



Legislative Services Agency – Computer Services Division Iowa Legislature

LSAProjectTeam@legis.iowa.gov

Rules Management System – USER GUIDE

The **Rules Management System (RMS)** is the electronic filing system for administrative rules. RMS is managed by the Legislative Services Agency and housed in the Legislative Portal. A user account is required for access. After obtaining permission from your agency to access RMS, agency personnel should contact the LSA Front Office at the number below to set up access to RMS. The LSA Front Office also assists with resetting passwords.

Use the following links to jump to a section for quick reference, or follow the steps in sequence to create and locate filings:

[Log in to Rules Management System](#)

[Filing Returned with Feedback](#)

[Home Screen](#)

[Withdraw a Filing](#)

[Rulemaking Role for Multiple Agencies](#)

[Double-Barrel Filing](#)

[Create a Filing](#)

[Locate a Filing](#)

[Explanation of Action Icons](#)

[FAQ](#)

[Edit Unfinished Filing](#)

[Waivers](#)

[Public Hearings](#)

[Nonrulemaking Submissions](#)

[Agency Contacts](#)

Important Contacts

Technical Questions/Assistance:

LSA Help Desk at 515.281.6506 or Help.Desk@legis.iowa.gov.

To set up RMS account or reset account password:

LSA Front Office at 515.281.3566

For procedural questions (dates, requested responses, etc.):

- Administrative Rules Coordinator (Governor's Office): 515.281.5211
- Jack Ewing, Administrative Code Editor and Administrative Rules Review Committee Legal Counsel: 515.281.6048 or jack.ewing@legis.iowa.gov
- Publications Editing Office (PEO) editors: 515.281.3355 or admincode@legis.iowa.gov

Log in to Rules Management System (RMS)

Log in at www.legis.iowa.gov/portal/rms or click the **Applications** link at the bottom of the home page on the legislative website (www.legis.iowa.gov). See below:

The screenshot shows the 'The IOWA LEGISLATURE' website. At the top, there is a navigation menu with links for SENATE/HOUSE, LEGISLATORS, LEGISLATION, COMMITTEES, IOWA LAW & RULES, LEGISLATIVE AGENCIES, PUBLICATIONS, RESOURCES & CIVIC EDUCATION, LOBBYIST INFORMATION, and ARCHIVES. A search bar is located in the top right corner. The main content area is titled 'Legislative Applications' and includes a 'Log In' section with a 'Log In' button, a 'New Users' section with a 'Create an account' button, and an 'External Applications' sidebar with links for Webmail, Citrix, and Mobile BB. The login form fields for 'Username' and 'Password' are highlighted with a red box. At the bottom, there is a footer with contact information and a navigation bar where the 'Applications' link is highlighted with a red box.

Enter your email address as your username and your password and then click the **Log In** button to sign in.

Once logged in, click the link entitled **Rules Management System** from the list of applications in the left navigation pane:

The screenshot shows the 'Applications' navigation pane. The list of applications includes: Portal Home, Capitol Notification System, Lobbyist System (with a PDF icon), Personal Financial Disclosure, Rules Management System (with a PDF icon and highlighted by a red box), Subscriptions (with a PDF icon), Bills & Rules Watch, Department Subscriptions, and Committee Subscriptions. Two callout boxes are present: one on the left pointing to the PDF icon for 'Rules Management System' with the text 'Click the PDF icon to pull up instructions for the application.', and one on the right pointing to the 'Rules Management System' link with the text 'Click the Rules Management System link to launch the application.' A note at the bottom right states: 'NOTE: If you do not see the Rules Management System link at left, you do not currently have permissions to RMS. Contact the LSA Front Office to be granted access to RMS. Front Office contact information on previous page.'

Home Screen

The Home screen displays both draft and submitted filings for the selected publication date. See example screen below:

The screenshot shows the Home Screen interface. On the left is a 'Rules Management Navigation' sidebar with a red border. The main area is titled 'Agency' and shows 'Year: 2022 (1/1/2022 - 12/31/2022)'. The 'Publication Date' is set to '11/02/2022' with a checked checkbox and a tooltip that says 'Check this check box to get filings for previous publication date.' The 'Agencies' dropdown is set to 'Accountancy Examining Board(193A)'. Below are three tables for 'My Filings', 'Governor's Office', and 'Publications Editing Office (Admin Code)', all showing '*** No filings for the selected publication date ***'.

Home screen shows the status of all filings for the selected publication date for the selected agency and, if the box is checked, the previous publication date. The system defaults to the current publication date and the box is checked by default.



Pulls up written instructions for using RMS.

The sidebar contains the following items: My Filings, Non-Rulemaking Submissions, Waivers, Rulemaking Calculator, Rules Tracker, Rulemaking Records, Rule-Drafting Template: Word | Zip File, Rules Referencing Statutes, Public Hearing Locations, Agency Contacts, Rule-Writer Training Video, and IAC Annotation.

IAC Annotation: This report shows a list of IAC annotations by agency and chapter. Allows user to add annotations. Click the PDF icon in front of the link to pull up instructions for using IAC Annotations.

- My Filings:** Shows all filings and their status for the publication date. Allows user to create new filing(s).
- Nonrulemaking Submissions:** Shows all nonrulemaking submissions and their status for the publication date. Allows user to create new submission(s).
- Waivers:** Shows all waivers. Allows user to create new waiver record(s).
- Rulemaking Calculator:** Interprets schedule for rule making and calculates rule filing dates based on notice publication date or desired effective date.
- Rules Tracker:** This tool tracks the rulemaking process from Notice of Intended Action to adoption.
- Rulemaking Records:** Shows records of the agency's rulemaking documents, filing status, associated documents, and action(s).
- Rule-Drafting Template:** Tool strongly recommended for use in drafting rulemaking documents. Click the PDF icon in front of the link to pull up instructions for using the template.
- Rules Referencing Statutes:** Report of potentially invalid Iowa Code references in rules; shown by agency and chapter.
- Public Hearing Locations:** Allows user to manage public hearing locations for the agency.
- Agency Contacts:** Allows user to manage agency contacts.
- Rule-Writer Training Video:** Video recording of Rule-Writer training.

Rulemaking Role for Multiple Agencies

If you have rulemaking permissions for multiple agencies, select the agency for which you intend to create a filing or for which you wish to search filings from the Agencies drop-down. Only filings for that agency will display, and any filings will be created on behalf of the selected agency. See below:

Agency

Year: 2016 (1/1/2016 - 12/31/2016)

Publication Date: 11/09/2016 Check this check box to get filings for previous publication

Agencies: Appeal Board, State[543]
 Appeal Board, State[543]
 City Finance Committee[545]
 Management Department[541]

My Filings:

Type	ARC	Short Description	Publication Date
*** No filings for the selected publication			

Create a Filing

The word “filing” is used synonymously with “submission” or “rulemaking” in RMS.

To create a filing:

1. On the **My Filings** page in RMS, click the **New Filing** button in the yellow box above the navigation pane.



This will pull up a page like the one seen below. Your agency will be filled in for you based on the agency you selected on the **My Filings** page. See below:

Reset Filing Form

Agency

Select a filing type and complete required fields (indicated with red asterisk). Responses to filing form fields will be used to generate the preamble to your rulemaking document, which will be published in the Iowa Administrative Bulletin. Ensure your explanations are complete and responses are accurate. The generated preamble will be edited and formatted by LSA in preparation for publication.

