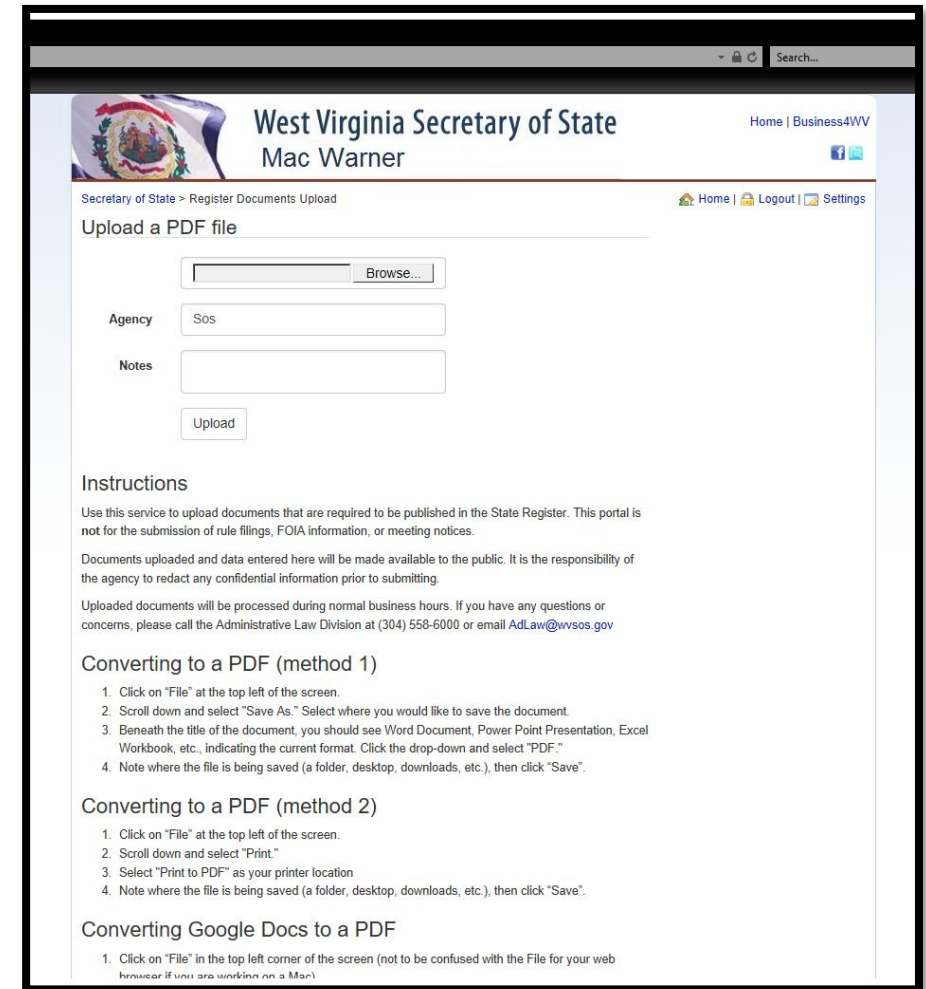


The State Register Portal allows you to:

- Upload a pdf document for publication in the State Register.
- Add any publication notes.
- Receive an eStamped copy of the document for your records.

All without leaving your desk, whether its at the office or a remote location.



West Virginia Secretary of State
Mac Warner

Secretary of State > Register Documents Upload

Upload a PDF file

Browse...

Agency: Sos

Notes:

Upload

Instructions

Use this service to upload documents that are required to be published in the State Register. This portal is not for the submission of rule filings, FOIA information, or meeting notices.

Documents uploaded and data entered here will be made available to the public. It is the responsibility of the agency to redact any confidential information prior to submitting.

Uploaded documents will be processed during normal business hours. If you have any questions or concerns, please call the Administrative Law Division at (304) 558-6000 or email AdLaw@wvsos.gov

Converting to a PDF (method 1)

1. Click on "File" at the top left of the screen.
2. Scroll down and select "Save As." Select where you would like to save the document.
3. Beneath the title of the document, you should see Word Document, Power Point Presentation, Excel Workbook, etc., indicating the current format. Click the drop-down and select "PDF."
4. Note where the file is being saved (a folder, desktop, downloads, etc.), then click "Save".

