



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 Center, 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.*

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

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On-Screen Guidance

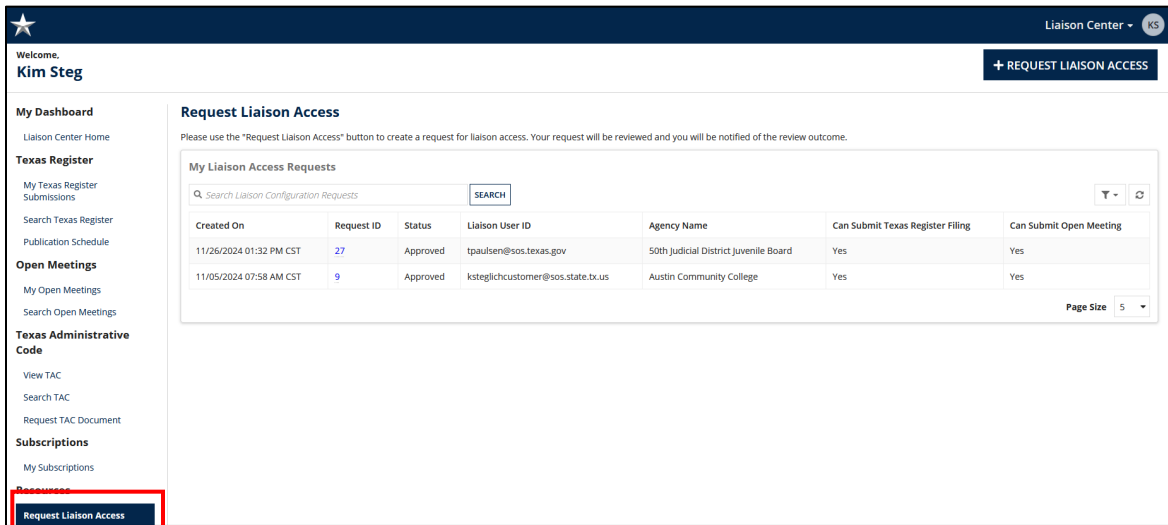
- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the  symbol and hover your cursor over it to display more details related to the specific field.
- To advance from one screen to the next, click the  button at the bottom of the screen.
- To go back to the previous screen, click the  button at the bottom of the screen.
- To cancel out of a process, click the  button at the bottom of the screen.

Request Liaison Access

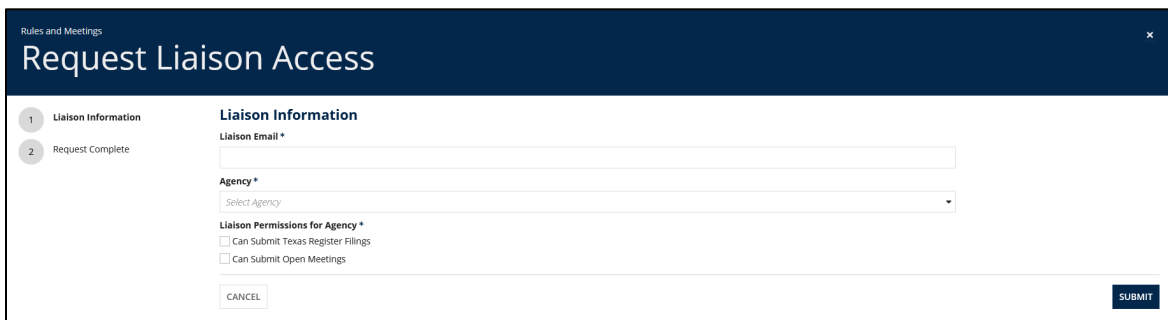
The steps below describe how an Agency Liaison can request access for a new Liaison to file submissions for their agency in the Texas Register Liaison Center. All requests are reviewed/approved by the Texas Register editors.

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





- Click the  button in the upper right corner.



- Enter the **Liaison Email address** that you wish to grant access.
- 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.
- 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.

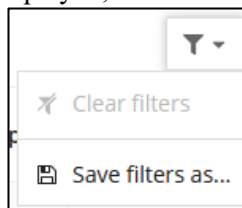
The screenshot shows the 'My Texas Register Submissions' page. On the left is a navigation menu with 'My Texas Register Submissions' highlighted. The main content area features a search bar and a table of submissions.

