Introduction

This guide describes how Agency Liaisons perform various functions in the Texas Register Liaison Center.

NOTES:

- *An SOS Portal account is required to complete the steps in this guide. See our "SOS Portal Account Setup and User Access Guide" to create your account and sign in to the system before beginning these steps.*
- *To enter the Liaison Centerr, select the **Rules and Meetings** grey tile from the SOS Portal dashboard.*
- *See our website for examples of properly formatted filing documents that are referenced in this guide.*

Contents

On-Screen Guidance

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the symbol and hover your cursor over it to display more details related to the specific field.

- To advance from one screen to the next, click the NEXT button at the bottom of the screen.

- To go back to the previous screen, click the BACK button at the bottom of the screen.

- To cancel out of a process, click the CANCEL button at the bottom of the screen.

Request Liaison Access

The steps below describe how an Agency Liaison can request access for a new Liaison to file submissions for their agency in the Texas Register Liaison Center. All requests are reviewed/approved by the Texas Register editors.

1. From the Liaison Center Home, click **Request Liaison Access** from the Liaison Center Home menu.

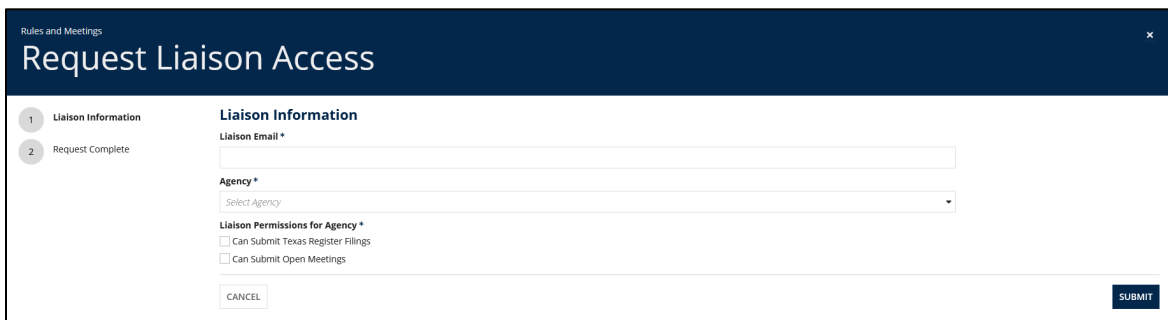2. Click the **+ REQUEST LIAISON ACCESS** button in the upper right corner.
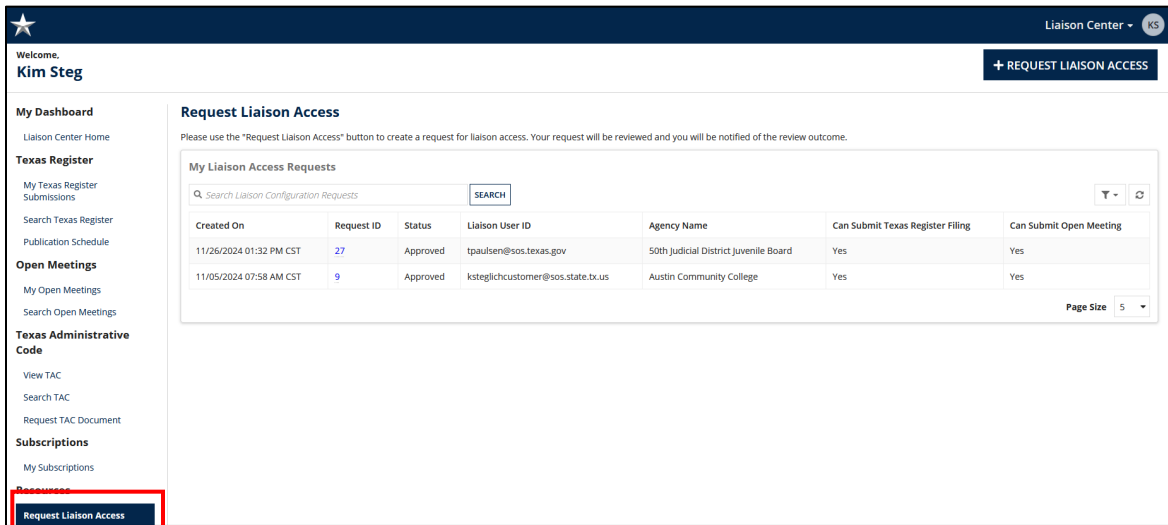
3. Enter the **Liaison Email address** that you wish to grant access.

