





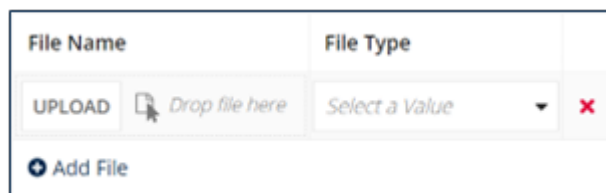
Submit an Emergency Rulemaking Filing for Agency Liaisons






Submitting an Emergency Rulemaking Filing


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** 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.



File Name	File Type
  Drop file here	Select a Value  
	

- 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.