Converting to a PDF (method 2)

1. Click on "File" at the top left of the screen.
2. Scroll down and select "Print."
3. Select "Print to PDF" as your printer location
4. Note where the file is being saved (a folder, desktop, downloads, etc.), then click "Save".

Converting Google Docs to a PDF

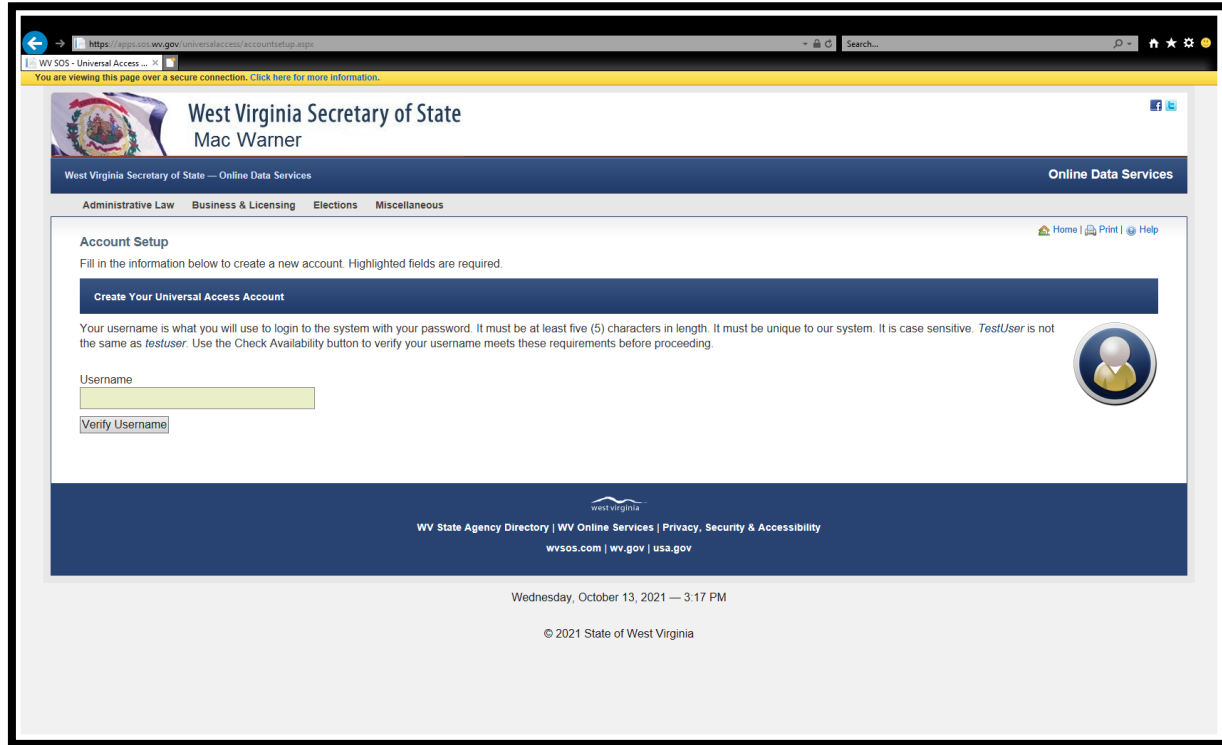
1. Click on "File" in the top left corner of the screen (not to be confused with the File for your web browser if you are working on a Mac).



GETTING STARTED

To submit documents through the State Register Portal, you need:

1. A **Universal Access Account** – <https://apps.sos.wv.gov/universalaccess/accountsetup.aspx> (if you already have an account, skip this step. The same account can be used.)
2. A signed authorization form.