4. Select the **Agency** for which they are requesting access to submit on behalf of and select the **Permissions** that should apply.

   - Can Submit Open Meetings – able to post, revise, and cancel open meetings

   - Can Submit Texas Register Filings –able to submit rulemaking and miscellaneous document submissions to the Texas Register. Note: Some agencies do not have statutory authority to submit rulemaking documents.

5. Click **Close** to close the window. You will now see the newly added liaison access request displayed in the list on the screen. Once our office has approved the request, the liaison will receive an email notification from us. If the request is denied, an email notification will be sent that lists the reason for the denial.

View and Search for My Texas Register Submissions

The steps below are instructions for an Agency Liaisons to view their Texas Register submission history, including viewing the status of a submission and options to filter submission records by search criteria.

1. From the Liaison Center Home, click **My Texas Register Submissions** from the Liaison menu.


- Submissions are displayed in order of most recent at the top of the page.

- By default, submissions are displayed 20 on the page at a time. To view more/less submissions per page, click the **Page Size** drop down at the bottom of the page and select your desired page size.

- To filter the search results to specific submission records, enter any search criteria text in the search box and click the **Search** button.

2. The system will display any submission records that contain the text in any of the fields displayed on the screen.

   o To save search criteria as a filter that can be reused each time you login to Texas Register, once the search results are displayed, click the Filter button and select "Save filters as" and
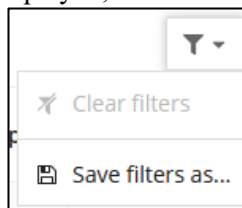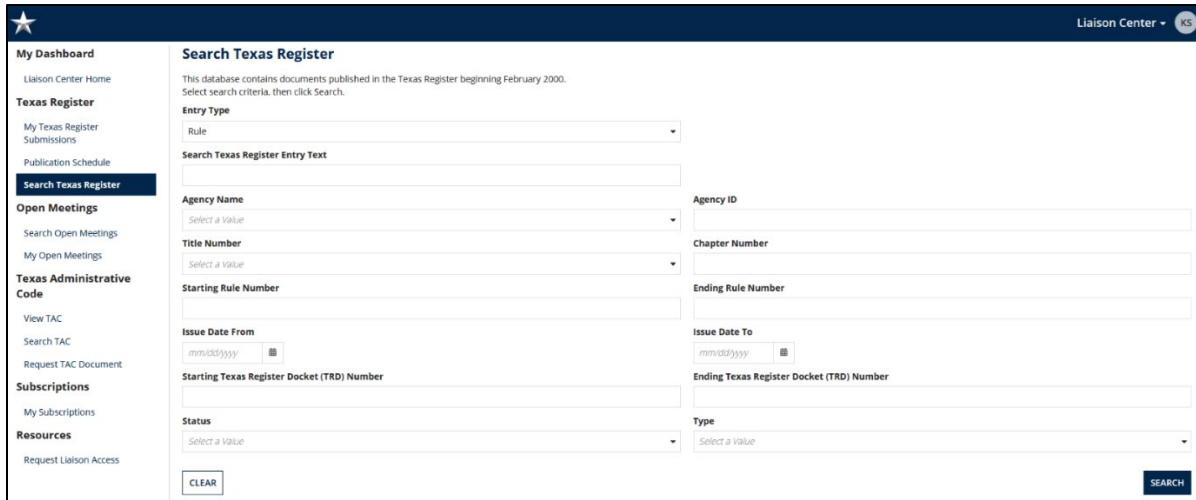

