## **Submitting a Miscellaneous Document**

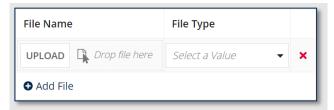
- 1. Click the Rules and Meetings grey tile from the SOS Portal dashboard.
- 2. From the Liaison Center Home, click + SUBMIT TEXAS REGISTER FILING in the top right corner.
- 3. Filing Information screen:
  - Select your Agency, enter the Phone Number for Public Inquiries and Certifying Official information.
  - 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.



- 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.