



FINAL FILING LEGISLATIVE-EXEMPT, PROCEDURAL, AND INTERPRETIVE RULES

- ✓ These rule types are exempt from the legislative review process. This means that after the conclusion of the public comment period, it's time to final file your rule.
- ✓ Please remember that the agency must adopt or withdraw the rule within six (6) months after the close of the comment period. Failure to do so constitutes withdrawal.
- ✓ The rule, comments, and responses to comments are filed in the eRules system.
- ✓ A clean copy of the entire rule must be filed including the removal of all strike-throughs and underlines and any changes based on comments. The filing date and effective date must be added to 1.3 and 1.4 of the General section of the rule.
 - o The filing date is the day you submit the rule in eRules (if during business hours).
 - o The effective date of the rule must be the date specified in the rule or thirty (30) days after the final filing, whichever is later.
 - o The rule be submitted in Word.

PROCESS FOR FILING THE RULE

1. Log in to your eRules account.
2. Go to "Your Agencies (In-Progress) Rules" and click on "Edit/Upload/View".
3. Find the correct rule file and click on "Edit/Upload/View". This opens the "Documents" page.
4. Go to the "Final File" field, click on "Upload File" and choose "Browse". Find the rule to be submitted from where you have saved it on your computer and upload it in either Word or WordPerfect.
5. Go to the rule that was just uploaded and click on "View".
6. The "Actions" bar will be displayed. Click on "Attach Form".
7. There will only be 1 form in the "Select Form Type" drop down.
8. Select the form and click on "Attach Form" to begin.
9. Fill out the form completely.
10. When completed, be sure to click the box marked "Attach Form" to add it to the rule filing.
11. After attaching the form, click on "Return to Document" to complete the filing.

12. Once the filing is complete and accurate, click on “Submit to Agency Head” located on the “Actions” bar where forms are attached.
13. Be sure to follow up with the agency head to ensure that action is taken.
14. The agency head will log into eRules, review the filing and click on “Submit to SOS”.

PROCESS FOR FILING COMMENTS, RESPONSES, AND HEARING INFO.

1. This is an additional filing to the rule if the agency received comments or had a public hearing.
2. The copies of comments received and the agency response to the comments should be put together and filed as 1 pdf document. If there was a hearing, the transcript.
3. Similar comments can be grouped together with the response from the agency.
4. All of the same steps listed above will be followed with a couple of differences:
 - a. The document will be uploaded to the “Comments Received” field.
 - b. The document can be a pdf file.

CHECKING A RULE OUT FOR CORRECTIONS

If corrections need to be made to the rule either before it is submitted or if it gets rejected by the Agency Head or the Secretary of State’s office, the rule can be checked out. This process allows the form to remain in place with no need to fill it out again.

1. Log in to eRules and find the rule.
2. Click on “Edit/Upload/View”.
3. Find the correct file on the “Documents” page and click on “View”.
4. This will display the “Actions” bar. Click on “Check Out”.
 - a. Right click where indicated and use “save target as”, name it and save.
 - b. The previous screen returns. Select “confirm check out”.
5. When all work is done, go back to the “Actions” bar.
6. Click on “Check In”.
 - a. Click on “Browse”.
 - b. Find the corrected rule and upload.
7. You can now “Submit to Agency Head”, and from agency head “Submit to SOS”.