enter a name for your filter.
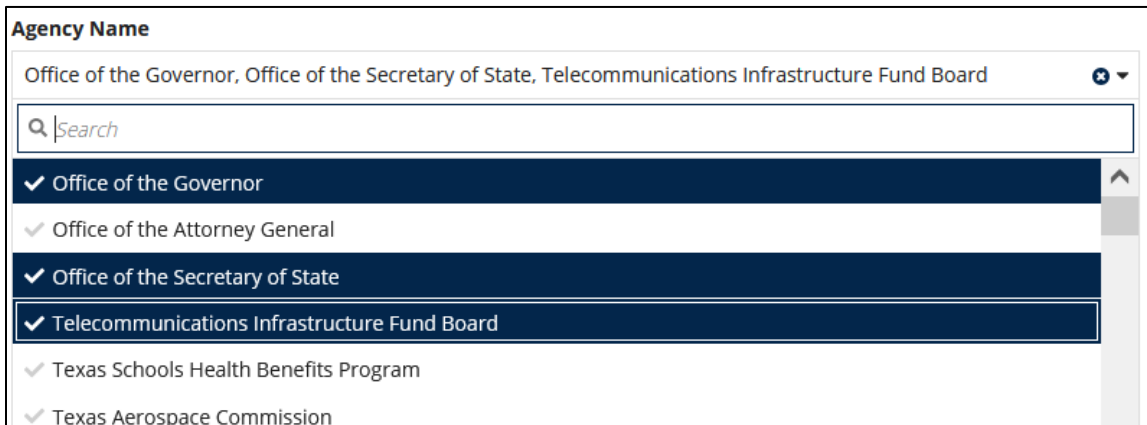
Search the Texas Register

The steps below are instructions for searching the Texas Register database. The database includes all items published in the *Texas Register* from the January 28, 2000, issue through the current issue. Search options are available to filter the results.

1. From the Liaison Center Home, click **Search Texas Register** from the Liaison menu.

2. Enter values for the desired search criteria.

3. Where applicable, select multiple values from the value lists by clicking on each value that you to include in your search.

3. Search results are shown in a grid, with a clickable link to access the individual records. The number of search results shown in the grid can be customized by choosing the option on the bottom right corner of the results.

View the Publication Schedule

To view the Texas Register publication schedule, follow the steps below.

3. Click the **Publication Schedule** menu option.

The schedule displays starting with the next upcoming issue publication at the top of the list. The schedule shows the date/time deadline for rule filing submissions and non-rule filing submissions.

Manage Subscriptions

To view or add subscriptions to Texas Register publication updates or Agency Notifications, follow the steps below.

Add a New Subscriber

1. Click the **My Subscriptions** menu option.

2. Click the **+ NEW SUBSCRIPTION** button in the upper right corner.

3. The email address for your SOS Portal account with automatically populate in the Email box. Enter your **First and Last Name** and click **Next.**

4. The Start and End Dates for the subscription will automatically populate to begin today and end one year from today.

5. Select the appropriate **Subscription Type and click Submit.**

Update a Subscription

To add subscription options to a Liaisons subscription, follow the steps below.

1. Click the **My Subscriptions** menu option.

2. Click on the **Subscription ID** for the liaison.

3. Click the [UPDATE SUBSCRIPTION] button in the upper right corner.

4. Select any unselected Subscription Types to add to the liaison's subscriptions and click **Submit.**

Renew Subscription

To renew a subscription for Texas Register updates, follow the steps below.

1. Click the **My Subscriptions** menu option.
2. Click on the **Subscription ID** for the liaison.

3. Click the [RENEW SUBSCRIPTION] button in the upper right corner. The system will display the **new End Date** for the subscription. Click **Submit.**

Open Meetings

The steps below describe how a liaison would view, submit, revise, or cancel an open meeting.

Notice of an open meeting becomes public information once posted, and therefore may not be deleted by an agency or its representative. Open meeting postings may be revised or canceled and re-submitted.

View My Open Meetings:

1. To view all Open Meetings you have submitted, revised or cancelled, click the **My Open Meetings** menu option.

2. You may optionally use the Search bar at the top of the screen to search for the meeting you are looking for by typing in all or partial text to search for. The system will search all the fields displayed on the screen for the text you entered.

Search Open Meetings:

1. To search all open meetings for one or more agencies, click the **Search Open Meetings** menu option.

2. Optionally, enter the TRD for the meeting and a date range, and click the **Search** button.
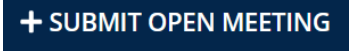
Submit a New Open Meeting:

1. From the Liaison Center Home, click **+ SUBMIT OPEN MEETING** in the top right corner.

3. **Open Meeting Information** screen:

   - Select your **Agency** from the list.

