



FINAL FILING LEGISLATIVE RULES

- ✓ Once the rules bill that passed during the Legislative session is signed by the Governor and goes into effect, it's time to final file your rule.
- ✓ The filing must be done within sixty (60) days of the effective date of the bill.
- ✓ A clean copy of the entire rule must be filed including the removal of all strike-throughs and underlines and any changes made by the Legislature.
- ✓ The rule be submitted in Word.
- ✓ The filing, effective, and sunset dates (if applicable) must be added to the General section of the rule.
 - The filing date is the day you submit the rule in eRules (if during business hours).
 - The effective date of the rule can be the day it is final filed, or the date specified in the authorizing bill, or a date not to exceed ninety (90) days as fixed by the agency.
 - This date is different than the effective date of the bill.
 - This date cannot be backdated or earlier than the filing date of the rule.
 - The sunset date is August 1 of the applicable year as approved by the Legislature.

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".

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".