Save an unfinished filing at any time, and return to the unfinished filing through My Filings in the Rules Management Navigation panel. Submit a completed filing from the final tab by viewing the generated preamble, clicking the verification checkbox(es), and selecting Submit Filing.

Please direct questions or feedback about the generated preambles to Publications Editing Office (Admin Code) or LSAProjectTeam@legis.iowa.gov.

Filing Info

Agency: Accountancy Examining Board[193A]

Filing type*

- Select a rulemaking type
- Select a rulemaking type
- Notice of Intended Action
- Amended Notice of Intended Action
- Notice of Termination
- Adopted and Filed
- Filed Without Notice
- Adopted and Filed Emergency
- Filed Emergency After Notice

2. **Select the Filing Type** for the rulemaking you wish to submit from the drop-down provided. (Outlined above in green)

NOTE: For more information about the different types of rule filings, see “What are the different types of rulemaking documents?” on page 5 of the Administrative Rules FAQ document [here](#).

- Choosing “Notice of Intended Action” or “Adopted and Filed Emergency” will display form fields for entry.

- All other rulemaking filing types listed in the drop-down are built on previously published Notices; entering the ARC number of that Notice in the Notice ARC# field that appears will populate several fields and display new fields for entry.
 - *For filing types that request a Notice ARC#:* If user does not know the ARC#, it can be found on the **Rulemaking Records** page in RMS.
 - *For filing types that request a Rule Title:* If the exact title is not known, typing some of the known content will generate suggestions based on the agency's previous filings.
 - To change the filing type at any time, click **Reset Filing Form** (outlined in red on the previous page).

NOTE: RMS automatically generates the preamble of your rulemaking document for you from the information you input in the fields of the RMS filing form. Therefore, ensure your explanations are complete and responses are accurate. This generated preamble, as part of the rulemaking document, will be edited by Publications Editing Office (PEO) editors. You do not have to write and submit a separate preamble.

3. Fill in all required fields on the **Filing Info** tab.

NOTE: You will be unable to submit your filing if any of the required fields are not filled in.

Required fields vary based on the filing type selected. Required fields are indicated with a *.

Filing Info | Fiscal Impact | Rule Changes & Compilation

Agency: Accounting Examining Board[193A]

Filing type*: Notice of Intended Action

Check if a Regulatory Analysis (RA) has been previously published (use the same Rule Title below as used for the RA to associate the RA with this Notice).

Check here if this Notice is a companion rulemaking to an Adopted and Filed Emergency rulemaking (i.e., a "double barrel" Notice).

Rule Title*: This information will be used to identify this filing prior to ARC# assignment.

Shortened name of agency or rulemaking body: e.g., Board, Department, Commission

Contact Person*: Select

Publication date*: Draft only

Designee with rulemaking authority

Statutory delegation of rulemaking authority*: Iowa Code chapter/section 9C.3 each reference.

Statute this rule is intended to implement*: Iowa Code chapter/section 9C.3 each reference.

Chapter(s) affected*: Click to select or add

Is this rule mandated by federal or state law?*: No Yes

Purpose and summary of rulemaking*

Please describe who this rule will positively or adversely impact*

Reference ARC#

Public comment deadline*

Public comment contact person*: Select

Is a public hearing scheduled?*: No Yes

Does this rule contain a waiver provision?*: No Yes

Is there an anticipated jobs impact?*: No Yes

Save Unfinished Filing | Cancel | Next

Hover over the label of any field for an explanation of the required information.

The Rule Title field is for your own use. Name the filing something that will be meaningful and useful to you. (For example, the number of the amended chapter or the subject of the rulemaking.)

NOTE: The filing cannot be saved until the Rule Title field is filled in. After entering the Rule Title, you may save the filing at any time.

Click here to pull up a sample of the filing type you have selected.

To navigate through the three required sections (tabs at the top) of the filing, either click the tabs at the top of the page or click the Previous or Next buttons at bottom right.

A checkbox has been added to the filing form for Notices of Intended Action (NOIAs), circled above in red.

When you submit a NOIA for which a regulatory analysis (RA) was previously published, please check this box. It will help LSA staff quickly determine if there is an RA that should be referenced during the editorial process.

If possible, please also enter the same rule title, underlined in screenshot in red, as was used for the submission title for the RA. This allows the LSA's computer system to readily associate the RA with the NOIA. This association will save LSA staff time and assist in the development of tools to better track RAs, such as the upcoming inclusion of RAs in the Rules Tracker.

Click Save Unfinished Filing to save at any point in the process.

4. Click the **Next** button or the **Fiscal Impact** tab to move to the next screen.

Filing Info **Fiscal Impact** Rule Changes & Compilation ?

Contact person* Select
To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.

Impact criteria*

- No Fiscal Impact
- Fiscal Impact of less than \$100,000 annually or \$500,000 over 5 years
- Fiscal Impact cannot be determined
- Fiscal Impact of \$100,000 (or more) annually or \$500,000 (or more) over 5 years (Including fiscal impacts to political subdivisions if the aggregate fiscal impact for all entities exceeds \$100,000 per year or \$500,000 over 5 years. (Iowa Code section 25B.6))

Legislation/appropriation associated with rulemaking
ex. session law, appropriations acts, tax acts, fee revenue-generating legislation*

Iowa Acts GA: 89 SF 123

Brief explanation*

Upload Explanation(s) Choose File No file chosen

Save Unfinished Filing Cancel Previous Next

- Select the appropriate **Fiscal Impact Contact Person** from the drop-down provided.

NOTE: To add/edit/remove a contact person, first save the unfinished filing by clicking the **Save Unfinished Filing** button (outlined in blue above) and then select **Agency Contacts** from the Rule Management Navigation at left. Add/edit/remove the necessary agency contact(s) and then re-open the filing. The choices in the Contact Person drop-down will be updated accordingly.

- Select the applicable fiscal impact by choosing the appropriate radio button next to **Impact criteria**. (Required)
- Enter legislation/appropriation associated with the rulemaking. (Required)

NOTE: If there is no legislation or appropriation associated with the rulemaking, select the statute that governs your agency.

- Provide an explanation, as applicable. (Required)
- Upload supporting documentation, if necessary, in the field provided. (Optional)

***NOTE:** If the last radio button is selected for **Impact criteria** (circled above in red), the **Upload Explanation(s)** field will be required.

5. Click the **Next** button or the **Rule Changes & Compilation** tab to move to the last screen. This is where you can generate the preamble and upload the rule changes.

- Fill in the required fields on the page. See tips on the screenshot below:

Preamble

Save this filing in order to generate a PDF of the preamble.

View Preamble PDF

Optional: Upload supporting attachment(s) for preamble.

Choose File No file chosen

Non-text attachments (e.g., tables, images) to be inserted in generated preamble.

Comments/instructions regarding placement of attachment(s)

Upload Rule Changes*

Choose File No file chosen **Preview File**

Please ensure that the attached document does not contain Track Changes.

Comments to editors

Enter any additional information you would like to provide to editors here.

Submit for filing

Check this box to verify all information is complete and accurate, then click **Submit Filing** to submit your filing for publication. Notice of Intended Action filings will be forwarded to the Governor's Office for review and preclearance. All other filings will be forwarded to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin and Supplement.