The screenshot shows a web browser window displaying the 'Account Setup' page for the West Virginia Universal Access Account. The page header includes the West Virginia Secretary of State's name, Mac Warner, and the 'Online Data Services' logo. The main content area is titled 'Account Setup' and contains a form for creating a new account. The form includes a 'Create Your Universal Access Account' section with instructions on how to create a username and a 'Verify Username' button. The footer of the page contains the West Virginia State Agency Directory, WV Online Services, and contact information for wvsos.com, wv.gov, and usa.gov. The date and time of the screenshot are Wednesday, October 13, 2021, at 3:17 PM.





WEST VIRGINIA SECRETARY OF STATE
STATE REGISTER PORTAL
ACCESS AUTHORIZATION FORM

Submission of this completed form allows the below-named user to upload documents or enter data to the State Register Portal created and maintained by the West Virginia Secretary of State.

Entry of information into the portal is strictly for the purposes of complying with W. Va. State Code §§29A-2-2, 29A-2-3, 29A-2-9, and W. Va. 153CSR6 for submission of documents other than rules to be published in the State Register.

User ID for account creation _____

Agency/Governmental Body _____

Agency Address _____

Name _____ Phone _____

Email _____ Title _____

By signing below, the Authorized Agency Signatory grants the above-named user permission to upload documents or enter data into the portal on behalf of the agency.

It is understood that documents uploaded and data entered into the portal will be made available to the public. It is the responsibility of the agency to redact any confidential information prior to submitting.

Portal User Signature _____ Date _____

Authorized Agency Signatory (Printed) _____ Title _____

Authorized Agency Signatory (Signature) _____ Date _____

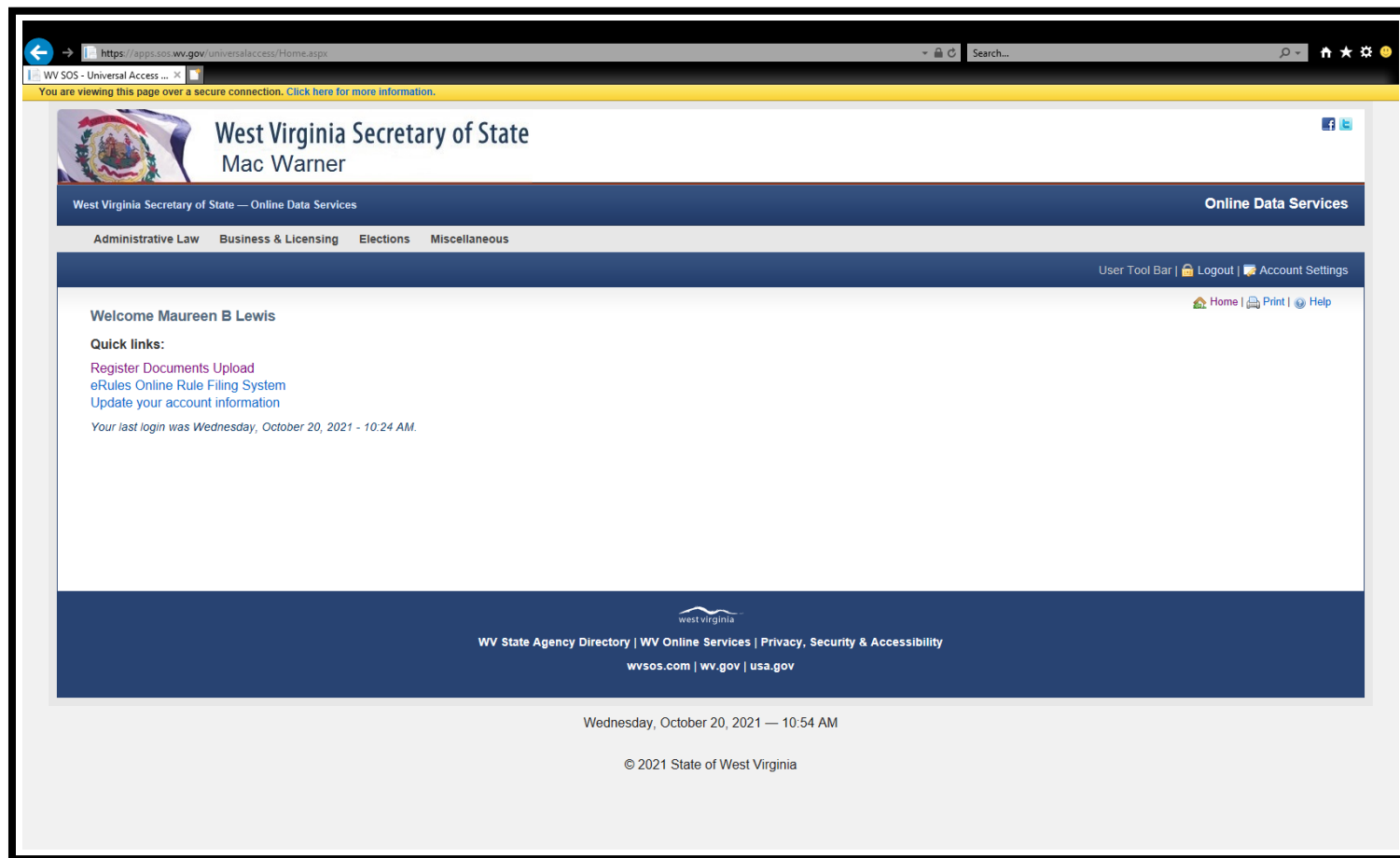
Send the signed form to the Administrative Law Division for permissions to be added.