   - The **Board** and **Committee** fields should be left blank unless the meeting being posted is for a specific board or committee of the agency.

   - Click the Calendar icon to select the **Meeting Date.**

   - Enter the **Meeting Time** in local CST time, in hh:mm format with AM/PM.

   - Enter the **Meeting Street, City, State** details.

   - Select whether this is an **Emergency Meeting**. If it is, an **Emergency Meeting Reason** is required**.**

   - Enter the **Meeting Agenda,** and enter "**Where can additional information about this meeting be obtained from**". The "additional information" should be the contact information that a member of the public needing information about this meeting would use to contact your agency.

   - Click **Submit.**

4. **Open Meeting 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.

   - You can now see your Open Meeting submission on your Liaison Center Home screen, under **My Open Meetings.**

Revise or Cancel an Open Meeting:

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.

2. From the Liaison Center Home, scroll down to the **My Open Meetings** section.

3. **Search** for the Open Meeting you want to revise by typing your text search criteria into the Search bar.

   - Search criteria can include full or partial text of the TRD number, Status, Agency Name, Meeting Date or Time, Board, or Committee.

4. Click on the **TRD link** for the open meeting you want to revise.

5. To **Revise a Meeting**, click the **SUBMIT MEETING REVISION** button in the upper right.

   - Make the required meeting revisions and click **Submit.**

   - Return to your Liaison Center Home screen and scroll down to the My Open Meetings section to see the record of your meeting revision. You will also receive an automated email confirmation from our office acknowledging your filing submission.

6. To **Cancel the Meeting**, click the `CANCEL MEETING` button on the upper right.

- Click **Submit** to cancel the meeting.

- Return to your Liaison Center Home screen to see the record of your meeting revision under the My Open Meetings section. You will also receive an automated email confirmation from our office acknowledging your filing submission.

NOTE: You can confirm your open meeting has been revised or cancelled by viewing the status from the **Liaison Center Home** page, under the **My Open Meetings** section of the page.

Submit Texas Register Filings

The steps below are instructions for an Agency Liaisons to submit rulemaking filings or miscellaneous documents to the Texas Register.

Submit a Proposed Rulemaking Filing

1. From the Liaison Center Home, click `+ SUBMIT TEXAS REGISTER FILING` in the top right corner.

2. **Filing Information** screen:

3. Select your **Agency**, enter the **Phone Number** and **Certifying Official** information.

4. Select "Proposed Rulemaking" as the **Filing Type**. The **Title and Part** fields will populate automatically based on your Agency.

5. Select the **Chapter**. The **Chapter Number** and **Chapter Name** will populate automatically, but you can edit it if necessary.

6. Click **Next.**

7. **Upload File** screen:
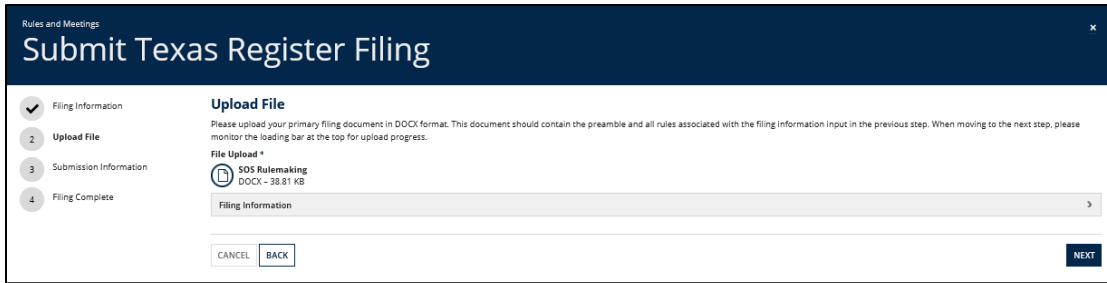
8. Upload the filing document in .docx format to the space provided and click **Next.**

9. **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.

