



Submit a Miscellaneous Document Filing for Agency Liaisons

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**.
 - 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
+ 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.