



# 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 and assumes the functionality of the former Administrative Rules Terminal (ART) System. 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 and locate filings:

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## Important Contacts

For technical questions or assistance accessing the Rules Management System, contact the **LSA Help Desk** at 281-6506.

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

### **Governor's Office:**

725-3506

### **Administrative Rules Review Committee Legal Counsel:**

281-6048 Jack Ewing

725-7354 Tim Reilly

### **Administrative Code Office:**

281-3355

## Log in to Rules Management System

Log in at <https://www.legis.iowa.gov/portal/rms>

The screenshot shows the Iowa Legislature website's login page. At the top, there is a navigation bar with 'Home', 'Publications', and a search box labeled '(Enter Search Term)'. Below this is a banner for 'The IOWA LEGISLATURE' with images of the state capitol building. A horizontal menu contains various categories: 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 is divided into two sections: 'Legislative Users' and 'All Other Users'. The 'Legislative Users' section instructs users to sign in with network credentials (firstname.lastname or flastna). The 'All Other Users' section instructs users to sign in with their e-mail address and provides contact information for the LSA Front Office at (515)281-3566. Below these sections is a login form with fields for 'Username:' (containing 'Portal User name') and 'Password:' (containing 'Portal Password'), and a 'Sign In' button. A note at the bottom of the form states: 'If you have problems or questions signing in, please contact the Help Desk at (515)281-6506'. At the very bottom of the page, there is a footer with contact information for comments (webmaster@legis.iowa.gov) and a list of links: Intranet, Site Map, Careers, Contacts, Applications, Subscribe, ADA Policy, Online Privacy Policy, and Disclaimer.

Select Rules Management System from left navigation list of applications:

The screenshot shows a vertical navigation menu titled 'Applications'. The menu items are: 'Portal Home', 'Rules Management System' (which is highlighted with a blue box and a blue arrow pointing to it from the right), 'Subscriptions' (with a PDF icon), '- Bill & Rules Watch', '- Department Subscriptions', and 'Logout'.

## Home Screen

Home screen displays both draft and submitted filings for the selected publication date.

The screenshot shows the Iowa Legislature Rules Management System interface. At the top, there are navigation tabs for SENATE/HOUSE, LEGISLATORS, LEGISLATION, COMMITTEES, IOWA LAW & RULES, LEGISLATIVE AGENCIES, PUBLICATIONS, RESOURCES & CIVIC EDUCATION, LOBBYIST INFORMATION, and ARCHIVES. Below the tabs is a breadcrumb trail: The Iowa Legislature > Legislative Portal > Rules Management System > Agency. A sidebar on the left contains a 'New Filing' button and a 'Rules Management Navigation' menu with options like 'My Filings', 'Waivers/Variances', 'Rule-Making Records', 'Applications', and 'Portal Home'. The main content area is titled 'Agency' and includes a 'Year: 2016 (1/1/2016 - 12/31/2016)' dropdown, a 'Publication Date: 11/09/2016' dropdown, and a checked checkbox labeled 'Check this check box to get filings for previous publication date.'. Below this are three tables for 'My Filings', 'Governor's Office', and 'Administrative Code Office (ACO)', each with columns for Type, ARC, Short Description, Publication Date, Status, Contact, and Action. All tables show '\*\*\* No filings for the selected publication date \*\*\*'. Callouts point to the 'New Filing' button, the 'My Filings' link, and the checkbox.

## Rule-Making Role for Multiple Agencies

If you have rule-making permissions for multiple agencies, select the agency for which you intend to create a filing or for which you wish to search filings. Only filings for that agency will display, and any filings created will be created on behalf of the selected agency.

This close-up shows the 'Agency' section. It includes a 'Year: 2016 (1/1/2016 - 12/31/2016)' dropdown, a 'Publication Date: 11/09/2016' dropdown, and a checkbox for 'Check this check box to get filings for previous publication date.'. Below these is an 'Agencies:' dropdown menu with a list of agencies: 'Appeal Board, State[543]', 'Appeal Board, State[543]', 'City Finance Committee[545]', and 'Management Department[541]'. Underneath is a table with columns 'Type', 'ARC', 'Short Description', and 'Publication Date', which currently displays '\*\*\* No filings for the selected publication date \*\*\*'.