Submitted Date/Time	TRD	Status	Agency Name	Type	Action	Title	Part	Chapter	First TAC Rule Number
11/21/2024 9:33 AM CST		Received	Office of Consumer Credit Commissioner	Miscellaneous Document					
11/21/2024 9:45 AM CST		Received	Office of Consumer Credit Commissioner	Agency Rule Review			84		
11/21/2024 10:00 AM CST		Received	Office of Consumer Credit Commissioner	Orders and Opinions					
11/21/2024 11:31 AM CST		Received	Office of Consumer Credit Commissioner	Miscellaneous Document					

- 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.

Q Search Texas Register Submissions

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



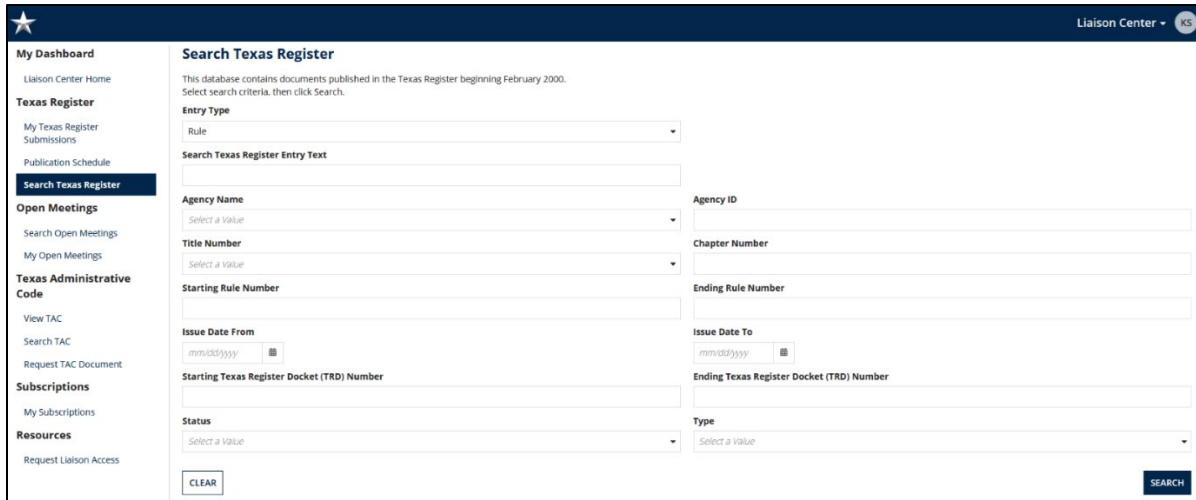
enter a name for your filter.



Search the Texas Register

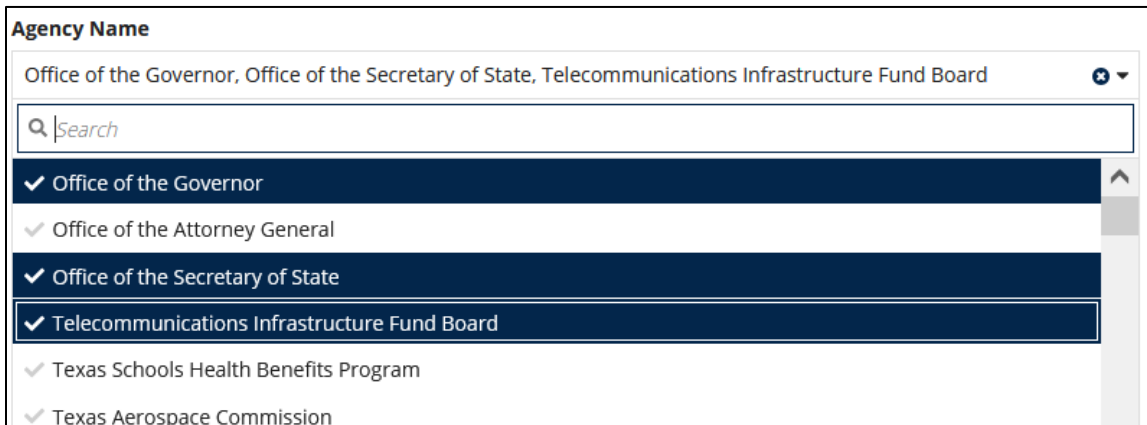
The steps below are instructions for searching the Texas Register database. The database includes all items published in the *Texas Register* from the January 28, 2000, issue through the current issue. Search options are available to filter the results.

