



Submitting a Proposed Rulemaking

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 “Proposed 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 it if necessary.
 - 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:

- Select the **Action** that applies: New, Amendment, New and Amendment, or Repeal.
- Click **+ Add File** to add graphic 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
UPLOAD Drop file here	Select a Value
+ Add 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.

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.