



# Submit an Adopted Rulemaking Filing for Agency Liaisons

## Submitting an Adopted Rulemaking Filing

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **+ SUBMIT TEXAS REGISTER FILING** in the top right corner.
3. **Filing Information** screen:
  - Select your **Agency**, enter the **Phone Number** and **Certifying Official** information.
  - Select “Adopted Rulemaking” as the **Filing Type**. The **Title** and **Part** fields will populate automatically based on your Agency.
  - Select the **Chapter**. The **Chapter Number** and **Chapter Name** will populate automatically, but you can edit the chapter name if necessary.
  - Click **Next**.
4. **Upload File** screen:
  - Upload the filing document in .docx format to the space provided and click **Next**.

**IMPORTANT:** The submission forms are generated automatically from the filing document you upload. Please review the submission details for accuracy. If these details are incorrect, it is because there are issues with the file structure or data contained in the file you uploaded. You must modify the submission file and reupload it before proceeding.

To modify the file you uploaded, click the Back button to upload a modified version of the file.
5. **Submission Information** screen:
  - Select the **Related TRD** from the list of values provided. For an Adopted Rulemaking filing, this is the TRD of the proposed rulemaking submission being adopted.
  - Enter the **Texas Register Citation** in the format **(Volume Number) TexReg (Page Number)**. This should be the citation of the related TRD.
  - The **TAC Rule Number** will automatically populate based on the file you uploaded.
  - Select the **Action** that applies: New, Amendment, New and Amendment, or Repeal.
  - Select whether the **Submission is Adopted** With or Without Changes to the Proposal. If some (but not all) rules in the proposed are being adopted with changes, then select “with changes”.
  - Select when the action will be **Effective**:
    - If **Immediately on Filing** was selected, the **Effective Date** populates to the current date
    - If **Other (Specify)** was selected, enter or select the **Effective Date**.
  - Click **+ Add File** to add graphics or Adoption by Reference (ABR) Material files.
    - Click **Upload** to browse for the file and select it, or browse for the file in your computer, then drag and drop it into the space provided.
    - Select a **File Type** for each file you upload. Click the **red X** to remove a file.
  - If applicable, enter **Comments to the Texas Register Editor** (up to 1000 characters). Comments would be specific instructions to the Texas Register staff regarding the submission.
  - If needed, click **+ Add Submission** to upload another file only if the previously uploaded file is incorrect. Be sure to return to **Step 4** to upload the correct file.
  - Click **Submit**.



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6. **Filing Complete** screen: Confirmation of your submission is displayed on the screen. You will also receive an automated email confirmation from our office acknowledging your filing submission.