Please note: After submission of this filing, if you wish to transmit additional information or change information for this filing, please contact the Publications Editing Office (Admin Code).

Submit Filing **Save Unfinished Filing** Cancel Previous

Before you can view the preamble, you must save the filing. Click the **Save Unfinished Filing** button and then the **View Preamble PDF** button will become active.

If graphs or images are required for the preamble, they may be uploaded here.

Only one rulemaking attachment is permitted. If you need to update the document, the previously uploaded field document will be overwritten. This field is **Required**.

The preamble must be generated for review before the checkbox (outlined in green above) and **Submit Filing** button (outlined in blue above) will be enabled.

Once the preamble is previewed, by clicking the **View Preamble PDF** button and then closing the pop-up, the checkbox and **Submit Filing** button will be enabled and the filing may be submitted.

6. After the preamble is reviewed and the upload is completed, verify all information, check the box, and click the **Submit Filing** button. When your filing has been submitted, you will receive the following message, along with a confirmation email.

See the Filing Submitted message below:

Filing Submitted

Your filing has been submitted. Status and updates can be viewed under [My Filings](#).

Notices of Intended Action are reviewed by the Governor's Office prior to routing to the Publications Editing Office for publication in the Iowa Administrative Bulletin and Iowa Administrative Code.

All other rule makings are reviewed for style and form by the Publications Editing Office prior to publication.

If the Governor's Office or PEO provide or request feedback, you will receive an email, and the tracking information in My Filings will reflect the exchange.

[Click here to return to My Filings.](#)

The email you receive will look similar to the one below. Do NOT respond to this email as this account is not monitored.

L

Thu 11/5/2020 3:10 PM

linc-alerts@legis.iowa.gov

SUBMITTED - Filing in RMS

To: LSAProjectTeam

The following filing has been successfully submitted:

Rule Title: Testing
Rule-making filing type: Notice of Intended Action

Status and updates can be viewed in the Rules Management System (RMS) <https://test.legis.iowa.gov/portal/rms>.

Notices of Intended Action and Adopted and Filed Emergency rule makings are reviewed by the Governor's Office prior to routing to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin and Iowa Administrative Code.

All other rule makings are reviewed by the Publications Editing Office (Admin Code) prior to publication.


If the Governor's Office or Publications Editing Office provides or requests feedback, you will receive an email, and the tracking information in RMS will reflect the exchange.

This message is intended for:

- To: emily.kramer@legis.iowa.gov
- CC:

Please do not reply to this email as this email account is not monitored.

Explanation of Action Icons

Hover over the  in the Action column of the table(s) to expand the action options. The availability of action icons depends on the status of the filing.

If you are unsure of what an icon does, hover over the icon with your mouse to see an explanation of what the icon does when clicked.

Agency

Year: 2022 (1/1/2022 - 12/31/2022) ▼

Publication Date: 11/02/2022 ▼ Check this check box to get filings for previous publication date.

Agencies: Accountancy Examining Board[193A] ▼










My Filings For instructions to withdraw a filing, [click here](#)

Type	ARC	Short Description	Publication Date	Status	Contact	Action
*** No filings for the selected publication date ***						

Governor's Office

Type	ARC	Short Description	Publication Date	Status	Contact	Action
*** No filings for the selected publication date ***						

Publications Editing Office (Admin Code)

Type	ARC	Short Description	Publication Date	Admin Code	Status	Contact	Action
NOIA	5290C	Testing	12/02/2020	Admi	       		

Withdraw Filing

View/Edit Filing

Filing Tracking

View PDF

View rulemaking

View preamble

View combined rulemaking & preamble

Edit Unfinished Filing

You may save an unfinished filing at any time. To return to the filing, click **My Filings** in the left navigation pane, expand the Action icons in the **My Filings** table by hovering over the icon, and then click the **View/Edit Filing** icon. See below:

The screenshot shows the 'My Filings' section of a web application. On the left is a navigation menu with 'My Filings' highlighted. The main area shows a table with columns: Type, ARC, Short Description, Publication Date, Status, Contact, and Action. A single row is visible with 'NOIA' in the Type column, 'Test 2' in the Short Description column, and '12/02/2020' in the Publication Date column. The 'Action' column for this row contains several icons, with the 'View/Edit Filing' icon (a document with a pencil) highlighted by a red box.

Type	ARC	Short Description	Publication Date	Status	Contact	Action
NOIA		Test 2	12/02/2020			

Once a filing is submitted:

- Notice of Intended Action and Adopted and Filed Emergency filings are routed to the Governor’s Office for preclearance before routing to Publications Editing Office (PEO).
- All other rulemaking types are routed to PEO and appear in the Publications Editing Office (Admin Code) table, shown on the previous page.


Public Hearings

To facilitate the provision of public hearing location details when completing filing forms, hearing locations are maintained in RMS.

Below is a screenshot of the **Filing Info** tab, after selecting “Yes” next to “Is a public hearing scheduled?”

The screenshot shows a form section titled 'Is a public hearing scheduled?*' with radio buttons for 'No' and 'Yes' (selected). Below this is a text area for providing a statement regarding the public hearing(s). The text area contains boilerplate text: 'A public hearing at which persons may present their views orally or in writing will be held as follows:'. Below the text area is a red box containing a plus icon and the text 'Click to add public hearing details.'. Below this is another text area for providing information concerning special requirements, also containing boilerplate text.

You may edit the boilerplate text inserted by default by typing in the field(s) provided.

Click  to enter meeting location, public hearing date, and start time.

After clicking, you will see the screen below:

Add public hearing information

Select hearing location(s) from dropdown. To add a new location not currently available in the dropdown, cancel this dialog and save the unfinished filing. Select Public Hearings from the Rules Management Navigation panel to add the new hearing location. Return to this filing and select the location in the dropdown.

Meeting location*

Public hearing date*

Pursuant to Iowa Code section 17A.4, public hearing, if held, must be held a minimum of 20 days from date of publication of Notice.

Start Time*

End Time

If Requested

If a hearing location is NOT included in the list of saved locations for the agency, save the unfinished filing and then add the location in the **Public Hearings Locations** section. (See [Manage Public Hearings Location](#) section.)

To add only one hearing, click **Add** to add and close the dialog.

To add multiple hearings, click **Save and Add**.

- Enter the information required for the public hearing. All fields are required except for the **End Time** field.

After entering the public hearing(s) information and clicking **Add**, you will see the public hearing information added to the filing. See example below:

Is a public hearing scheduled?* No Yes

Please provide a statement regarding the public hearing(s):*

A public hearing at which persons may present their views orally or in writing will be held as follows:

Boilerplate text may be modified.

+ Click to add public hearing details.

Date/Time: 11/27/2020 08:00 AM


Location: Professional Licensing Bureau Offices, 200 E. Grand Ave., Suite 350, Des Moines, Iowa

Please provide information concerning special requirements:*

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments,

Boilerplate text may be modified.

Click the pencil icon  to edit the public hearing information previously entered (outlined in green above).

Click the  to remove the public hearing from the filing (outlined in green above).

Manage Public Hearing Locations

Public Hearing Locations contains the list of locations available when creating public hearing associations in rulemaking filings. Public hearings locations from filings in past years are included so that they are accessible for future filings and to maintain complete information when generating records of past filings.

To update or add new locations: Select **Public Hearing Locations** from the left navigation pane (outlined in red below).