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



The screenshot shows the 'Search Texas Register' page. On the left is a navigation menu with options like 'My Dashboard', 'Texas Register', 'Open Meetings', 'Texas Administrative Code', 'Subscriptions', and 'Resources'. The main content area is titled 'Search Texas Register' and contains a search form. The form includes a 'Rule' dropdown, a 'Search Texas Register Entry Text' input field, and several other filters: 'Agency Name' (dropdown), 'Agency ID' (input), 'Title Number' (dropdown), 'Chapter Number' (input), 'Starting Rule Number' (input), 'Ending Rule Number' (input), 'Issue Date From' and 'Issue Date To' (date pickers), 'Starting Texas Register Docket (TRD) Number' (input), 'Ending Texas Register Docket (TRD) Number' (input), 'Status' (dropdown), and 'Type' (dropdown). There are 'CLEAR' and 'SEARCH' buttons at the bottom of the form.

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.



The screenshot shows a dropdown menu for 'Agency Name'. The selected value is 'Office of the Governor, Office of the Secretary of State, Telecommunications Infrastructure Fund Board'. Below the search bar, there is a list of agencies with checkboxes next to them: 'Office of the Governor', 'Office of the Attorney General', 'Office of the Secretary of State', 'Telecommunications Infrastructure Fund Board', 'Texas Schools Health Benefits Program', and 'Texas Aerospace Commission'. The first four are checked.

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.

Year	Type	Issue Number	Issue Date	Rule Deadline Date/Time	Non-Rule Deadline Date/Time
2024	Weekly	51	Friday 12/20/2024	Monday 12/09/2024 12:00 PM CST	Wednesday 12/11/2024 12:00 PM CST
2024	Weekly	52	Friday 12/27/2024	Monday 12/16/2024 12:00 PM CST	Wednesday 12/18/2024 12:00 PM CST
2025	Weekly	1	Friday 01/03/2025	Monday 12/23/2024 12:00 PM CST	Wednesday 12/25/2024 12:00 PM CST
2025	Weekly	2	Friday 01/10/2025	Monday 12/30/2024 12:00 PM CST	Wednesday 01/01/2025 12:00 PM CST
2025	Annual	1	Friday 01/10/2025		
2025	Weekly	3	Friday 01/17/2025	Monday 01/06/2025 12:00 PM CST	Wednesday 01/08/2025 12:00 PM CST
2025	Weekly	4	Friday 01/24/2025	Monday 01/13/2025 12:00 PM CST	Wednesday 01/15/2025 12:00 PM CST
2025	Weekly	5	Friday 01/31/2025	Monday 01/20/2025 12:00 PM CST	Wednesday 01/22/2025 12:00 PM CST
2025	Weekly	6	Friday 02/07/2025	Monday 01/27/2025 12:00 PM CST	Wednesday 01/29/2025 12:00 PM CST
2025	Weekly	7	Friday 02/14/2025	Monday 02/03/2025 12:00 PM CST	Wednesday 02/05/2025 12:00 PM CST
2025	Weekly	8	Friday 02/21/2025	Monday 02/10/2025 12:00 PM CST	Wednesday 02/12/2025 12:00 PM CST
2025	Weekly	9	Friday 02/28/2025	Monday 02/17/2025 12:00 PM CST	Wednesday 02/19/2025 12:00 PM CST

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 will 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.



Rules and Meetings x

Update Subscription

- Subscriber Information
- 2** **Subscription Information**
- 3 Agency Information
- 4 Subscription Complete

Subscription Information

Start Date
12/17/2024

End Date*
12/17/2025

Subscription Type

Texas Register Issue Publication

Agency Notifications

CANCEL
BACK
SUBMIT

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.

Rules and Meetings KS

Rules and Meetings

Welcome,
Kim Steg

My Dashboard

- Home
- Texas Register**
- Search Texas Register
- Open Meetings**
- Search Open Meetings
- Texas Administrative Code**

+ NEW SUBSCRIPTION

My Subscriptions

SEARCH

Subscription ID	First Name	Last Name	Subscriber Email	Subscription Type
24631	Kim	Steg	ksteglichcustomer@sos.state.tx.us	Texas Register Issue Publication

Page Size 20

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

Renew Subscription x

By submitting this action, you are confirming that you would like this subscription to be renewed. The following updates will occur:

- End date will be set to **12/17/2025**.

CANCEL
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.