## Create a Filing

To create a filing:

1. Select a publication date from dropdown on Home screen.
2. Click “New Filing” in the yellow box in left navigation panel.  
(To change the filing type at any time, click “Reset Filing Form.”)

The screenshot shows the 'Filings' page. On the left is a navigation panel with a yellow 'Reset Filing Form' button at the top. Below it are sections: 'Rules Management Navigation' (with 'My Filings', 'Waivers/Variations', and 'Rule-Making Records'), 'Legislative Document Research' (with 'LSA Internal Documents'), and 'Applications' (with 'Portal Home'). The main content area is titled 'Filings' and contains instructions: 'Complete required fields in each of the following tabs. Save an unfinished filing at any time, and return to the filing through My Filings in the navigation panel. Submit a completed filing from any tab by clicking the checkbox and selecting Submit Filing.' Below the instructions is a 'Filing Info' section with a 'Filing type\*' dropdown menu. The dropdown is open, showing a list of options. A callout box with an arrow points to the dropdown with the text 'Select rule-making type from dropdown.'

3. Select rule-making filing type from dropdown.

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

All other rule-making types are built on previously published Notices; entering ARC number of that Notice 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 in Rule-Making Records.

*For filing types that request a Rule Title:* If the precise 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**.

Required fields vary based on rule-making filing type. Click the Help  icon to view completed sample filing forms.

### Agency

Complete required fields in each of the following tabs. Save an unfinished filing at any time, and return to the filing through My Filings in the navigation panel. Submit a completed filing from the final tab by clicking the checkbox and selecting Submit Filing.

**Filing Info** | **Fiscal Impact** | **Attached Document** 

**Filing type\***

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

**Contact person\***

**Contact phone\***

**Contact e-mail\***

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

**Publication date\***

**Designee with rule-making authority**

**Statutory delegation of rule-making authority\***

**Statute this rule is intended to implement\***

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

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

**Purpose and summary of rule making\***

**Please describe who this rule will positively or adversely impact\***

**Reference ARC#**

**Public comment deadline\***

**Is a public hearing scheduled?\***  No  Yes

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

**Is there an anticipated jobs impact?\***  No  Yes



Hover over the label for any field for an explanation of required info

To navigate through the three required sections, click the tabs at top or the Next button in bottom right.

Click to save at any point in process

4. Click Fiscal Impact tab

Contact person and phone will persist from initial entry/page. Change contact information if necessary, provide explanation, and upload supporting documentation if necessary.

### Agency

Complete required fields in each of the following tabs. Save an unfinished filing at any time, and return to the filing through My Filings in the navigation panel. Submit a completed filing from the final tab by clicking the checkbox and selecting Submit Filing.

Filing Info	Fiscal Impact	Attached Document
<b>Contact person*</b>	<input type="text"/>	
<b>Contact phone*</b>	<input type="text"/>	
<b>Impact criteria*</b>	<input checked="" type="radio"/> No Fiscal Impact <input type="radio"/> Fiscal Impact of less than \$100,000 annually or \$500,000 over 5 years <input type="radio"/> Fiscal Impact cannot be determined <input type="radio"/> 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))	
<b>Brief explanation*</b>	<input type="text"/>	
<b>Upload Explanation(s)</b>	<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Save Unfinished Filing"/> <input type="button" value="Cancel"/>		<input type="button" value="Previous"/> <input type="button" value="Next"/>

If the last radio button is selected, the Upload Explanation(s) field will be required.

5. Click Attached Document tab to upload the rule-making document.

## Agency

Complete required fields in each of the following tabs. Save an unfinished filing at any time, and return to the filing through My Filings in the navigation panel. Submit a completed filing from the final tab by clicking the checkbox and selecting Submit Filing.