Public Hearing Locations

Following are locations where public hearings may be held for this agency. Inactive locations will be omitted from selection options in forms. To mark a location inactive, click the icon in the Status column. To fill in the missing information, click on icon in the Edit column. To edit existing information create a new location.

Status: Active All

Add location

Edit	Location Line1	Location Line2	Location Line3	Location Line4	Status
	Professional Licensing Bureau Offices	200 E. Grand Ave., Suite 350	Des Moines, Iowa		
	Professional Licensing and Regulation Bureau Offices	200 E. Grand Ave., Suite 350	Des Moines, Iowa		

By default, only Active hearing locations for the agency are displayed. Select **All** to show all hearing locations.

- Click the **Edit icon** (circled in green above) to enter information for the location; click **Save** when finished.

Edit public hearing location

At minimum, street address and city should be supplied. Additional information—building, room number, or special instructions—may also be provided. For teleconference or other meeting formats, use Line3/Line 4 to make note of the meeting format.

Only missing information can be supplied when editing a location. If you want to change existing information for a location, create a new location.

NOTE

Location Line1* Professional Licensing Bureau Offices

Location Line2* 200 E. Grand Ave., Suite 350

Location Line3 Des Moines, Iowa

Location Line4

Save Cancel

- To mark active location(s) as inactive, click the green **Status icon** (circled in orange on the first screenshot above) next to the location(s) and then click **Confirm**. See below:

Confirm Action

Are you sure you want to mark this location as Inactive?

Confirm Cancel

- To create a new location, use the + Add location button. Enter the new location information in the fields provided and then click **Save**. You will see the new location in the table of locations for the agency. See below:

Public Hearing Locations

Following are locations where public hearings may be held for this agency. Inactive locations will be omitted from selection options in forms. To mark a location inactive, click the icon in the Status column. To fill in the missing information, click on icon in the Edit column. To edit existing information create a new location.

Status: Active All

+ Add location

Edit	Location Line1	Location Line2	Location Line3	Location Line4	Status
	Test	Test			
	Professional Licensing Bureau Offices	200 E. Grand Ave., Suite 350	Des Moines, Iowa		
	Professional Licensing and Regulation Bureau Offices	200 E. Grand Ave., Suite 350	Des Moines, Iowa		

Go back to the filing where you wish to use the newly added location by clicking **My Filings** in the left navigation pane, hover over the icon in the Action column, and then click the **Edit Filing** button next to the it. The newly added location will be available in the **Meeting Location** drop-down in the filing form. See below:

Add public hearing information
✕

Select hearing location(s) from dropdown. To add a new location not currently available in the dropdown, cancel this dialog and save the unfinished filing. Select Public Hearings from the Rules Management Navigation panel to add the new hearing location. Return to this filing and select the location in the dropdown.

Meeting location* ▼

Public hearing date* ▼

Test, Test

Start Time*

End Time

If Requested



Add Save and Add Cancel


Agency Contacts

Agency contacts are used to populate the following information in rulemaking filing forms and nonrulemaking submissions:



- Contact Person
- Secondary Contact Person
- Public Comment Contact
- Fiscal Impact Contact

Filing Info tab:

Contact Person*	Select 
<i>To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.</i>	
 Click to add secondary contact person/phone/email(optional)	

Public comment contact person*	Select 
<i>Only contact persons with address information may be selected for this contact type. To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.</i>	

Fiscal Impact tab:

Filing Info	Fiscal Impact	Rule Changes & Compilation 
Contact person*	Select 	
<i>To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.</i>		

If a contact person is not shown in the drop-down, save the unfinished filing and click **Agency Contacts** in the left navigation pane to add/edit/remove agency contacts. See [Manage Agency Contacts](#) section (next page).

Manage Agency Contacts

Agency Contacts contains the persons available when supplying the rulemaking contact person, secondary contact person (if applicable), public comment contact person, and fiscal impact contact person. Agency contacts from filings in past years are included so that they are accessible for future filings and to maintain complete information when generating records of past filings.

If a contact person is not shown in the drop-down, save the unfinished filing and click **Agency Contacts** in the left navigation pane to add/edit/remove agency contacts. You will see a screen like the one below:

Agency Contacts

Agency contacts are used to populate the following information in rule-making filing forms and non-rule-making submissions:

- Contact Person
- Secondary Contact Person
- Public Comment Contact
- Fiscal Impact Contact


The following contacts have been used in this agency's previous rule-making filings. Active contacts will be available for selection in rule-making filing forms and non-rule-making submission forms. Inactive contacts will be omitted from selection options in forms. To mark a contact inactive, click the icon in the Status column. Check the check boxes to show email, phone and address in preamble. To fill in missing information, click the Edit icon in the first column. To edit the existing information, create a new contact using the Clone icon and update information as needed.

Agency:

Status: Active All

[+ Add Contact](#)

Edit	Clone	Name	Email	Phone/Fax	Address	Status
		[REDACTED]	<input type="checkbox"/>	[REDACTED]	[REDACTED]	
		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/> [REDACTED] (Fax)	<input type="checkbox"/> [REDACTED] Des Moines, Iowa 50309	
		[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/> [REDACTED]	<input checked="" type="checkbox"/> [REDACTED] Des Moines, Iowa 50309	

- Click the **Edit** icon  next to a contact to change the contact information. Click **Save** when finished. See below:

Edit agency contact information ✕

At minimum, first name, last name, email and phone should be supplied. Additional address information may also be provided.

Only missing information can be supplied when editing a contact. If you want to change existing information for a contact, create a new contact using the clone icon on the Agency Contacts page, then change information as desired.

First Name*

Last Name*

Email*

Show email in preamble

Phone*

Show phone in preamble

Fax

Show fax in preamble

For Public Comment Contact, address information is required.

Agency/Department

Building

Address Line1
Street address or P.O. Box

Address Line2

City

State


Zip


Show address in preamble

Save **Cancel**

NOTE

Grayed out fields cannot be edited.

- Click the **Clone** icon  next to a contact to create a new contact based on information for the existing contact. This is a quick way to create a contact and edit information that cannot be edited in the existing record. Edit the necessary information, and click **Save** when finished. See below:

Add agency contact information 

At minimum, first name, last name, email and phone should be supplied. Additional address information may also be provided.

First Name*

Last Name*

Email*

Show email in preamble

Phone*

Show phone in preamble

Fax

Show fax in preamble

For Public Comment Contact, address information is required.

Agency/Department

Building

Address Line1

Street address or R.O. Box

Address Line2

City

State

Zip


Show address in preamble


Save

Information previously entered for the contact will be filled in.

All fields in this dialog can be edited.

- To mark an active contact as inactive, click the **Status** icon  and then click **Confirm**. See below:

Confirm Action 

 Are you sure you want to mark this contact as Inactive?

Confirm

- To create a new contact, use [+ Add Contact](#) . Enter the new contact information in the fields provided and then click **Save**. You will see the new contact in the table of contacts for the agency. See below:

Agency Contacts










Agency contacts are used to populate the following information in rule-making filing forms and non-rule-making submissions:

- Contact Person
- Secondary Contact Person
- Public Comment Contact
- Fiscal Impact Contact

The following contacts have been used in this agency's previous rule-making filings. Active contacts will be available for selection in rule-making filing forms and non-rule-making submission forms. Inactive contacts will be omitted from selection options in forms. To mark a contact inactive, click the icon in the Status column. Check the check boxes to show email, phone and address in preamble. To fill in missing information, click the Edit icon in the first column. To edit the existing information, create a new contact using the Clone icon and update information as needed.

