

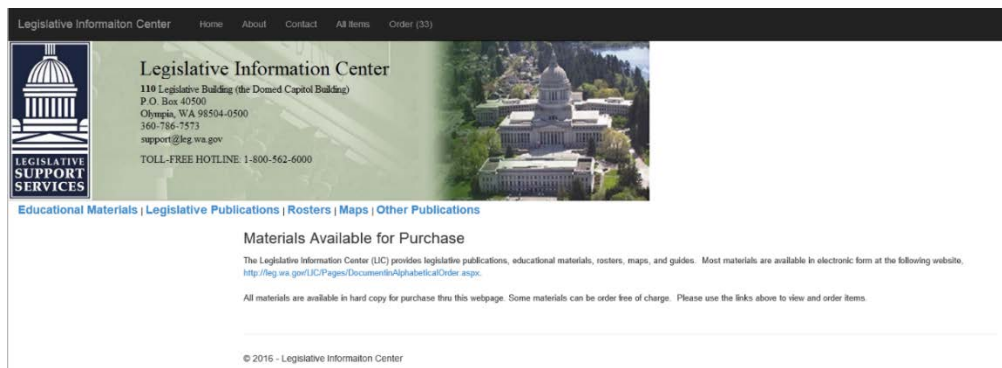
Legislative Information Center
Navigating LICs Online Order Form
As of January 16, 2017

The following instructions provide an outline on how to navigate LICs new online order form. The form was created during the 2016 interim. LIC provides certain items gratis. All sale items include tax at a rate of \$0.088. Shipping is calculated at a base rate of \$2.95 with an additional \$2.00 added for each \$10.00 increment. Orders with \$0.00 due can be emailed into LIC. Orders with a sale amount can be printed and mailed in with a check addressed to the Washington State Treasurer. Most items are available in electronic format and can be viewed and printed by clicking on the image of the item. Descriptive information is obtained, along with the author, by clicking on the item's title. Archived documents can be ordered by contacting LIC directly (see [Contact](#) menu).

General Overview of the Order Form Website

1. Navigate to LICs Order Form website: <http://licorders.leg.wa.gov/.leg.wa.gov/>.
2. The main menu options are available as follows:
 - a. Home – use this option to return to the main home page at any time.
 - b. About – use this option to learn about LIC.
 - c. Contact – use this option to obtain LIC contact information:
 - i. Physical location.
 - ii. Phone numbers.
 - iii. Email address.
 - iv. Website.
 - d. All Items – use this option to display all items available thru LIC.
 - e. Order – use this option to view items currently marked as on order.
3. The items navigation menu options allow filtering and viewing of items by the following categories:

Category	Description
Educational Materials	Guides that provide information about the legislative process. (e.g., Glossary of Terms, How a Bill Becomes Law, etc.).
Legislative Publications	Publications pertaining to the legislative session or biennium (e.g., Final Leg Report, Journals, Legislative Manual, etc.)
Rosters	Pictorials and directories (e.g., Member Pictorials, Lobbyist Directory, Telephone & Committee Directories, etc.)
Maps	District maps.
Other Items	Publications from others (e.g., Don Brazier).



View, Add, Update, and Remove Items on Order

1. Navigate to LICs Order Form website: <http://licorders.leg.wa.gov/>
 - *Note: Legislative Members and Staff must use the login option located in the upper, right-hand corner before submitting orders.*
2. Select an item category (noted in #3 above) or select All Items (noted in #2.d above) to display items.

Legislative Information Center
 110 Legislative Building (the Domed Capitol Building)
 P. O. Box 40500
 Olympia, WA 98504-0500
 360-786-7573
 support@leg.wa.gov
 TOLL-FREE HOTLINE: 1-800-562-6000

[Educational Materials](#) | [Legislative Publications](#) | [Rosters](#) | [Maps](#) | [Other Publications](#)

Available Items - Select Image to View Online Version

Document Set on CD	Final Legislative Digest and History of Bills –2016 (Volume U)	Final Legislative Report
Price: \$5.00 Gratis: 1 Order Item	Price: \$50.00 Gratis: 0 Order Item	Price: \$14.00 Gratis: 0 Order Item
House and Senate Journals on CD	Legislative Budget Notes	Legislative Manual
Price: \$5.00 Gratis: 1 Order Item	Price: \$15.00 Gratis: 0 Order Item	Price: \$11.00 Gratis: 0 Order Item
Roll Call Transcripts - House	Roll Call Transcripts - Senate	Summary of Legislation and Budget

3. Click the item image to view and/or print an online version of the item.
4. Click the name of the item to view the author and descriptive information about the item.
5. Click Order Item to add to Order List.
 - *Note: One item is added at a time. This number can be changed on the Quantity field of the Order screen.*
6. After an Order Item is clicked, the Order screen will be displayed.

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Order

ID	Name	Gratis	Price (each)	Quantity	Item Total	Remove Item	Update Button
20	Final Legislative Digest and History of Bills –2016 (Volume U)	0	\$50.00	<input type="text" value="1"/>	\$50.00	<input type="checkbox"/>	Update
4	Glossary of Legislative Terms (B&W)	30	\$0.45	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	Update
26	House and Senate Journals on CD	1	\$5.00	<input type="text" value="2"/>	\$5.00	<input type="checkbox"/>	Update
5	Guide to Lawmaking	30	\$0.85	<input type="text" value="30"/>	\$0.00	<input type="checkbox"/>	Update

Pick Up Order (exclude shipping and handling) [Update](#)

Order Total: \$55.00
 Shipping & Handling: \$12.95
 Sales Tax: \$4.84
Total Due: \$72.79

[Continue Shopping](#) [Submit Order](#)

Gratis = Total number of copies available free of charge
 Shipping and handling is calculated at a base rate of \$2.95 with an additional \$2.00 added for each \$10 increment. Map shipping tubes (\$2.00 each) are calculated at a rate of up to 4 maps per tube.
 Sales Tax is calculated at 8.8 percent. If your local tax is a different rate, please adjust accordingly.

To Change the Quantity

7. Click in the Quantity field, update the number, and click the Update button.

To Remove an Item

8. Check the Remove Item box within the item row and click the Update button.

To Add additional items

9. Click the Continue Shopping button.

Complete Order

1. Click the Submit Order button.
2. Complete the Shipping Information text boxes.
 - *Legislative users' information will automatically populate into the fields.*

Email Orders

- a. If the order has \$0.00 due, the Email Order button will display.
- b. Click the Email Order button to submit the completed order.

Print Orders

- a. If the order has a dollar amount due, the Print Order (Pay by Check) button will display.
- b. Click the Print Order (Pay by Check) button to print the completed order.
- c. Make checks payable to the Washington State Treasurer. (Cash is not accepted.)
- d. Send order by U.S. Mail to the address listed on the [Contacts](#) page.

Legislative Information Center Home About Contact All Items Order (50)

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LEGISLATIVE SUPPORT SERVICES

Order Review

ID	Name	Item Total	Quantity Ordered	Available Credits
6	Guide to Participating in the Legislature	\$0.00	5	30
9	Howa DRI Becomes Law(Short Version)	\$0.00	15	30
15	Student Guide to the Legislature (K-5)	\$0.00	30	30

Order Total: \$0.00
Shipping & Handling: \$0.00
Sales Tax: \$0.00
Total Due: \$0.00

Shipping Information:

First Name: Ches
Last Name: Randich
Address: LEG 110
City: Olympia
State: WA
Postal Code: 98504
Email Address: ches.randich@leg.wa.gov
Phone Number: 360.756.7772

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