Filing Info Fiscal Impact Attached Document

**Upload rule-making document\***  
(Only MS Word files can be uploaded)

No file chosen

**Comments**

**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 Administrative Code Office for publication in the Iowa Administrative Code 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 Administrative Code Office.**

Only one rule-making attachment is permitted. If you need to update the document, the previously uploaded document will be replaced.

6. When upload is complete, verify all information, check the box, and click Submit Filing. When your filing has been submitted, you will receive the following, along with a confirmation e-mail.

### 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 Administrative Code Office (ACO) for publication in the Iowa Administrative Bulletin and Iowa Administrative Code.

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

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

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

## Explanation of Action Icons

**Agency**

Year: 2016 (1/1/2016 - 12/31/2016) ▼

Publication Date: 10/26/2016 ▼  Check this check box to get filings for previous publication date.

**My Filings**

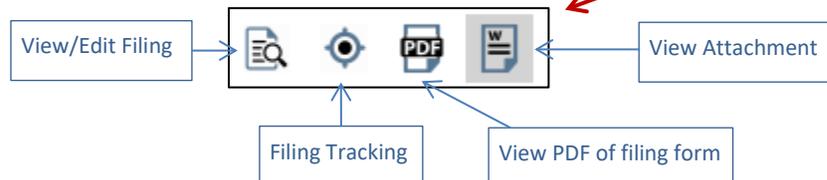
Type	ARC	Short Description	Publication Date	Status	Contact	Action
*** No filings for the selected publication date ***						

**Governor's Office**

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

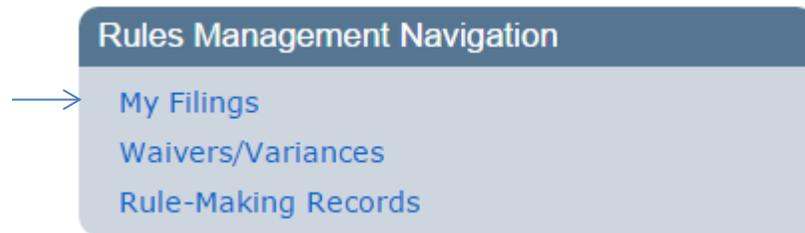
**Administrative Code Office (ACO)**

Type	ARC	Short Description	Publication Date	Status	Contact	Action
AF	2768C	2768C	10/12/2016	In Process 09/22/2016		
AF	2772C	2772C	10/12/2016	In Process 09/23/2016		
NOIA	2776C	2776C	10/12/2016	In Process 09/23/2016		



## Edit Unfinished Filing

Save an unfinished filing at any time. To return to the filing, click the View/Edit Filing icon from the My Filings table.

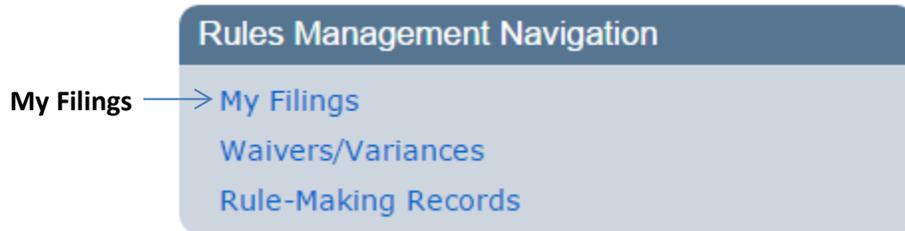


Once a filing is submitted:

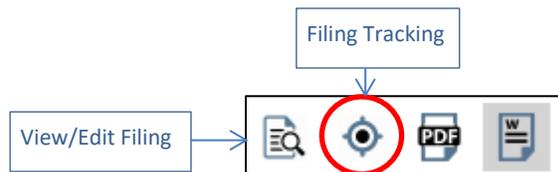
- Filings in the Governor's Office table are Notices or Adopted and Filed Emergency documents awaiting pre-clearance by Governor's office.
- Filings in the Administrative Code Office table are pending check-in for publication by ACO.

