

## Using the Agency Analysis Upload Portal

**Analysis is submitted through a web-based portal. It must be in a PDF format and any attachments must be part of the file.**

- Register with an email and password at [agencyanalysis.nmlegis.gov](http://agencyanalysis.nmlegis.gov). If you've already registered, you can jump to logging in.
- Confirm your email by clicking the link sent to you.
- Log in.
  - On your first login, you will be asked to select your organization from the list. If it's not available, reach out to the analyst who sent the request or the LFC FIR manager.
- Enter the bill number information and today's date.
- Select file or drag and drop.
- Hit submit. If successful, you will see a confirmation page.