Things to Remember

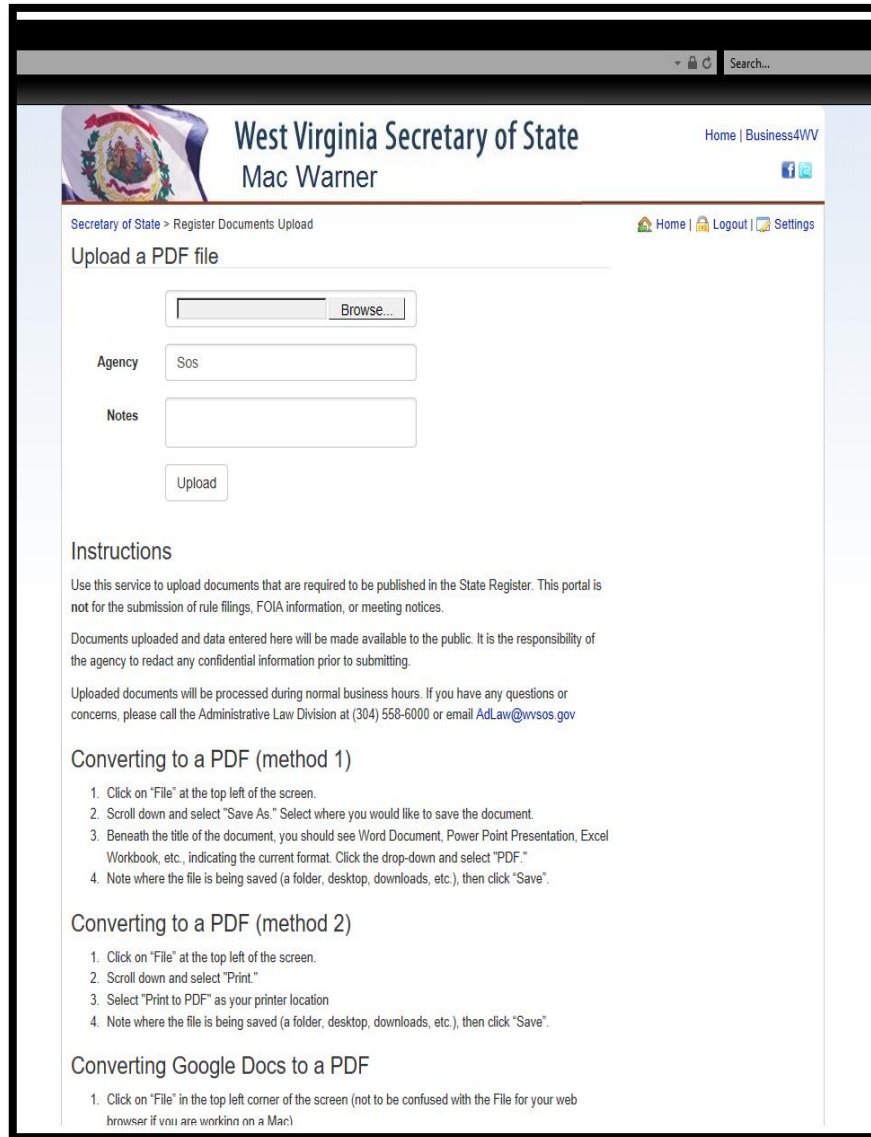
1. Only PDF documents can be uploaded.
2. The State Register Portal is for submitting documents for publication in the State Register.
 - This **does not** include:
 - Rule Filings
 - Meeting Notices
 - FOIA Information
 - This **does** include (but not limited to):
 - Orders
 - Public Information
 - Filings Required by Law
3. All documents and information submitted through the Portal will be made available to the public.
4. It is the submitting Agency's responsibility to redact all confidential information prior to uploading a document.