Status: Active All

[+ Add Contact](#)

Edit	Clone	Name	Email	Phone/Fax	Address	Status
		John Doe	<input type="checkbox"/> jdoe@msn.com	<input type="checkbox"/> 515.555.1257		
		[REDACTED]	<input type="checkbox"/> [REDACTED]	<input type="checkbox"/> [REDACTED] (Fax)	<input type="checkbox"/> [REDACTED] Des Moines, Iowa 50309	
		[REDACTED]	<input checked="" type="checkbox"/> [REDACTED]	<input type="checkbox"/> [REDACTED]	<input checked="" type="checkbox"/> [REDACTED] Des Moines, Iowa 50309	

Go back to the filing where you wish to use the newly added contact by clicking **My Filings** in the left navigation pane, click the **View/Edit Filing** button next to it, and the newly added contact will be available in the **Contact Person**, **Secondary Contact Person (if applicable)**, **Public Contact Person**, and **Fiscal Impact Contact person** drop-downs in the filing form when creating a new rulemaking.

NOTE: An address and phone number MUST be entered for an agency contact in order for the contact to be available for selection in the contact drop-downs on the filing form.

Filing Returned with Feedback

If a filing is returned by the Governor's Office or a request is made by PEO, you will receive an email with directions to resubmit the filing in RMS. In RMS, on the My Filings page, the filing will appear in the My Filings table.

Any comments will appear in both your email message and the Tracking section in RMS. Click the **Filing Tracking** icon (circled below in red) to expand the section and view comments.

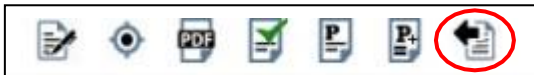
Type	ARC	Short Description	Publication Date	Status	Contact	Action					
NOIA		Test	12/02/2020	C							
Status		Comments		Updated Date		Updated by					
Drafting		Updated by the Agency		11/05/2020 05:37 PM		emily.kramer					
Governor's Office		Updated by the Agency		11/05/2020 05:37 PM		emily.kramer					
Comments/Feedback		Feedback/Corrections		11/05/2020 05:38 PM		emily.kramer					

To resubmit the filing, click the **View/Edit Filing** icon (circled in blue above). Update the filing form as needed, attach a new document if necessary, check the **Submit for Filing** box, and then click the **Submit Filing** button.

Withdraw a Filing

A filing may be withdrawn at any time. If the filing has not yet been accepted by PEO, withdrawal may be requested in RMS.

Hover over the Action icon next to the filing you wish to withdraw and click the **Withdraw Filing** icon (outlined in red below).



You will see a screen like the one below:

Request for Withdrawal of Filing

By requesting withdrawal of this filing, you can no longer take action on the filing.

If you wish to edit this filing, cancel this withdrawal request, and contact the Governor's Office or Publications Editing Office to request that the filing be returned for comments/feedback. Doing so will return the filing to you for further action or editing.

If withdrawal is requested, the Governor's office will be notified and the filing will be removed from any publication.

Rule Making Type Notice of Intended Action

Agency Administrative Services Department[11]

Publication Date 12/02/2020

Action Requests withdrawal

ARC Number Not Assigned

Reason for withdrawal

Enter the reason for withdrawal in this field and then click **Submit** to submit the withdrawal request.

If the filing has been accepted by PEO (status column reads "In Process"), call or email the Administrative Rules Coordinator and PEO to request withdrawal. Contact information for the Administrative Rules Coordinator and PEO can be found on the first page of the document under the [Important Contacts](#) heading.

Double-Barrel Filing

For expediency when creating double-barrel filings (when Notice of Intended Action and Adopted and Filed Emergency are published simultaneously), create the Notice of Intended Action first. See below:

Filing Info	Fiscal Impact	Rule Changes & Compilation
Agency	Administrative Services Department[11]	
Filing type*	Notice of Intended Action	
<input type="checkbox"/> Check here if this Notice is a companion rule-making to an Adopted and Filed Emergency rule-making (i.e., a "double barrel" Notice).		

There is a checkbox provided for this purpose (outlined in red above).

Following submission of the Notice, create the Adopted and Filed Emergency, using the Rule Title for the Notice (since ARC# is not yet known) to populate shared fields. There is a Double-barrel Emergency link you will click in this instance. See below:

Filing Info	
Agency	Administrative Services Department[11]
Filing type*	Adopted and Filed Emergency
Double-barrel Emergency Emergency_(no associated Notice)	



Filing Info	
Agency	Administrative Services Department[11]
Filing type*	Adopted and Filed Emergency
Please specify title or Notice ARC# for this rule making:	
Notice ARC#	1000C
Rule Title	<input type="text"/> This information will be used to identify this filing prior to ARC# assignment.

When you type in the Rule Title, a list of rules matching that criteria will appear. Select the appropriate rule from the list provided and all of the information previously entered for the Notice of Intended Action will fill in for you on the filing form.

A double-barrel may also be created by filing the Adopted and Filed Emergency first, but shared fields will not populate from the Adopted and Filed Emergency to the Notice.

Locate a Filing

In the RMS Navigation pane, click **Rulemaking Records**.

Search for a filing by keyword, ARC#, or chapter#. Adjust the year picker (circled in red below) as necessary. Reorganize the table by clicking the underlined column headings to sort the table by that criterion.

Overview of Rule-Making
Rule-Making Records

Rules Management Navigation

- My Filings
- Non-Rule-Making Submissions
- Waivers/Variations
- Rule-Making Calculator
- Rules Tracker
- Rule-Making Records**
- Rules Referencing Statutes
- Public Hearing Locations
- Agency Contacts
- Rule-Writer Training Video
- Document Annotation

Legislative Document Research

- Drafter Content
- Code Editor Search
- Senate Internal Documents
- House Internal Documents

Rule-Making Records

Year: 2020 (1/1/2020 - 12/31/2020)

This page presents records of the agency's rule-making documents. Use links in the table below to retrieve edited and published documents. Use icons in the Action column to retrieve information associated with the rule-making filings.

You may search for filings by keyword, ARC number, or affected chapter. Searching by ARC number will override a keyword or chapter entry.

Keyword:

ARC#:

Chapter#:

To view progression of a rule making, locate the ARC in the [Rules Tracker](#).

Type	ARC	Rule Title	Status	Pub. Date	Chapters	Action
Notice	N/A	Test	Comments/Feedback	12/02/2020	9	
Notice	5243C	Waiver Wording	ACO - Approval request	11/04/2020	9, 100, 117, 118	
Adopted and Filed	4845C (NOIA:4735C)	Targeted Small Business Spending Threshold	Published	01/01/2020	117, 118	

Change year by clicking the arrow and choosing a previous year. The page contents will adjust accordingly.

Hover over the Action icon to view the filing, filing tracking, or view the rulemaking.

RTF icon opens the edited, published document. Linked ARC# opens the published PDF. Click the linked NOIA to pull it up in RMS.

Click linked Publication Date(s) to open the corresponding Iowa Administrative Bulletin.

FAQ

Who can I contact with feedback or suggestions for the RMS application?

Please email the LSA Project Team at LSAProjectTeam@legis.iowa.gov.

