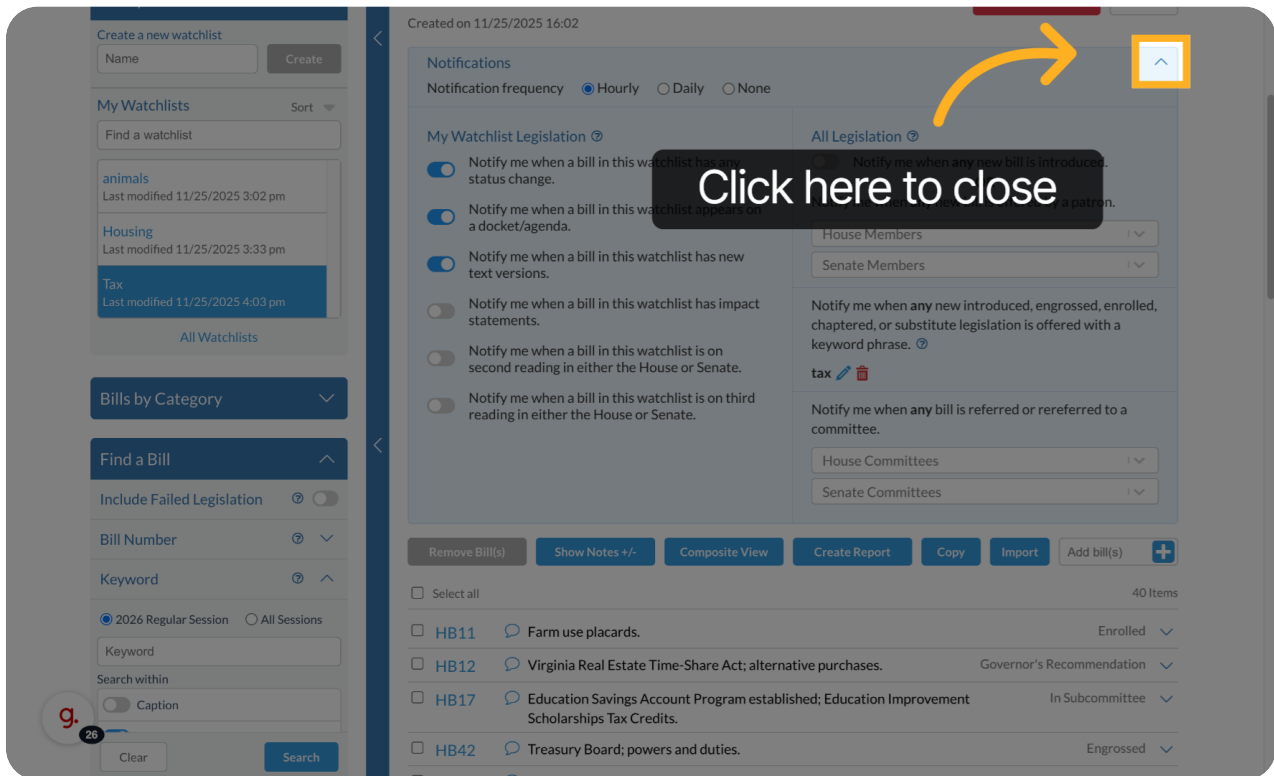
21 Add personalized bill notes

From your watchlist, click the caption bubble to add or edit notes related to specific bills. A filled in caption bubble indicates a comment is saved on the bill.

22 Enter bill comments and notes

Clicking the caption bubble opens the box to type in your comments and notes the bills.

23 Save your bill notes

Once you have typed your notes, click the green check to save.

24 Composite View

From your watchlist you can click Composite View, then Show Notes to see all of your information in a clear, concise view

Thank you. We hope you found this information helpful. Please feel free to reach out with any questions or specific training requests for LIS Watchlists.