

## eRULES TRAINING

You must have a [Universal Access Account](#) (<https://apps.sos.wv.gov/universalaccess/accountsetup.aspx>) to be able to use eRules and also you must submit a completed original paper copy of the [Electronic Filing of Rules Authorization Form](#) (<http://www.sos.wv.gov/administrative-law/Documents/ERF.pdf>) to the Secretary of State (SOS) showing exactly which rule you have the ability to change or add.

You will receive an email notifying you when you can start working on your rule at <https://apps.sos.wv.gov/adlaw/erules/index.aspx>

If you are amending an existing rule, you can go [online](#) (<http://apps.sos.wv.gov/adlaw/csr/>) and download your rule in either Word or WordPerfect to ensure that your formatting is correct. We no longer accept double column filings. Also, do not use “track changes” in Word. If you do, it will not appear correctly online.

If you are filing for a comment period or hearing, you need to submit a request for either a new “Title Number/New Series Number” or “New Rule Version”. You will click on “Title Number/New Series Number, if your rule requires a new Title Number or you need a new Series Number, fill out necessary information and click on “Send Request”. If you are changing an existing rule, click on “New Rule Version”, fill out the information and click on “Send Request”. The SOS will then enable the file and allow you access to work on it. (You will only do this when you are starting the process to either amend an existing effective rule or a new rule that has not been previously filed.) You will receive an email from the Administrative Law Division of the SOS office after the rule has been set up in the database.

After your rule is set up in the database, go back to <https://apps.sos.wv.gov/adlaw/erules/index.aspx> and choose “Edit/Upload” then choose the type of filing you need:

Are you filing a “Notice” (for Comment or Hearing); “Adopted by Reference”; “Agency Approved”; “Comments Received”; “Modified File”, if necessary; “Final File”; “Emergency” or “Other”. Next you will click on “Upload file” and choose “Browse.” Find the rule that you have been working on and upload it. Click on “Return to Rule.”

Next, you will click on “View” in order to fill out the forms. Only the forms that are necessary for this type of filing will be visible. Click on “Attach Forms”, click on the down arrow and choose the form. Then fill out the form completely. Is this a Legislative, Legislative Exempt, Procedural or Interpretive. Cite Authority to file this rule. Is this an amendment to an existing rule - yes or no. Review your information and attest that everything is true and correct by clicking on “Yes”. Please notice the “Save for Later” button. If you receive a phone call while

you are working on this or need to leave your desk, click on this button and it will save your work until you are able to continue. After everything is complete, click on “Attach Form” then “Return to Document”. You will repeat this until each required form is attached and completed . (You will notice “Form 0” is first no matter what you are filing. This is the only place you will need to enter “Rule Type”, “Cite Authority”. This information will auto-populate in all the necessary places in the rest of the forms for this filing. You will need to select “Rule Type” -- is it Legislative, Legislative Exempt, Procedural or Interpretive? Type in “Cite Authority” To make the section symbol “§”, hold down the alt key and type 21 on the number key pad.)

Here is a list of all forms necessary for each type of type of filing:

Comment/ Hearing	Agency Approved	Modified	Final File for Legislative Rule	Emergency	Final Filed Legislative Exempt; Interpretive; Procedural	Comments Received; Adopted by Reference; or Other
Form 0 Form 1 Form 11 Form 12	Form 0 Form 3 Form 10 Form 11 Form 12	Form 0 Form 4	Form 0 Form 6	Form 0 Form 7 Form 9 Form 11 Form 12	Form 0 Form 5	Form 0

After each form is filled out, carefully review document and forms. If you are satisfied that everything is complete and accurate, click on “Submit to Agency Head”

Your Agency Head will review and submit to the SOS. **REMEMBER IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR RULE HAS BEEN APPROVED AND SUBMITTED TO THE SECRETARY OF STATE!**

After your rule is either approved or rejected, You should receive an email stating that your rule has either been rejected or submitted. The SOS will also review, approve or reject your filing, including the reason of rejection.

If approved, you will receive an email telling you that it has been accepted. If rejected, you will receive an email telling you that it has been rejected and why it was rejected. You need to make the corrections and resubmit it and have the Agency Head approve it again.

After your rule is approved and if it is a Legislative rule, **you** will need to make the appropriate number of paper copies and submit to LRMRC as soon as possible. **You** will need to make one copy for comment/hearing; one copy of emergency, fifteen copies for agency approved or ten copies for modified. If it is a Procedural or Interpretive rule, you do not need to submit to the Legislative Rule Making Committee.

After the comment period is finished, you need to file your Agency Approved rule, then your Modified rule. After the rule has gone through the full Legislature, you will need to final file your rule. Each of these filings are to be submitted through the [eRules](#) program.

If you experience a problem or have a question, you may contact the Administrative Law Division at 304-558-6000 or emailing at [adlaw@wvsos.com](mailto:adlaw@wvsos.com).