Can I submit a filing past the submission deadline?

While a filing may be submitted in RMS, be advised that late filings may not be accepted without prior approval from the Administrative Rules Coordinator or Administrative Code Editor.

How do I create a filing?

Select the yellow **New Filing** button at the top of the left navigation pane, then select a rulemaking type from the drop-down. Supply information in all required fields, check the box, and click **Submit Filing**. See the [Create Filing section](#) of this document for step-by-step instructions.

How do I determine the status of my filing?

On the Home Screen/My Filings table, filings in the **Governor's Office** table are in a queue in the Governor's Office, awaiting preclearance.

If a filing is in the **Publications Editing Office (Admin Code)** table and the **Status** column reads "Publications Editing Office," the filing is awaiting check-in by PEO. If the **Status** column reads "In Process," the filing is being processed for publication.

How do I revise information I provided in the filing form?

If the filing has been submitted, it must be returned to the Agency in order for information in the filing form to be updated. If the filing status does not read "In Process," the filing may be returned to the Agency for feedback or revision. Contact the Publications Editing Office for assistance. Contact information for PEO is listed on the first page of this document.

I created a draft filing in RMS. Where do I find it?

The draft filing will be located in the **My Filings** table. Status will read "Draft."

I received a message that my NOIA rulemaking is not yet eligible for filing. Why not?

Date fields (comment deadline, public hearing, adoption and effective dates) are subject to compliance checks against the Schedule for Rulemaking. The compliance check is based on the publication date selected and, for Adopted and Filed rulemakings, is also based on the publication date of the Notice of Intended Action.

I don't know the ARC number of my NOIA rulemaking; how can I create a filing based on that Notice?

Use the **Rule Title** field to type a keyword or phrase for the rulemaking; select from the generated suggestions. Or use the **Rulemaking Records** section and search by keyword or chapter affected. You can also sort the My Filings page to view results by publication date by clicking the underlined Pub. Date column header in the table.

What is the difference between statutory designee, delegation of rulemaking authority, and statute intended to implement?

See [Part B of the Rule Writer Handbook](#) for a full explanation of these terms, but in short:

Statutory designee is the entity with the statutory authority to adopt rules. Usually "Board," "Commission," "Council," "Director," or "Department."

Delegation of rulemaking authority is a reference to the statutory delegation of rulemaking authority. Usually an Iowa Code or Iowa Acts reference.

Statute intended to implement means a reference to the statute the rule making is intended to implement. Usually an Iowa Code or Iowa Acts reference or reference to federal statute or rule.

When is the ARC number assigned?

The time of ARC number assignment depends on the rulemaking type:

NOIA and AFE: ARC number is assigned when the filing is cleared by the Administrative Rules Coordinator.

All other rulemaking types: ARC number is assigned when PEO accepts the rulemaking for publication.

When a filing receives an ARC number, an email is triggered to notify agency of the ARC number.

Rules Management System: Waivers

The **Rules Management System (RMS)** is the electronic filing system for administrative rules and waivers. RMS is managed by the Legislative Services Agency and housed in the Legislative Portal.

Use the following links to jump to a section for quick reference or follow the steps in sequence to create waiver records and to generate reports:

[Public page for waiver search](#)

[Edit, Delete or View Attachment for a Record](#)

[Home Screen](#)

[Locate a Record](#)

[Filing Role for Multiple Agencies](#)

[Create a Waivers Record](#)

Important Contacts

Technical Questions/Assistance:

LSA Help Desk at 515.281.6506 or Help.Desk@legis.iowa.gov.

For procedural questions (dates, requested responses, etc.), direct questions to:

- Jack Ewing, Administrative Code Editor and Administrative Rules Review Committee Legal Counsel at 515.281.6048 or jack.ewing@legis.iowa.gov

Public page for waiver search

The public-facing page for waiver reports and search capability is:

<https://www.legis.iowa.gov/law/administrativeRules/researchtracking/searchWaivers>.

Home Screen

Home Screen/My Filings page displays rulemaking filings. From the Rules Management Navigation at left, select **Waivers**. You will see a page like the one below:

The screenshot shows the 'Waivers Record' page. On the left is a 'Rules Management Navigation' sidebar with 'Waivers' highlighted in a red box. The main content area has a yellow header with 'Overview of Waivers' and 'New Waivers'. Below this is a search section with the following fields: 'Start Date' (03/18/2021), 'End Date' (09/14/2021), 'Search Phrase' (empty), and 'Rule Number' (empty). There are 'Search Waivers' and 'Save my search settings' buttons at the bottom of the search section.

Filing Role for Multiple Agencies

If you have filing permissions for multiple agencies, from the Home Screen/My Filings page, select the agency for which you intend to submit the waiver record or for which you wish to search records from the Agencies drop-down. Only records for that agency will display, and any records created will be created on behalf of the selected agency. See example screen below:

This screenshot shows the 'Waivers Record' page with the 'Agencies' dropdown menu open. The menu lists various agencies with their respective counts in brackets. The 'Accountancy Examining Board[193A]' is selected and highlighted in blue. The search filters from the previous screenshot are visible in the background.

Agency	Count
Accountancy Examining Board	193A
Administrative Services Department	11
Aging, Department on	17
Agriculture and Land Stewardship Department	21
Alcoholic Beverages Division	185
Appeal Board, State	543
Archaeologist	685
Architectural Examining Board	193B
Arts Division	222
Attorney General	61
Auditor of State	81
Banking Division	187
Beef Cattle Producers Association, Iowa	101
Blind, Department for the	111
Capital Investment Board, Iowa	123
Chief Information Officer, Office of the	129

Create a Waivers Record

To create a waivers record:

1. Click the **Waivers** link in the left navigation pane in RMS (outlined in blue below).
2. Select the agency for which you intend to create the waiver record from the **Agencies** drop-down (outlined in green below).
3. Click **New Waiver** in the yellow box above the left navigation pane (outlined in red below).

Overview of Waivers

New Waiver

Rules Management Navigation

My Filings

Non-Rule-Making

Submissions

Waivers

Rule-Making Calculator

Rules Tracker

Rule-Making Records

Rule- Word | Zip

Drafting File

Template:

Waivers Record

Record of waivers updated on behalf of agency(ies) indicated.

Agencies: Accountancy Examining Board[193A]

Check this box to view waivers for all agencies listed in drop-down. Click **Search Waivers** to refresh search results.

Specify a date range to view all waivers submitted or updated between given dates, or search the agency's waivers by keyword, phrase, or rule number.

Start Date: 12/22/2019

End Date: 06/19/2020

Search Phrase:

Rule Number:

Search Waivers Save my search settings

4. Complete the record form.

Waivers Record

This page is used for submission to the General Assembly by executive branch agencies of waivers from the requirements of administrative rules. Iowa Code [§17A.9A](#) establishes procedures relating to waivers from the requirements of administrative rules. Information on submitted waivers is made available to the public [here](#). Further background on waivers can be found [here](#).

Agency:*

Agency Reference Number:

Click to add secondary agency reference details(optional)

Chapter:*

Statutory provision(s) implemented by this rule:

Rule reference:*
(chapter.rule)

Subrule:
(If applicable)

Paragraph or subpart:
(If applicable)

Status:*
 Pending
 Approved
 Denied

Date of request:*

Date of disposition:

Topic:*

Upload a document(s) that provides a summary of the request and the rationale for approval or denial of the request, **OR** complete the text fields below to supply the summary and rationale.