Submitted Date/Time	TRD	Status	Agency Name	Meeting Date	Meeting Time	Board	Committee
12/11/2024 02:58 PM CST	2024000124	Accepted	Office of the Secretary of State	12/27/2024	02:00 PM		
12/11/2024 08:42 AM CST	2024000123	Cancelled	Office of the Secretary of State	12/25/2024	02:00 PM		
12/03/2024 01:13 PM CST	2024000115	Revised	Office of the Secretary of State	12/25/2024	02:00 PM		
12/03/2024 10:23 AM CST	2024000114	Accepted	Office of the Secretary of State	12/19/2024	02:00 PM		
12/03/2024 10:16 AM CST	2024000113	Revised	Office of the Secretary of State	12/19/2024	02:00 PM		
11/21/2024 11:18 AM CST		Accepted	Office of Consumer Credit Commissioner	11/29/2024	02:00 PM		
11/21/2024 11:14 AM CST	2024000099	Revised	Office of Consumer Credit Commissioner	11/29/2024	02:00 PM		
11/19/2024 10:17 AM CST		Accepted	Office of Consumer Credit Commissioner	11/28/2024	02:00 PM		
11/19/2024 10:00 AM CST	2024000093	Revised	Office of Consumer Credit Commissioner	11/28/2024	02:00 PM		

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.

This database contains current and past open meeting postings. Select search criteria, then click Search.

Agency Name: Office of the Secretary of State

Meeting Date From: mm/dd/yyyy

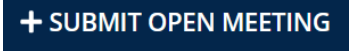

Meeting Date To: mm/dd/yyyy

TRD: _____


CLEAR SEARCH



Submit a New Open Meeting:

1. From the Liaison Center Home, click  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  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.

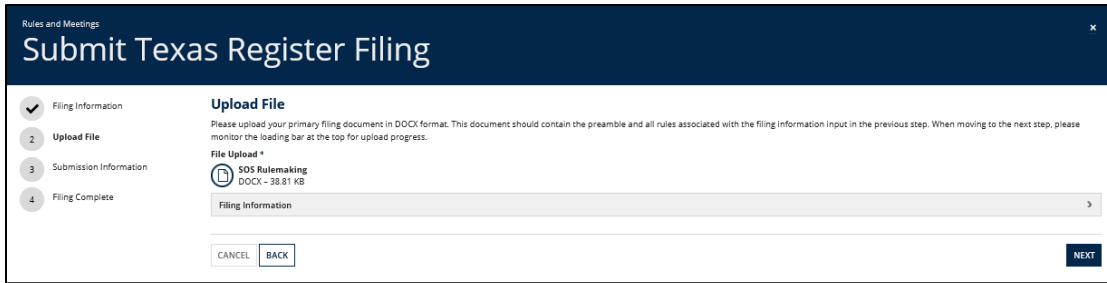
Submit a Proposed Rulemaking Filing

1. From the Liaison Center Home, click **+ SUBMIT TEXAS REGISTER FILING** in the top right corner.
2. **Filing Information** screen:

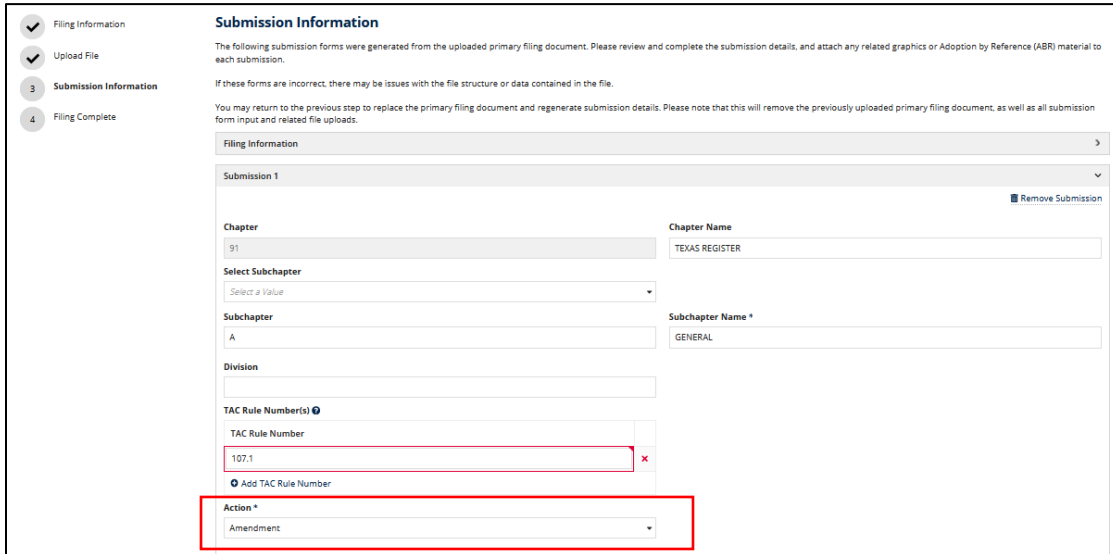
The screenshot shows the 'Submit Texas Register Filing' form. The 'Filing Information' section is highlighted. The 'Filing Type' dropdown menu is highlighted with a red box, showing 'Proposed Rulemaking' selected. The form includes fields for Agency, Phone Number for Public Inquiries, Certifying Official's Name, Certifying Official's Title, Title, Part, Select Chapter, Chapter, Title Name, Part Name, and Chapter Name. The 'Filing Type' dropdown is highlighted with a red box.