## Filing Returned for Feedback

If a filing is returned by the Governor's Office or a request is made by ACO, you will receive an alert e-mail with directions to resubmit the filing in RMS. In RMS, the filing will reappear in the My Filings section.



Any comments will appear in both your e-mail message and the Tracking section. Click the Filing Tracking icon to expand the section and view comments.



To resubmit the rule-making filing, click the View/Edit icon in the Action field. Update the filing form, attach a new document if necessary, check the Submit for Filing box, and click Submit Filing.

## Withdraw a Filing

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

Expand the Action icons and select Withdrawal:



When withdrawal is requested, the Governor's Office will receive an e-mail alert. When the Governor's Office confirms the request for withdrawal, the contact person for the agency will receive a confirmation message.

\* If filing has NOT been accepted by ACO, status column will read simply "Administrative Code Office."

If the filing has been accepted by ACO (status column reads "In Process"), initiate a phone call or e-mail to the Governor's Office and ACO to request withdrawal.

## 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. 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.

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 Rules Management Navigation, click Rule-Making Records.

### Rules Management Navigation

[My Filings](#)

[Waivers/Variations](#)

[Rule-Making Records](#)

**View Rule-Making Records** →

Search for a filing by ARC number, keyword, or chapter. Filter views by clicking column headings to resort displayed data.

Rule-Making Records						
Year: 2016 (1/1/2016 - 12/31/2016) ▼						
You may search for filings by keyword, ARC number, or affected chapter. Searching by ARC number will override a keyword or chapter entry.						
<b>Keyword</b>	<input type="text"/>					
<b>ARC#</b>	<input type="text"/>					
<b>Chapter#</b>	<input type="text"/>					
<input type="button" value="Search"/>						
Type	Agency	Description	Status	Pub. Date	Chapters	Action
<b>Notice</b>	 2370C	Disabled veteran tax credit, 80.1(3)	Published	<a href="#">01/20/2016</a>	80	
Adopted and Filed	 2507C	Disabled veteran tax credit, 80.1(3)	Published	<a href="#">04/27/2016</a>	80	
<b>Notice</b>	 2371C	Business property tax credit, 80.30	Published	<a href="#">01/20/2016</a>	80	
Adopted and Filed	 2508C	Business property tax credit, 80.30	Published	<a href="#">04/27/2016</a>	80	
<b>Notice</b>	 2434C	Withholding of or exemption from taxation —bingo prizes, raffle tickets, 46.1(1)"e," 231.9	Published	<a href="#">03/02/2016</a>	46, 231	
Adopted and Filed	 2512C	Withholding of or exemption from taxation —bingo prizes, raffle tickets, 46.1(1)"e," 231.9	Published	<a href="#">04/27/2016</a>	46, 231	

## FAQ

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

Please e-mail the LSA Project Team at [LSAProjectTeam@legis.iowa.gov](mailto:LSAProjectTeam@legis.iowa.gov).

### Is all of the data from the decommissioned ART system available in the new RMS application?

Yes, all data from ART has been imported into the Rules Management System.

### I created my Notice in the ART System; how do I find it in RMS?

In the **Rule-Making Records** section (in Rules Management Navigation, left margin), search for the rule making by ARC, keyword, or chapter affected.

### Can I submit a filing past the deadline?

A filing may be submitted in RMS. However, be advised that late filings may not be accepted without prior approval from the Governor's Office or Administrative Code Office.

### How do I create a filing?

Select the yellow **New Filing** button at the top of the left margin, then select a rule-making type from the dropdown. Supply information in all required fields and click **Submit Filing**.

### How do I determine the status of my filing?

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

If a filing is in the **Administrative Code Office (ACO)** table and the **Status** column reads "Administrative Code Office," the filing is awaiting check-in by ACO. 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, the filing must be returned to the Agency in order for information in the filing form to be updated. So long as the filing status does not read "In Process," the filing may be returned to the Agency for feedback or revision.

