



# View and Search for My Submissions

## for Agency Liaisons

### Instructions to View and Search for My Texas Register Submissions

This guide provides instructions for an Agency Liaisons to view their Texas Register submission history, including viewing the status of a submission and options to filter submission records by search criteria.

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **My Texas Register Submissions** from the Liaison menu.

Welcome, **Kim Steg** Liaison Center KS

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**My Dashboard**

- Liaison Center Home
- Texas Register**
  - My Texas Register Submissions**
  - Publication Schedule
  - Search Texas Register
- Open Meetings**
  - Search Open Meetings
  - My Open Meetings
- Texas Administrative Code**
  - View TAC
  - Search TAC
  - Request TAC Document

**My Texas Register Submissions**

Q Search Texas Register Submissions  ▼ ↻

Submitted Date/Time	TRD	Status	Agency Name	Type	Action	Title	Part	Chapter	First TAC Rule Number
11/21/2024 9:33 AM CST		Received	Office of Consumer Credit Commissioner	Miscellaneous Document					
11/21/2024 9:45 AM CST		Received	Office of Consumer Credit Commissioner	Agency Rule Review				84	
11/21/2024 10:00 AM CST		Received	Office of Consumer Credit Commissioner	Orders and Opinions					
11/21/2024 11:31 AM CST		Received	Office of Consumer Credit Commissioner	Miscellaneous Document					

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- Submissions are displayed in order of most recent at the top of the page.
- By default, submissions are displayed 20 on the page at a time. To view more/less submissions per page, click the **Page Size** drop down at the bottom of the page and select your desired page size.
- To filter the search results to specific submission records, enter any search criteria text in the search

box and click the **Search** button.

Q Search Texas Register Submissions

The system will display any submission records that contain the text in any of the fields displayed on the screen.

- To save search criteria as a filter that can be reused each time you login to Texas Register, once the search results are displayed, click the Filter button and select “Save filters as” and

▼

- Clear filters
- Save filters as...

enter a name for your filter.