10. To modify the file you uploaded, click the Back button to upload a modified version of the file.

11. **Submission Information** screen:
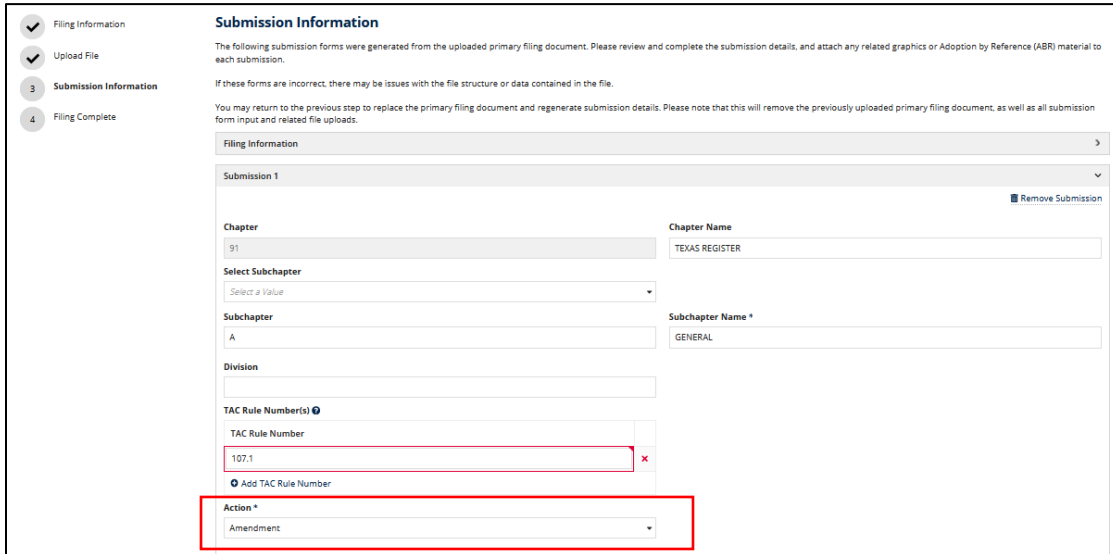
12. Select the **Action** that applies: New, Amendment, New and Amendment, or Repeal.

13. Click ⊕**Add File** to add graphic or Adoption by Reference (ABR) Material files.

14. 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.

15. Select a **File Type** for each file you upload. Click the **red X** to remove a file.
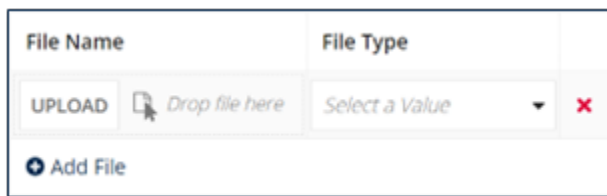
16. If applicable, enter **Comments to the Texas Register Editor** (up to 1000 characters). Comments would be specific instructions to the Texas Register staff regarding the submission.

17. 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.

18. Click **Submit**.

19. **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.

NOTE: You can view the status of your submission from the **Liaison Center Home** page, under the **My Texas Register Submissions** section of the page.

Submit an Emergency 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 "Emergency Rulemaking" as the **Filing Type**.

- Enter the **Emergency Type**: Original Filing or Renewal of Effectiveness

- The Title and Part Number and Names fields will automatically populate.

- Select the **Chapter**.

- Click **Next**.

4. **Upload File** screen:

- Upload the filing document in .docx format to the space provided and click **Next**. **Note: renewal of effectiveness filings do not require a file to be uploaded.**

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:

- The **TAC Rule Number** will automatically populate based on the file you uploaded. You may modify this file number or add a new one by clicking the Add TAC Rule Number link.

- Select the **Action** that applies: New, Amendment, New and Amendment, or Repeal.

- Select when the action will be **Effective**:

  o If **Immediately on Filing** was selected, the **Effective Date** populates to the current date

  o If **Other (Specify)** was selected, enter or select the **Effective Date**.

- Click ➕**Add File** to add graphics or Adoption by Reference (ABR) Material files.

  o 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.

  o 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**.

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.

