



# Submit an Orders and Opinions Filing for Agency Liaisons

## Submitting 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. 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 “Orders and Opinions” as the **Filing Type**.
  - Enter the **Document Name**.
  - Click **Next**.
4. **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.
5. **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.

File Name	File Type
<b>UPLOAD</b> Drop file here	Select a Value
<b>+ Add File</b>	

- 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.