Once permissions are added, log in to your Universal Access Account:
Click on **“Register Documents Upload”**





West Virginia Secretary of State
Mac Warner

Secretary of State > Register Documents Upload

Upload a PDF file

Browse...

Agency: Sos

Notes:

Upload

Instructions

Use this service to upload documents that are required to be published in the State Register. This portal is not for the submission of rule filings, FOIA information, or meeting notices.

Documents uploaded and data entered here will be made available to the public. It is the responsibility of the agency to redact any confidential information prior to submitting.

Uploaded documents will be processed during normal business hours. If you have any questions or concerns, please call the Administrative Law Division at (304) 558-6000 or email AdLaw@wvsos.gov

Converting to a PDF (method 1)

1. Click on "File" at the top left of the screen.
2. Scroll down and select "Save As." Select where you would like to save the document.
3. Beneath the title of the document, you should see Word Document, Power Point Presentation, Excel Workbook, etc., indicating the current format. Click the drop-down and select "PDF."
4. Note where the file is being saved (a folder, desktop, downloads, etc.), then click "Save".

Converting to a PDF (method 2)

1. Click on "File" at the top left of the screen.
2. Scroll down and select "Print."
3. Select "Print to PDF" as your printer location
4. Note where the file is being saved (a folder, desktop, downloads, etc.), then click "Save".

Converting Google Docs to a PDF

1. Click on "File" in the top left corner of the screen (not to be confused with the File for your web browser if you are working on a Mac)

1. Click on “Browse”

2. Find the saved PDF document

3. Add Notes, if any (this is not required).

4. Click on “Upload”

This page contains instructions for converting a document to PDF if needed.





Multiple documents can be uploaded at the same time if your browser supports it. If not, they must be sent individually.



After uploading a document, you can check it's status. The status type will automatically update.

These include:

- Processing
- Awaiting Approval
- Stamping
- Stamped
- Rejected



The screenshot shows the 'West Virginia Secretary of State' website. The header includes the state seal, the name 'Mac Warner', and navigation links for 'Home' and 'Business4WV'. Below the header, there are links for 'Home', 'Logout', and 'Settings'. The main content area is titled 'Upload a PDF file' and contains a file selection field with a 'Browse...' button, an 'Agency' dropdown menu set to 'Sos', a 'Notes' text area, and an 'Upload' button. Below the upload form, there is a 'Document Status' section with a link to 'View your uploaded documents here'. An 'Instructions' section follows, explaining the service's purpose and providing two methods for converting documents to PDF. Method 1 involves using the 'File' menu to save as a PDF. Method 2 involves using the 'Print' function and selecting 'Print to PDF'.



