



# Submit an Agency Rule Review Filing for Agency Liaisons

## Submitting an Agency Rule Review Filing in Texas Register

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 “Agency Rule Review” as the **Filing Type**.
  - Select the **Rule Review Type** that applies (Proposed or Adopted).
  - The Title and Part Number and Names fields will automatically populate.
  - Select the **Chapter**.
  - 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.  
**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:
  - If applicable, click **+ Add File** to add graphics or Adoption by Reference (ABR) Material files.
    - 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.
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.

File Name	File Type
<input type="button" value="UPLOAD"/> Drop file here	Select a Value <input type="button" value="X"/>
<input type="button" value="+ Add File"/>	