### I created a draft filing. 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 rule making 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 Rule Making. The compliance check is based on the publication date selected and, for Adopted and Filed rule makings, is also based on the publication date of the Notice of Intended Action.

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

Use the **Rule Title** field to type a keyword or phrase for the rule making; select from the generated suggestions. Or use the **Rule-Making Records** section and search by keyword or chapter affected, or sort the page to view results by publication date.

### What is the difference between statutory designee, delegation of rule-making authority, and statute intended to implement?

**Statutory designee:** Name of the entity with statutory rule-making authority. Usually “Board,” “Commission,” “Council,” “Director,” or the like.

**Delegation of rule-making authority:** Reference to statutory delegation of rule making authority. Usually an Iowa Code or Iowa Acts reference.

**Statute intended to implement:** Reference to statute the rule making is intended to implement. Usually an Iowa Code or Iowa reference or reference to federal statute or rule.

### When is the ARC number assigned?

The time of ARC number assignment depends on the rule-making type:

*NOIA and AFE:* ARC # is assigned by the Governor’s Office upon preclearance

*All other rule-making types:* ARC # is designated upon ACO’s acceptance of the rule making for publication

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

## Rules Management System: Waivers/Variations – USER GUIDE

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The Rules Management System (RMS) is the electronic filing system for administrative rules and waivers/variances and assumes the functionality of the former Administrative Rules Terminal (ART) System. 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/variance records and to generate reports:

[Public page for view/search](#)

[Edit a Record](#)

[Home Screen](#)

[Locate a Record](#)

[Filing Role for Multiple Agencies](#)

[Generate Semiannual Reports](#)

[Create a Record](#)

### Important Contacts

For technical questions or assistance accessing the Rules Management System, contact the **LSA Help Desk** at 281-6506.

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

**Administrative Rules Coordinator/Governor’s Office:**

725-3506

**Administrative Rules Review Committee Legal Counsel:**

281-6048 Jack Ewing

725-7354 Tim Reilly

### Public page for waiver/variance search

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

<https://www.legis.iowa.gov/law/administrativeRules/additionalInfo/waiverVariations>.

## Home Screen

Home Screen displays rule-making filings. From Rules Management Navigation, select **Waivers/Variations**.

## Filing Role for Multiple Agencies

If you have filing permissions for multiple agencies, from the Home Screen, select the agency for which you intend to submit the waiver/variance record or for which you wish to search records. Only records for that agency will display, and any records created will be created on behalf of the selected agency.

## Create a Record

To create a waiver/variance record:

1. Click “New Waiver/Variance” in the yellow box in left navigation panel.

**New Waiver/Variance**

**Waivers/Variations**

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

**Start Date:**

**End Date:**

**Search Phrase:**

**Rule Number:**

Rule number	Topic	Request Submitted	Disposition Date	Status
*** No Waivers/Variations in the system ***				

2. Complete the record form.

**Waivers/Variations**

**Chapter:\***

**Rule reference:\***   
(chapter.rule)

**Subrule:**   
(If applicable)

**Paragraph or subpart:**   
(If applicable)

**Status:\***

- Pending
- Approved
- Denied

**Date of request:\***

**Date of disposition:**

**Topic:\***

**Summary of request:**

**Rationale for approval or denial:**

Required fields are indicated with a red asterisk. Hover text is available over all field labels.

The **Chapter** dropdown will contain the agency’s current chapters. When a chapter is selected, the first number of the rule reference will populate.

When entering 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 may be amended if desired.

## Edit a Record

The record's information may be updated at a later date.

To edit the record, click the Edit icon in the Waivers/Variations table. Edit fields and click **Save Waiver** to update the record.