West Virginia Secretary of State
Mac Warner

Secretary of State > Register Documents Upload

Your Uploaded Documents

| DateUploaded | Status | DateProcessed | Download Original | Download Stamped Copy |
|------------------------|-------------|------------------------|-------------------|-----------------------|
| 10/21/2021 11:22:16 AM | Stamping... | 10/21/2021 11:23:52 AM | Download Original | |
| 10/20/2021 1:41:33 PM | Stamped | 10/20/2021 1:42:16 PM | Download Original | Download Stamped Copy |
| 10/20/2021 11:43:32 AM | Stamped | 10/20/2021 11:44:19 AM | Download Original | Download Stamped Copy |
| 10/19/2021 10:34:41 AM | Stamping... | 10/21/2021 11:23:30 AM | Download Original | |
| 10/14/2021 10:36:35 AM | Stamped | 10/14/2021 10:43:02 AM | Download Original | Download Stamped Copy |
| 10/13/2021 1:35:41 PM | Stamped | 10/13/2021 1:46:09 PM | Download Original | Download Stamped Copy |
| 10/13/2021 1:35:27 PM | Stamped | 10/20/2021 12:46:06 PM | Download Original | Download Stamped Copy |
| 10/13/2021 1:05:24 PM | Stamped | 10/13/2021 1:06:15 PM | Download Original | Download Stamped Copy |
| 10/12/2021 11:52:00 AM | Stamped | 10/13/2021 10:21:26 AM | Download Original | Download Stamped Copy |
| 10/7/2021 3:48:47 PM | Stamped | 10/7/2021 3:49:59 PM | Download Original | Download Stamped Copy |
| 10/7/2021 3:48:16 PM | Stamped | 10/7/2021 3:49:41 PM | Download Original | Download Stamped Copy |
| 10/7/2021 3:42:50 PM | Stamped | 10/7/2021 3:47:33 PM | Download Original | Download Stamped Copy |
| 10/4/2021 12:22:13 PM | Stamped | 10/4/2021 12:22:43 PM | Download Original | Download Stamped Copy |

This page also serves as a repository of submitted documents for future reference.





FILED
WV SECRETARY OF STATE
OCTOBER 20, 2021 01:42 PM

Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305

Mac Warner
Secretary of State
State of West Virginia

Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov


TO: Agencies
FROM: The Administrative Law Division
DATE: November 2021
RE: The Register Portal

The Administrative Law Division is proud to introduce the Register Portal. This will be used for submitting non-rule documents to be published in the State Register. The portal will allow you upload a pdf document, add any publication notes, and receive an eStamped copy of the document for your records.

This is an example of what a **Stamped document** will look like.



WVSOS Register Documents System



Secretary of State
State Capitol Building
Charleston, West Virginia 25305

Mac Warner

Phone: 304-558-8000
877-826-2954
Visit us online:
www.wvsos.com


Register Documents System


Your State Register document has been accepted for processing by the Secretary of State's Office. You may log in and view your document online [here](#). If you have any questions, please contact the Administrative Law Division during normal business hours at [\(304\) 558-6000](tel:3045586000) or email AdLaw@wvsos.gov for assistance.

You will also receive an email notification when the document is **accepted**.



A similar notification will be received for **rejections** as well.

 WVSOS Register Documents System


Mac Warner

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State Capitol Building
Charleston, West Virginia 25305