Submit a Withdrawn 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 "Withdrawn Rulemaking" as the **Filing Type**.
- The Title and Part Number and Names fields will automatically populate.
- Select the **Chapter.**
- Click **Next.**

4. **Submission Information** screen:

- Select the **Related TRD** from the list of values provided. This is the TRD of the submission being withdrawn.

- Enter the **Texas Register Citation** in the format **(Volume Number) TexReg (Page Number).** This should be the citation of the related TRD.

- The **Action** and **Rulemaking Being Withdrawn is** fields should automatically populate with the appropriate values.

- Select when the action will be **Effective**:

  o If **Immediately on Filing** was selected, the **Effective Date** populates to the current date

  o If **Other (Specify)** was selected, enter or select the **Effective Date**.

- 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.

- Click **Submit**.

5. **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.

Submit an Adopted Rulemaking Filing

1. From the Liaison Center Home, click **+ SUBMIT TEXAS REGISTER FILING** in the top right corner.

2. **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**.

3. **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.

4. **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**:

  o If **Immediately on Filing** was selected, the **Effective Date** populates to the current date

  o If **Other (Specify)** was selected, enter or select the **Effective Date**.

- Click ✚**Add File** to add graphics or Adoption by Reference (ABR) Material files.

  o 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.

  o 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**.

5. **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.

Submit an Agency Rule Review Filing

1. From the Liaison Center Home, click ➕ **SUBMIT TEXAS REGISTER FILING** in the top right corner.

2. **Filing Information** screen:

- Select your **Agency**, enter the **Phone Number** and **Certifying Official** information.
- Select "Agency Rule Review" as the **Filing Type**.
- Select the **Rule Review Type** that applies (Proposed or Adopted).
- The Title and Part Number and Names fields will automatically populate.
- Select the **Chapter.**
- Click **Next.**

3. **Upload File** screen:

- Click the **Upload** button to locate the filing document on your computer or drag/drop the file into the box provided on the screen and click **Next.** The document must be in .docx format**.**
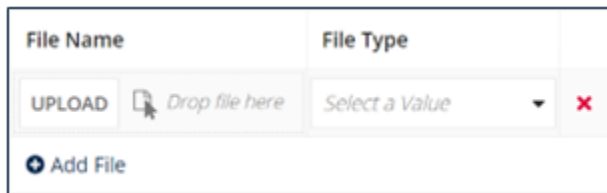
IMPORTANT: The submission forms are generated automatically from the filing document you upload. Please review the submission details for accuracy. If these details are incorrect, it is because there are issues with the file structure or data contained in the file you uploaded. You must modify the submission file and reupload it before proceeding.

To modify the file you uploaded, click the Back button to upload a modified version of the file.

4. **Submission Information** screen:

   - If applicable, click ➕**Add File** to add graphics or Adoption by Reference (ABR) Material files.

     o Click the **Upload** button to locate the filing document on your computer or drag/drop the file into the box provided on the screen.

     o Select a **File Type** for each file you upload. Click the **red X** to remove a file.

File Name	File Type	
UPLOAD Drop file here	Select a Value ▾	✖
➕ Add 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.

   - Click **Submit**.

5. **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.

Submit an Orders and Opinions (Executive) Filing

NOTE: Orders/opinions are applicable only to the following agencies: Office of the Governor, Secretary Of State, Attorney General, and Texas Ethics Commission.

1. From the Liaison Center Home, click **➕ SUBMIT TEXAS REGISTER FILING** in the top right corner.

2. **Filing Information** screen:

- Select your **Agency**, enter the **Phone Number** and **Certifying Official** information.

- Select "Orders and Opinions" as the **Filing Type**.

- Enter the **Document Name.**

- Click **Next.**

3. **Upload File** screen:

- Click the **Upload** button to locate the filing document on your computer or drag/drop the file into the box provided on the screen and click **Next.** The document must be in .docx format**.**

4. **Submission Information** screen:

- To add graphics or adoption by reference (ABR) material files, click ➕**Add File**.

   o Click the **Upload** button to locate the filing document on your computer or drag/drop the file into the box provided on the screen.

   o 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.

