eHopper

Pursuant to the Speaker's announced policy on January 4, 2021, Members and staff can submit the following documents electronically:

- Legislation for introduction
- Constitutional Authority Statement*
- Add a Cosponsor form*
- Staff Authorization Form, if applicable*

eHopper.house.gov

*Available on HouseNet

Member's Signature

The Member's signature **must** be on all documents submitted electronically to the eHopper.

Signatures can be submitted in two ways:

- Affix the Member's signature to each document, or
- Complete a Staff Authorization Form (example below)

> I, [Member Name], authorize [Staff Name] to submit documents electronically on [insert date]. Please find enclosed documents that I approve for submission.
>
> Thank you,
>
> [Member Signature]
> [Member Name Printed]
>
> [Include staff contact information that includes name and phone number.]

If you are using the Staff Authorization Form, the staff named in the form **must** submit the materials. The date on the uploaded Staff Authorization Form **must** match the date of submission.

If a printer is not available, the Member may handwrite text from the form, sign it, and submit a scan or photo of the signed document.

Introduce a Bill

Before working in the eHopper, prepare your documents:

- Bill or resolution,
- Constitutional Authority Statement (required for H.R. and H.J.Res.),
- Add a Cosponsor form listing the original cosponsors (optional).

Ensure all documents include the Member's signature or prepare a Staff Authorization Form. Then log into the eHopper at eHopper.house.gov. Select Introduce a Bill, and follow the steps to submit the documents.

Check all documents before submission. Legislation introduced via the traditional wooden Hopper on the House Floor or the eHopper cannot be changed after the House has adjourned for that day. If you have questions about submissions, please contact the Bill Clerks in the Office of Legislative Operations at (202) 225-7598 or the Office of the Parliamentarian at (202) 225-7373.

Visit the Congressional Staff Academy website to register for courses about introducing legislation.

Add Cosponsors

If your Member is the legislation's sponsor, download and complete the Add a Cosponsor form. Type or neatly print Members' names and include state designations for Members with duplicate and similar names. Affix the primary sponsor's signature to the form or complete a Staff Authorization Form. After logging into the eHopper at eHopper.house.gov, select Add Cosponsors and follow the steps to submit the form.

The eHopper cannot be used to remove cosponsors. See the Add or Remove a Cosponsor page on HouseNet to review the procedures for removing cosponsors from legislation.

Submit

The eHopper only accepts submissions 15 minutes before the House convenes, during a session, and until 15 minutes after the House adjourns.

If you submit materials when the eHopper is closed, your submission will be saved in your Outlook drafts folder, and you will need to send the submission when the eHopper is open. The date on the uploaded Staff Authorization Form **must** match the date of submission.

Tips

- PDF documents are the preferred file format for eHopper submissions.
- When submitting legislation drafted by the House Office of Legislative Counsel (HOLC), please submit the document as received. Do not rename the file or remove the file names printed on the top and bottom of each page. Edits to the legislative drafts are strongly discouraged as they may delay processing and publishing on govinfo.gov and Congress.gov. If edits are necessary, clearly mark them on the PDF, preferably by hand.
- Word documents are required for all legislation that has not been drafted by HOLC.
- Bill numbers will be available the day after introduction on Congress.gov. Search the sponsor's name to view recently introduced legislation.

Assistance

- For assistance submitting legislation for introduction, cosponsor forms, PAYGO and earmark statements, please contact the Bill Clerks in the Office of Legislative Operations at (202) 225-7598.
- For questions about requirements for introduction under the House Rules, please contact the Office of the Parliamentarian at (202) 225-7373.
- For technical assistance using the eHopper, please contact Legislative Computer Systems at clerk-support-ehopper@mail.house.gov.