



Add or Modify My Subscriptions

for Agency Liaisons

Instructions to Add or Modify My Subscriptions to Texas Register

This guide provides instructions for an Agency Liaison to add, update, or renew their subscriptions to one or more agencies in Texas Register.

Liaisons can subscribe to receive Texas Register Issue Publication Notifications and/or specific Agency Notifications.


The following Subscription options are applicable, depending on the agency:

- Rule Documents
- Non-Rule Documents
- Open Meeting Notices
- All Chapters

Add a New Subscription

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **My Subscriptions** from the Liaison Center Home menu.

The My Subscriptions page will appear and display a list of subscriptions for the Liaison that is currently logged in.

3. Click the  button in the upper right corner to request a new subscription.
4. The **Liaison Email address** that is currently logged in will automatically populate. Enter the First and Last Name of the Liaison and click **Next**.
5. The **Start** and **End Date** that will be applied to the subscription will be displayed.
6. Select the Subscription Type that you are requesting:
 - Texas Register Issue Publication
 - Agency Notifications
7. Click **Close** to close the window. You will now see the newly added subscription displayed in the list on the screen.


Update a New Subscription

The following steps will allow a liaison to add new agencies to their existing subscriptions.

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **My Subscriptions** from the Liaison Center Home menu.

The My Subscriptions page will appear and display a list of subscriptions for the Liaison that is currently logged in.

3. Click the **Subscription ID** of the subscription you wish to update. The subscription details will be displayed.


4. Click the  button on the upper right.
5. The **Liaison Email address** that is currently logged in will automatically populate. Enter the First and Last Name of the Liaison and click **Next**.

Agency Liaison: Submit Texas Register Filing

6. Select the **Agency Names** that you wish to add to your subscription and click **Next**.
7. Review the **Subscription options** for each agency and check/uncheck the options that you want to apply and click **Submit**.
8. Click **Close** to close the window. You will now see the newly added subscription displayed on the screen.

Renew a New Subscription

The following steps will allow a liaison to renew an expiring subscription for another year.

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **My Subscriptions** from the Liaison Center Home menu.
The My Subscriptions page will appear and display a list of subscriptions for the Liaison that is currently logged in.
3. Click the **Subscription ID** of the subscription you wish to update. The subscription details will be displayed.
4. Click the  button on the upper right.
9. The system will display the new End Date for the subscription. Click **Submit** to confirm. You will now see the renewed subscription displayed on the screen.