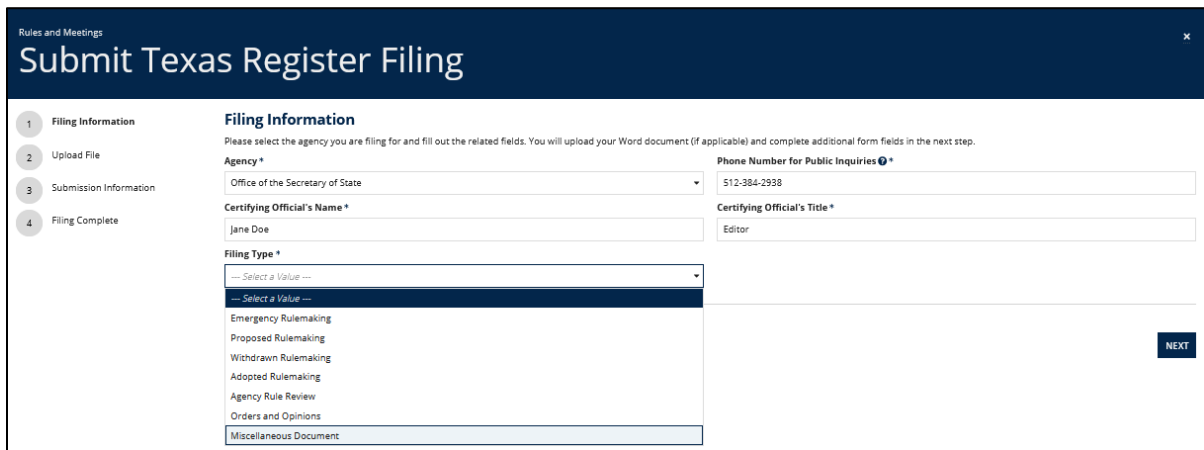- Click **Submit**.

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.

- Click **Close.**

- You can view your submission status from the **Liaison Center Home** page, under the **My Texas Register Submissions** section of the page.

Submitting a Miscellaneous Document

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 for Public Inquiries** and **Certifying Official** information.

- Select "Miscellaneous Document" as the **Filing Type**.

- Enter the **Document Name**. This name is how the document title will appear in the *Texas Register.*

- 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:

- To add graphics or adoption by reference (ABR) material files, click ⊕**Add File**.

o 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.

o Select a **File Type** for each file you upload, or click the **red X** to remove a file.

File Name	File Type	
UPLOAD *Drop file here*	*Select a Value* ▾	✖
➊ Add File		

- If applicable, enter **Comments to the Texas Register Editors** (up to 1000 characters). Comments would be specific instructions to the Texas Register staff regarding the submission.

- Click **Submit**.

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.

- Click **Close.**

- You can view your submission status from the **Liaison Center Home** page, under the **My Texas Register Submissions** section of the page.

Texas Administrative Code

The steps below are instructions for an agency liaison to view and search the Texas Administrative Code as it is seen by the public for all rules in effect since January 1, 1999. A liaison may also request an individual chapter, subchapter, division, or rule from TAC to download.

View TAC

1. From the Liaison Center Home, click **View TAC** from the Liaison menu.

2. Select the **Title, Part, Chapter, Subchapter, and Rule** that you want to view.

   - To easily view the **Previous** or **Next Rules,** click the links displayed on the screen.

   - Click the **Historical** tab to view previous versions of the displayed Rule.

   - Click the **Texas Register** tab to see the *Texas Register* filings history for the displayed Rule.

Search TAC

1. From the Liaison Center Home, click **Search TAC** from the Liaison menu.

2. Enter the applicable search criteria from the options available on the screen and click **Search.**

    *   For any field that has a list of values, you may select multiple values in the list.

3. The search results will be displayed. Click the **Rule Number** link to view the TAC Rule.

Download a TAC Document

A liaison may request an individual chapter, subchapter, division, or rule from TAC to download.

1. From the Liaison Center Home, click **Request TAC Document** from the Liaison menu.

2. Enter the **Effective Date** for the Document you are requesting.

3. Select the **Title, Part, and Chapter or Subchapter** of the document you are requesting.

   - Click the link next to the appropriate **Chapter** or **Subchapter**.

      o Enter the **File Type** you would like: pdf, docx, or txt

      o Enter the **Email address** where you wish to receive the download.

   - Click **Submit.** The document will be emailed to the email address you provided.