



Submit a Withdrawn Rulemaking Filing for Agency Liaisons

Submitting a Withdrawn Rulemaking in Texas Register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 - Select “Withdrawn Rulemaking” as the **Filing Type**.
 - The Title and Part Number and Names fields will automatically populate.
 - Select the **Chapter**.
 - Click **Next**.
4. **Submission Information** screen:
 - Select the **Related TRD** from the list of values provided. This is the TRD of the submission being withdrawn.
 - Enter the **Texas Register Citation** in the format **(Volume Number) TexReg (Page Number)**. This should be the citation of the related TRD.
 - The **Action** and **Rulemaking Being Withdrawn is** fields should automatically populate with the appropriate values.
 - Select when the action will be **Effective**:
 - If **Immediately on Filing** was selected, the **Effective Date** populates to the current date
 - If **Other (Specify)** was selected, enter or select the **Effective Date**.
 - 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**.
5. **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.