Upload Summary and rationale:* No file chosen

Uploaded document will appear on the public-facing webpage for waiver/variance records.

Summary of request:*

Rationale for approval or denial:*

Description of the extent to which the granting of a waivers has established a precedent for additional waivers:

Description of the extent to which the granting of a waivers has affected the general applicability of the rule itself:

Agency field will fill in automatically with the agency selected in the previous step.

The **Chapter** drop-down will contain the agency's current chapters. When a chapter is selected, the first number of the rule reference will populate.

When editing a **Rule reference**, typing will generate suggested text, though the suggestion may be overwritten. If suggested text is selected, the rule catchwords will display in the **Topic** field. That text can be changed, if desired.

Required fields are indicated with *****.
Hover text is available by hovering your mouse cursor over each of the field labels.

To save a single waiver, click the **Save Waiver** button.
To save the waiver and create another, click the **Save and Create New** button.
To cancel creating the waiver, click the **Cancel** button; form content will NOT be saved.

Edit/Delete or View Attachment for a Waiver Record

The waiver record's information may be updated after saving. Click the **Waivers** link in the left navigation pane.

- To edit a record, hover over the icon in the Action column. Click the **Edit Waiver** icon. Edit fields and click **Save Waiver** to update the record.
- To delete the record, hover over the icon in the Action column, select the **Delete Waiver** icon, and then confirm the deletion. The record will be permanently deleted.
- To view the attachment uploaded when creating the record, hover over the icon in the Action column and select the **View Attachment** icon. If there was no attachment uploaded, this icon will not be available. The attachment will open in a new browser tab.

See below:

Waivers Record

Record of waivers updated on behalf of agency(ies) indicated.

Specify a date range to view all waivers submitted or updated between given dates, or search the agency's waivers by keyword, phrase, or rule number.






Start Date:

End Date:

Search Phrase:

Rule Number:

Enter search criteria in these fields and then click the **Search Waivers** button to show only records matching that criteria.

<u>Rule number</u>	<u>Topic</u>	<u>Agency Ref. No.</u> ▾	<u>Request Submitted</u>	<u>Disposition Date</u>	<u>Status</u>	<u>Action</u>
761-4.1	General provisions.	76				  
761-601.5	Proofs submitted with application.	2019-47	12/16/2019	12/30/2019	Denied	
761-601.5	Proofs submitted with application.	2019-46	12/18/2019	12/26/2019	Approved	

Edit Waiver Delete Waiver View Attachment

Locate a Record

In the Rules Management Navigation pane, click **Waivers**.

Your default view will be a list of the agency's recorded waivers (including data imported from the former filing system). This view is searchable, and reports can be generated from this screen.

Search for a record by date range, by keyword/search phrase, or by rule number. Filter views by clicking on underscored column headings to re-sort data in the table.

Rules Management System: Nonrulemaking Submissions

The **Rules Management System (RMS)** is managed by the Legislative Services Agency and housed in the Legislative Portal. RMS is the system for the electronic submission of administrative rules, as well as public notices and other nonrulemaking documents, for publication in the Iowa Administrative Bulletin (IAB).

Use the following links to jump to a section for quick reference, or follow the steps in sequence to log in and process submissions:

[What are “nonrulemaking submissions”?](#)

[Edit/Submit Unfinished Draft](#)

[Log in to Rules Management System](#)

[Confirmation of Submission](#)

[Navigate to Nonrulemaking Submissions](#)

[Submission Returned with Feedback](#)

[Submit for Publication in IAB](#)

Important Contacts

Technical Questions/Assistance:

LSA Help Desk at 515.281.6506 or Help.Desk@legis.iowa.gov.

For procedural questions (dates, requested responses, etc.), direct questions to:

- Jack Ewing, Administrative Code Editor and Administrative Rules Review Committee Legal Counsel: 515.281.6048 or jack.ewing@legis.iowa.gov
- Publications Editing Office (PEO) editors: 515.281.3355 or admincode@legis.iowa.gov.

What are nonrulemaking submissions?

Nonrulemaking submissions include any document that is required to be published in the Iowa Administrative Bulletin and that does not contain rulemaking action. An **Editorial Change Document**, while technically not a nonrulemaking document, is submitted using the same process as that used for nonrulemaking documents. For more information on Editorial Change Documents, see “Nonsubstantative Updates to Rules Outside the Rulemaking Process” in [Part B of the Rule Writer Handbook](#).

Nonrulemaking document types include the following:

- Advisory Notices
- Civil Reparations Trust Fund
- Gas and Electric Delivery Rates
- Newspaper Rates
- Notices of Stakeholder Group
- Proclamation
- Public Funds Availability
- Public Funds Interest Rates
- Regulatory Analysis
- Request for Regulatory Analysis
- Usury Rate
- Utilities Notices
- Workers’ Compensation Rates
- Other Authorized Publication (such as an Editorial Change Document or other miscellaneous document)

Log in to Rules Management System (RMS)

Log in at www.legis.iowa.gov/portal/rms or click the **Applications** link at the bottom of the website (www.legis.iowa.gov). See below:

The screenshot shows the 'Legislative Applications' page on the Iowa Legislature website. At the top, there is a search bar for 'Publications' and a navigation menu with links for SENATE/HOUSE, LEGISLATORS, LEGISLATION, COMMITTEES, IOWA LAW & RULES, LEGISLATIVE AGENCIES, PUBLICATIONS, RESOURCES & CIVIC EDUCATION, LOBBYIST INFORMATION, and ARCHIVES. The main content area is titled 'Legislative Applications' and includes a 'Log In' section with a 'Log In' button, a 'New Users' section with a 'Create an account' button, and an 'External Applications' sidebar with links for Webmail, Citrix, and Mobile BB. A red box highlights the 'Username' and 'Password' input fields and the 'Log In' button. At the bottom, there is a footer with contact information and a navigation bar where the 'Applications' link is highlighted with a red box.

Enter your email address as your username and your password and then click the **Log In** button to sign in.

Once logged in, click the link entitled **Rules Management System** from the list of applications in the left navigation pane.

The screenshot shows the 'Applications' navigation pane. The list of applications includes: Portal Home, Capitol Notification System, Lobbyist System, Personal Financial Disclosure, Rules Management System, Subscriptions, Bills & Rules Watch, Department Subscriptions, and Committee Subscriptions. A red box highlights the 'Rules Management System' link, which has a PDF icon next to it. Two callout boxes provide instructions: one on the left says 'Click the PDF icon to pull up instructions for application.' and one on the right says 'Click the Rules Management System link to launch the application.' A note at the bottom right states: 'NOTE: If you do not see the Rules Management System link at left, you do not currently have permissions to RMS. Contact the LSA Front Office to be granted access to RMS. Front Office contact information on previous page.'

Navigate to Nonrulemaking Submissions

In the Rules Management Navigation pane at left, select **Nonrulemaking Submissions** (outlined in red below). You will see all of the nonrulemaking submissions for your agency for the upcoming publication date.

You may change the year using the year selector at the top of the screen. Click the arrow (outlined in green below) to select a previous year and view nonrulemaking submissions for your agency from that time frame.

You may also change the publication date using the drop-down provided (outlined in blue below). When you change the publication date, the contents of the page will adjust automatically to show nonrulemaking submissions for the selected publication date.