Phone: 304-558-8000
877-826-2954
Visit us online:
www.wvsos.com

Register Documents System

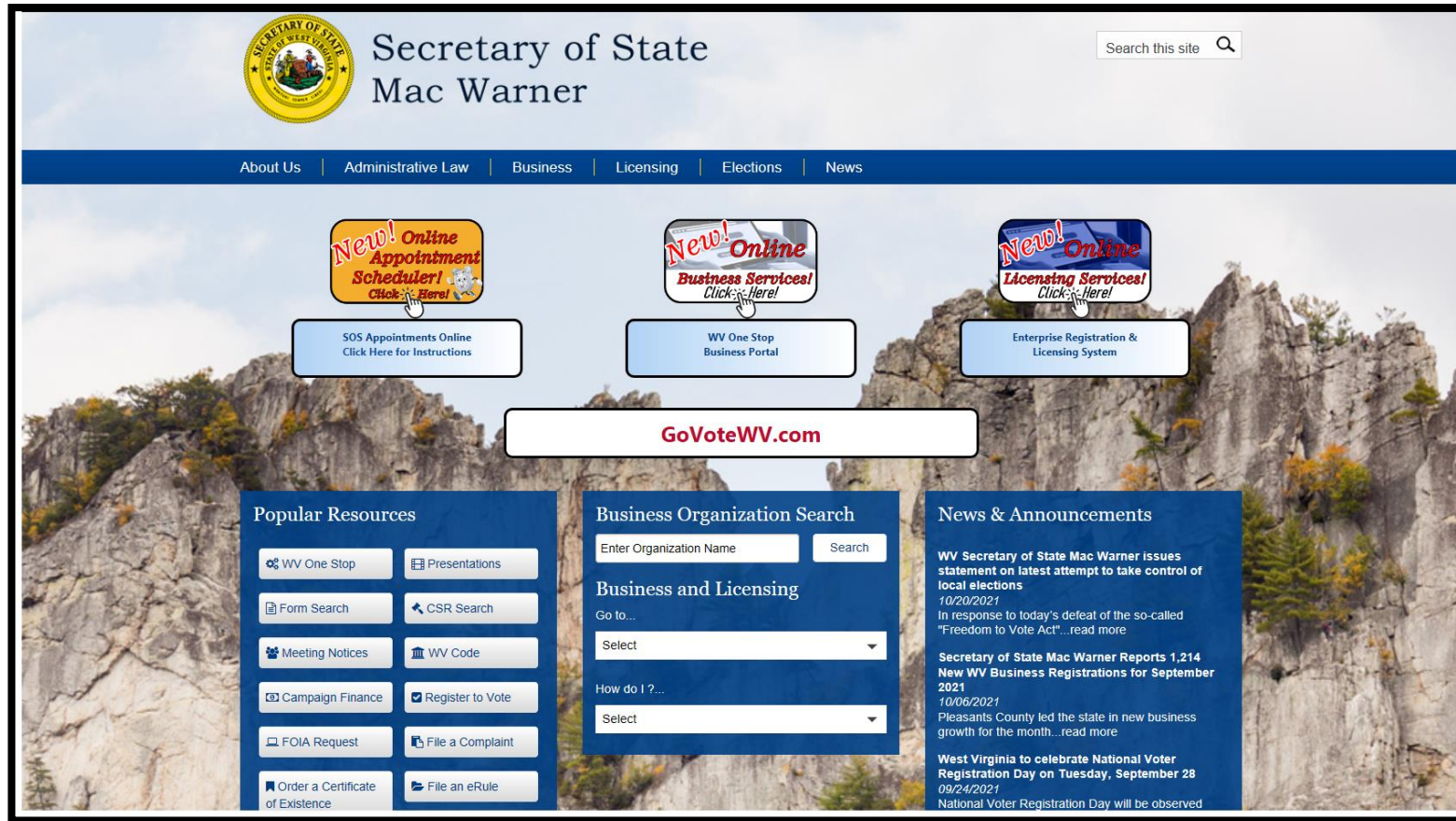
Your State Register document has been rejected by the Secretary of State's Office for the following reason:

- This is a test document.

If you have any questions, please contact the Administrative Law Division during normal business hours at [\(304\) 558-6000](tel:3045586000) or email AdLaw@wvsos.gov for assistance.

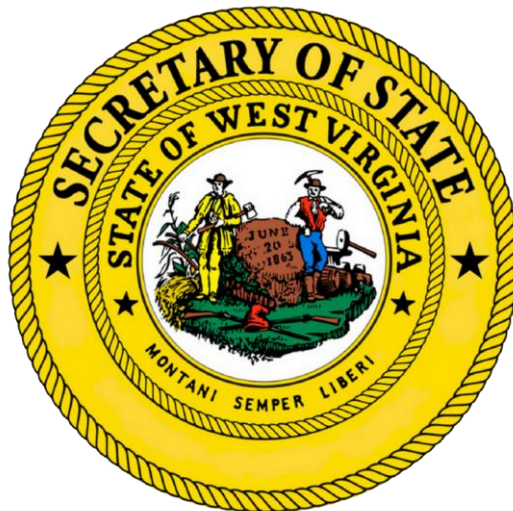


The goal is to make things more effective and efficient for those with filing requirements as well as those searching for information.



Our website
sos.wv.gov





Contact us for more info

Administrative Law Division:

AdLaw@wvsos.gov

304-558-6000