### Waivers/Variations

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

**Start Date:**

**End Date:**

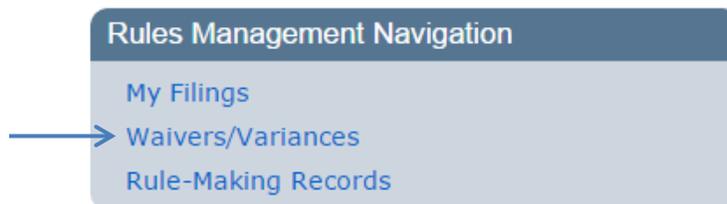
**Search Phrase:**

**Rule Number:**

<u>Rule number</u>	<u>Topic</u>	<u>Request Submitted</u>	<u>Disposition Date</u>	<u>Status</u>	
1.10	Test record	11/01/2016		pending	

## Locate a Record

In Rules Management Navigation, click **Waivers/Variations**.



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 default screen.

Search for a record by a word or phrase or by rule number. Filter views by clicking an underscored column headings to resort displayed data.

## Generate Semiannual Reports

For purposes of reporting to the Administrative Rules Coordinator and Administrative Rules Review Committee pursuant to Iowa Code section 17A.9A(5), reports may be generated using the Excel or PDF icons. (Please contact [LSA Project Team](#) with any requests for alternate formatting.)

### Waivers/Variances

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

**Start Date:**

**End Date:**

**Search Phrase:**

**Rule Number:**

Rule number	Topic	Request Submitted	Disposition Date	Status	
3.6(1)"a"	Conditional requirements for licensure	10/21/2015	12/09/2015	denied	 

## Rules Management System: Non-Rule-Making Submissions — USER GUIDE

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The Rules Management System (RMS) replaced the now-decommissioned Administrative Rules Terminal (ART) System in October 2016. RMS is managed by the Legislative Services Agency and housed in the Legislative Portal. The Rules Management System is the system for electronic submission of administrative rules, as well as public notices and non-rule-making 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:

- |   |  |
|---|--|
| <a href="#">What are “non-rule-making submissions”?</a> | <a href="#">Save Unfinished Draft</a>      |
| <a href="#">Log in to Rules Management System</a>       | <a href="#">Confirmation of Submission</a> |
| <a href="#">Navigate to Non-Rule-Making Submissions</a> | <a href="#">Feedback Loop</a>              |
| <a href="#">Submit for Publication in IAB</a>           |  |

### Important Contacts

For technical questions or assistance accessing the Rules Management System, contact the **LSA Help Desk** at (515)281-6506.

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

**Governor’s Office:**

725-3506

**Administrative Rules Review Committee Legal Counsel:**

281-6048 Jack Ewing

725-7354 Tim Reilly

**Administrative Code Office:**

281-3355

For questions about features or enhancements, please contact the LSA Project Team at [LSAProjectTeam@legis.iowa.gov](mailto:LSAProjectTeam@legis.iowa.gov).

## What are “non-rule-making submissions”?

Non-rule-making submissions include any document that is required to be published in the Iowa Administrative Bulletin and that does not contain rule-making action.

Non-rule-making document types include, for example, the following:

- Advisory Notices
- Civil Reparations Trust Fund
- Gas and Electric Delivery Rates
- Newspaper Rates
- Notices of Stakeholder Group
- Proclamations
- Public Funds Availability
- Public Funds Interest Rates
- Regulatory Analysis
- Request for Regulatory Analysis
- Usury Rate
- Utilities Notices
- Workers Compensation Rates

## Log in to Rules Management System

The Rules Management System is housed in the portal: <https://www.legis.iowa.gov/portal/rms>

Log in with your e-mail address and password. (For password assistance, contact the LSA Front Office.)

The screenshot shows the Iowa Legislature portal. At the top, there is a navigation bar with 'Home' and 'Publications' menus, and a search box. Below this is a banner for 'The IOWA LEGISLATURE' with images of the state capitol. A horizontal menu contains various categories: 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 is divided into three sections: 'External Applications' (Webmail, Citrix, Mobile BB), 'Legislative Users' (with instructions to sign in using network credentials), and 'All Other Users' (with instructions to sign in using an e-mail address and a contact number for password assistance). A central login form includes fields for 'Username' (Portal User name) and 'Password' (Portal Password), a 'Sign In' button, and a note to contact the Help Desk at (515)281-6506 if there are problems. The footer contains contact information for comments and a list of links including Intranet, Site Map, Careers, Contacts, Applications, Subscribe, ADA Policy, Online Privacy Policy, and Disclaimer.