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:

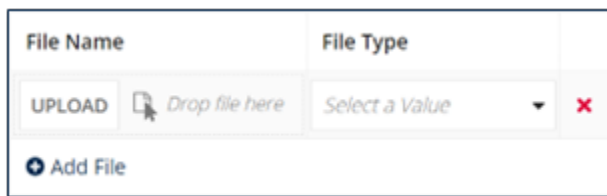




8. Upload the filing document in .docx format to the space provided and click **Next**.
9. **IMPORTANT:** The submission forms are generated automatically from the filing document you upload. Please review the submission details for accuracy. If these details are incorrect, it is because there are issues 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**:
 - 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**.
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:



Rules and Meetings

Submit Texas Register Filing

- ✓ Filing Information
- ✓ Upload File
- 3 Submission Information
- 4 Filing Created

Submission Information

Please review and complete the submission details, and attach any related graphics or Adoption by Reference (ABR) material to each submission.

Filing Information

Submission 1 Remove Submission

Related TRD *

Select a Value

Q Search

Select a Value

- 202400197
- 202400198
- 202400298
- 202400310
- 202400321
- 202400322
- 202400324
- 202400366
- 202400517
- 202400519
- Select a Value

Rulemaking Being Withdrawn Is

Related TRD Not Selected

Effective *

Select a Value

Effective Date *

mm/dd/yyyy

Comments to Texas Register Editors

0/1000

Add Submission

- 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**:
 - 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**.
 - 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:

Rules and Meetings

Submit Texas Register Filing

1 Filing Information

2 Upload File

3 Submission Information

4 Filing Complete

Filing Information

Please select the agency you are filing for and fill out the related fields. You will upload your Word document (if applicable) and complete additional form fields in the next step.

Agency *
Office of the Secretary of State

Phone Number for Public Inquiries *
512-384-2938

Certifying Official's Name *
Jane Doe

Certifying Official's Title *
Editor

Filing Type *
--- Select a Value ---

- Emergency Rulemaking
- Proposed Rulemaking
- Withdrawn Rulemaking
- Adopted Rulemaking
- Agency Rule Review
- Orders and Opinions
- Miscellaneous Document

NEXT

- 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**:
 - 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**.

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.

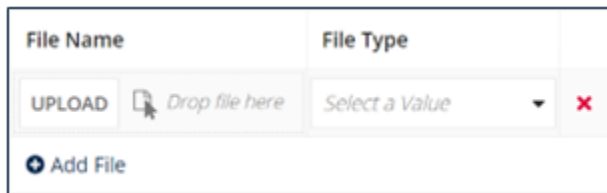


IMPORTANT: The submission forms are generated automatically from the filing document you upload. Please review the submission details for accuracy. If these details are incorrect, it is because there are issues with the file structure or data contained in the file you uploaded. You must modify the submission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