See below:

New Submission

Rules Management Navigation (?)

- My Filings
- Non-Rule-Making Submissions**
- Waivers
- Rule-Making Calculator
- Rules Tracker
- Rule-Making Records
- Rule-Drafting Template: Word | Zip File
- Rules Referencing Statutes
- Public Hearing Locations
- Agency Contacts

Non-Rule-Making Submissions

Year: 2022 (1/1/2022 - 12/31/2022)

- Year: 2022 (1/1/2022 - 12/31/2022)
- Year: 2021 (1/1/2021 - 12/31/2021)
- Year: 2020 (1/1/2020 - 12/31/2020)
- Year: 2019 (1/1/2019 - 12/31/2019)
- Year: 2018 (1/1/2018 - 12/31/2018)

Publication Date: 11/02/2022

Agencies: Accountancy Examining Board[193A]

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
**** No submissions for the selected publication date ****					

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
**** No submissions for the selected publication date ****					

Submit for Publication in IAB

To submit a nonrulemaking document for publication in the Iowa Administrative Bulletin (IAB), select **Nonrulemaking Submissions** in the left navigation pane and then click the yellow **New Submission** button above Rules Management Navigation at left. To reset the form at any time, click the **Reset Form** button above the Rules Management Navigation at left. You will see a screen like the one below:

Non-Rule-Making Submissions

Complete all the required fields (indicated with red asterisk). Save an unfinished non-rule-making submission at any time, and return to the submission through Non-Rule-Making Submissions in the Rules Management Navigation panel. Submit a completed non-rule-making submission by clicking the verification checkbox and selecting Submit for Publication.

Agency Accountancy Examining Board[193A]

Publication date* 11/02/2022 **Submission deadline: 10/14/2022 at 12 NOON**

Submission Type* Advisory Notice

Submission Title*

Contact person* Select
To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.

Click to add secondary contact person/phone/e-mail(optional)

For fields requiring statutory references, series or ranges of references may be added. To add a series of references, include a comma after each reference. For ranges, include "-" or "to" between the first and last values in the range.

Statutory requirement for publication Iowa Code chapter/section 9C.3 Click the + button to save each reference.

Upload non-rule-making document(s)* Choose File No file chosen

Comments

Submit for publication Check this box to verify all information is complete and accurate, then click **Submit for Publication**. The submission will be forwarded to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin.
After submission, if you wish to transmit additional information or change information for this submission, please contact the Publications Editing Office (Admin Code).

Submit for Publication Save Unfinished Draft Cancel

- Select a publication date from the **Publication date** drop-down (outlined in red above). For your information, the submission deadline for the selected publication date will also appear.
 - You may also select "Draft only" in the **Publication date** drop-down, if you wish to create a draft. You will need to select a publication date before you will be able to submit for publication.
- Fill in all required fields (denoted with *), upload nonrulemaking document(s), check the **Submit for publication** checkbox, and then click the **Submit for Publication** button.
- You can save an unfinished Nonrulemaking Submission draft at any time by clicking the **Save Unfinished Draft** button.

Edit/Submit an Unfinished Draft

Unfinished drafts are saved in the Agency Submissions table. To edit the draft and submit it, hover over the icon in the Action column. Select the **Edit Submission** icon, complete the form, upload the document, check the checkbox, and click **Submit for Publication**. See below:




Non-Rule-Making Submissions

Year: 2022 (1/1/2022 - 12/31/2022) ▼

Publication Date: 11/02/2022 ▼

Agencies: Accountancy Examining Board[193A] ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
① Advisory Notice	TEST				  

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
**** No submissions for the selected publication date ****					

Legend:

- Edit Submission
- Submission Tracking
- View PDF

Confirmation of Submission


Immediately following submission, this message will display:

Submission Successful

Thank you for your submission. The Publications Editing Office (Admin Code) will receive notice of your submission. Publication status can be viewed in [Agency Submissions](#) for the selected publication date.

In addition, a confirmation email should be received:

Fri 11/6/2020 3:06 PM

 linc-alerts@legis.iowa.gov
SUBMITTED - Non-rule-making submission in RMS

To: LSAProjectTeam

Thank you for your submission of TEST. The Publications Editing Office (Admin Code) will receive notice of your submission. Publication status can be viewed in the [Rules Management System](#) in the Agency Submissions table for the selected publication date.


If you wish to transmit additional information or change information for this submission, please contact the [Publications Editing Office](#) directly.

This message is intended for:

- To: [REDACTED]
- CC:

Please do not reply to this email as this email account is not monitored.

Upon submission of the nonrulemaking document for publication, PEO will receive an email alert, download the PDF, and incorporate the document in the Iowa Administrative Bulletin for the indicated publication date. If PEO has questions about the document intended for publication, you may receive an email indicating that feedback awaits your attention. See an example email below:

Fri 11/6/2020 3:15 PM
 linc-alerts@legis.iowa.gov
ACTION REQUIRED - Feedback in RMS

To: LSAProjectTeam

The Publications Editing Office (Admin Code) has submitted a request for information on the following non-rule-making submission:

Submission Title: TEST

Comments: Here is the feedback...

To view the feedback/request, return to [RMS](#). Ensure the publication date for which the non-rule-making submission was submitted is selected in the publication date dropdown.

Locate the non-rule-making submission in the Agency Submissions table. In the Action column:

1. Select the Submission Tracking icon to view the feedback/request.
2. Select the Edit Submission icon to edit form fields or change the attachment.
3. Resubmit the non-rule-making submission.

This message is intended for:

- To: [REDACTED]
- CC: [REDACTED]
- BCC: [REDACTED]

Please do not reply to this email as this email account is not monitored.

Submission Returned with Feedback


If PEO returns the submission record with feedback or a request, return to RMS, click **Nonrulemaking Submissions** in the left navigation pane, and make sure the publication date for which the document was submitted is selected in the **Publication Date** drop-down. See example below:

Non-Rule-Making Submissions

Year: 2020 (1/1/2020 - 12/31/2020) ▼

Publication Date: 12/02/2020 ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Advisory Notice	TEST	12/02/2020	Comments/Feedback	Test Person	

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

Locate the document in the Agency Submissions table (above). Hover over the Action icon next to the submission and then click the **Submission Tracking** icon to view the comments/feedback.

Submission tracking for the example nonrulemaking document is shown below:

Non-Rule-Making Submissions

Year: 2020 (1/1/2020 - 12/31/2020) ▼

Publication Date: 12/02/2020 ▼


Agencies: Transportation Department[761] ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Advisory Notice	TEST	12/02/2020	Comme	   	
Status	Comments	Updated Date	Updated by		
Drafting	Updated by Agency	11/06/2020 10:54 AM			
Administrative Code Office	Updated by Agency	11/06/2020 03:05 PM			
Comments/Feedback	Here is the feedback...	11/06/2020 03:14 PM			

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

Click the **Edit Submission**  icon to edit form fields or change the attachment.

When finished, check the **Submit for publication** checkbox (after which the **Submit for Publication** button will become active) and then click the **Submit for Publication** button to resubmit. See below:

Submit for publication Check this box to verify all information is complete and accurate, then click **Submit for Publication**. The submission will be forwarded to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin.

After submission, if you wish to transmit additional information or change information for this submission, please contact the Publications Editing Office (Admin Code).

Submit for Publication Save Unfinished Draft Cancel