

## Michigan Legislature Website – Using the Online Filing Cabinet

Registered users can save searches and "bookmarks" to pages of the law in a personal filing cabinet for quick reference.

First, you will need a user account. Select **Register** on the top menu and fill in the form. After you click the **Create User Account** button, you will see some additional options available on the top menu. Be sure to jot down your username and password for future use. See browser specific settings (below) required to **save your password**.

Now that you are logged in, you are ready to add items to your filing cabinet.

To add items to the filing cabinet, click the  icon at the top of eligible pages or search results.

### An example of adding a simple search:

- 1) On the home page, enter '1-100' in the bill number box and click the magnifying glass.
- 2) Click the  icon at the top of the page.
- 3) Change the 'Query...' to a meaningful name. Example: '17-18 Bills 1-100'
- 4) For now, ignore the folder and click the **Save in Filing Cabinet** button.

### Adding folders to organize your filing cabinet:

- 1) On the top menu, select **Filing Cabinet**
- 2) Click the **Create New Folder** button
- 3) I'll create a folder called 'Compiled Laws' by entering the name and clicking **Save**

### Adding a search and saving it in a folder:

- 1) On the home page, enter the word 'turtle' in the MCL Content box and click the magnifying glass
- 2) Now click the  icon, and enter a meaningful name for it. Example: 'Sections of Law – Turtle'
- 3) Now I'll select the **Compiled Laws** folder and click **Save in Filing Cabinet**

### Adding a Virtual Document to the filing cabinet:

- 1) Select **Chapter Index** from the left-hand menu under **Laws**, and then select **Chapter 1**
- 2) Select the **Constitution of Michigan of 1963** document, and then **Constitution-I**.
- 3) Check the boxes next to the first seven items in the list (Article I § 1 thru Article I § 7)
- 4) Click the  icon at the top to add these seven articles to the print basket
- 5) At the bottom of the page, name your new virtual document 'Chapter 1 Article I S 1 – 7'
- 6) Select the **Compiled Laws** folder, and click **Save in Filing Cabinet**

### Adding a quick access control for your filing cabinet items:

- 1) On the top menu, select **Layout**
- 2) In the **Available Controls** box, scroll down and select **Filing Cabinet**, and click the **Add to right** -> button.

## Browser Specific Settings for Password Saving

### Microsoft Edge

Password saving is **On** by default.

At the top right of Edge, select **More Actions "..."**

Select **Settings** > select **View Advanced Settings** > scroll down to **Privacy and Services** and make sure **Offer to save passwords** is set to **On**

### Internet Explorer

From the menu bar, select **Tools** > select **Internet Options**

Select the **Content** tab. Under **AutoComplete**, select the **Settings** box

Under **Use Auto Complete for**, make sure the following two boxes are **checked**:

- ✓ **User names and passwords on forms**
- ✓ **Ask me before saving passwords**

Click **OK** and **OK**

### Chrome

By default, Chrome offers to save your password. You can turn this option off or on at any time.

At the top right of Chrome, click **More**



Select **Settings** > at the bottom, click **Show advanced settings...**

Under **Password and forms**, make sure the following is checked:

- ✓ **Offer to save your web passwords**