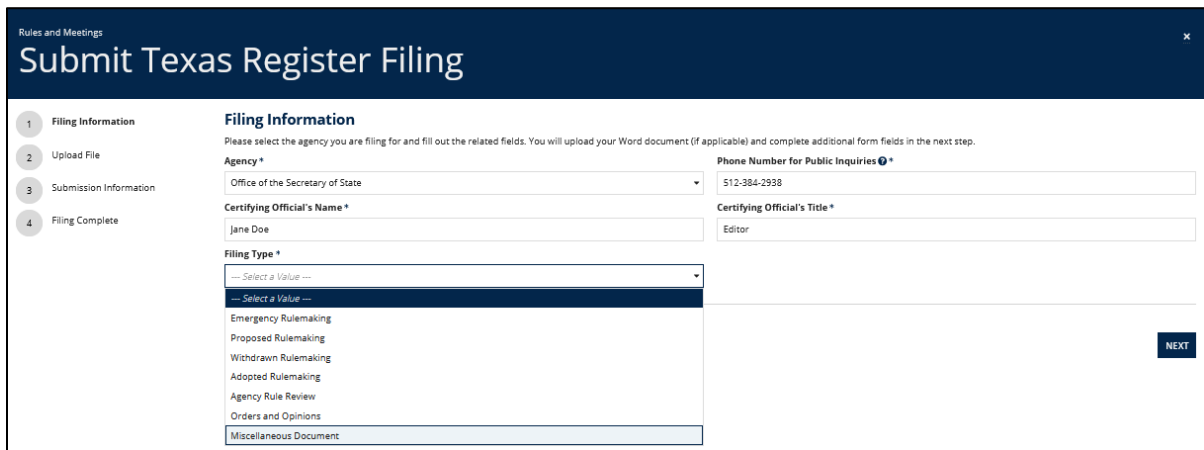
- Confirmation of your submission is displayed on the screen. You will also receive an automated email confirmation from our office acknowledging your filing submission.



- 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  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**.



- 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, or click the **red X** to remove a file.

File Name	File Type
UPLOAD Drop file here	Select a Value

- 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.



The screenshot shows the Texas Administrative Code website. At the top, there is a navigation bar with a star icon on the left and "Liaison Center" with a "KS" dropdown on the right. Below the navigation bar, the title "Texas Administrative Code" is displayed. Underneath, there are three tabs: "TAC Rule", "Historical", and "Texas Register". The "TAC Rule" tab is selected and highlighted with a red box. Below the tabs, there is a list of navigation links: "Title 1", "Part 4", "Chapter 71", "Subchapter A", "Rule 571.16", "Previous Rule", "Next Rule", and "Chapter Review Date". The "View Rule" link under "Previous Rule" and "Next Rule" is highlighted with a red box. Below the navigation links, there is a list of rules and their descriptions. The first rule is "Title 1 ADMINISTRATION", "Part 4 OFFICE OF THE SECRETARY OF STATE", "Chapter 71 GENERAL POLICIES AND PROCEDURES", "Subchapter A PRACTICE AND PROCEDURE", and "Rule 571.16 Petition for Adoption of Rules". Below the list, there is a section titled "(a) Any interested person or agency may petition the Office of the Secretary of State requesting adoption of a rule. Petitions shall be in writing, should be filed with the appropriate division director, and shall comply with the following requirements." followed by numbered requirements (1) and (2).

Search TAC

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

The screenshot shows the "Search TAC" page in the Liaison Center. The page has a dark blue header with a star icon on the left and "Rules and Meetings" with a "KS" dropdown on the right. Below the header, there is a sidebar on the left with a "My Dashboard" section containing links for "Home", "Texas Register", "Open Meetings", "Texas Administrative Code", "Subscriptions", and "Resources". The "Texas Administrative Code" section is expanded, showing "View TAC", "Search TAC" (highlighted with a dark blue background), and "Request TAC Document". The main content area is titled "Search TAC" and contains a description: "This database contains rules in effect or adopted in the Texas Administrative Code since January 1, 1999. Select search criteria, then click Search." Below the description, there are several search criteria fields: "Search Rule Text" (text input), "Agency Name" (dropdown menu), "Title" (dropdown menu), "Part" (dropdown menu), "Chapter" (text input), "Subchapter" (text input), "Division" (text input), "Starting Rule Number" (text input), and "Ending Rule Number" (text input). There is also a "Show Rule As In Effect on This Date" field with a date input and a calendar icon. At the bottom of the search area, there are "CLEAR" and "SEARCH" buttons.

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**.
 - Enter the **File Type** you would like: pdf, docx, or txt
 - Enter the **Email address** where you wish to receive the download.
 - Click **Submit**. The document will be emailed to the email address you provided.

Request TAC Document

If you wish to download an entire subchapter, please select "Request Subchapter". If you wish to download a division or individual rule, please click on the appropriate subchapter name to continue.

Effective Date *
11/26/2024

TITLE 1	ADMINISTRATION
PART 4	OFFICE OF THE SECRETARY OF STATE
CHAPTER 91	TEXAS REGISTER
Subchapters	
SUBCHAPTER A	GENERAL
SUBCHAPTER B	NONRULEMAKING
SUBCHAPTER C	RULEMAKING
SUBCHAPTER D	RULE REVIEW

(Request Subchapter)
(Request Subchapter)
(Request Subchapter)
(Request Subchapter)