Select Rules Management System from left navigation list of applications:

The screenshot shows a vertical navigation menu titled 'Applications'. The menu items are: Portal Home, Rules Management System (highlighted with a red box), Subscriptions (with a PDF icon), - Bill & Rules Watch, - Department Subscriptions, and Logout.

## Navigate to Non-Rule-Making Submissions

In Rules Management Navigation, select Non-Rule-Making Submissions.



To submit a non-rule-making document for publication in the IAB, click the yellow New Submission button. (To reset the record form at any time, click the same yellow button.)

A screenshot of the 'Non-Rule-Making Submissions' page. The 'New Submission' button is highlighted with a red rectangular box. The page includes a navigation menu on the left, a year selector (2016), a publication date dropdown (12/21/2016), and two tables for Agency Submissions and Administrative Code Office (ACO). Both tables show a message: '\*\*\* No filings for the selected publication date \*\*\*'.

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

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

## 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.

<b>Agency</b>	<input type="text"/>
<b>Publication date*</b>	<input type="text" value="Draft only"/>
<b>Submission Type*</b>	<input type="text" value="Advisory Notice"/>
<b>Submission Title*</b>	<input type="text"/>
<b>Contact person*</b>	<input type="text"/>
<b>Contact phone*</b>	<input type="text"/>
<b>Contact e-mail*</b>	<input type="text"/>
	 Click to add secondary contact person/phone/e-mail(optional)
<b>Statutory requirement for publication</b>	<input type="text"/>
<b>Upload non-rule-making document*</b>	<input type="button" value="Choose File"/> No file chosen
<b>Comments</b>	<input type="text"/>
<b>Submit for publication</b>	<input type="checkbox"/> Check this box to verify all information is complete and accurate, then click Submit for Publication. The submission will be forwarded to the Administrative Code Office for publication in the Iowa Administrative Bulletin.  After submission, if you wish to transmit additional information or change information for this Executive Order, please contact the Administrative Code Office.
	<input type="button" value="Submit for Publication"/> <input type="button" value="Save Unfinished Draft"/> <input type="button" value="Cancel"/>

## Submit for Publication in IAB

Select a publication date from the publication date dropdown. For your information, the submission deadline for the publication date will appear based on the selected publication date.

### 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	<input type="text"/>
Publication date*	<input type="text" value="12/07/2016"/> <b>Submission deadline: 11/16/2016 at 12 NOON</b>
Submission Type*	<input type="text" value="Other Authorized Publication"/>
Submission Title*	<input type="text" value="Test document"/>
Contact person*	<input type="text" value="Test Person"/>
Contact phone*	<input type="text" value="123-4567"/>
Contact e-mail*	<input type="text" value="test.person@iowa.gov"/>
	Click to add secondary contact person/phone/e-mail(optional)
Statutory requirement for publication	<input type="text" value="123.4(5)"/>
Upload non-rule-making document*	<input type="button" value="Choose File"/> No file chosen
Comments	<input type="text"/>
Submit for publication	<input type="checkbox"/> <b>Check this box to verify all information is complete and accurate, then click Submit for Publication. The submission will be forwarded to the Administrative Code Office for publication in the Iowa Administrative Bulletin.</b> <b>After submission, if you wish to transmit additional information or change information for this Executive Order, please contact the Administrative Code Office.</b>
	<input type="button" value="Submit for Publication"/> <input type="button" value="Save Unfinished Draft"/> <input type="button" value="Cancel"/>

Fill in all required fields, upload the non-rule-making document, check the verification checkbox, and click Submit for Publication.

## Save Unfinished Draft

Save an unfinished Non-Rule-Making Submission draft at any time. 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 Non-Rule-Making Submission icon; complete the form, upload the document, check the checkbox, and click Submit for Publication.

### Non-Rule-Making Submissions

Year: 2016 (1/1/2016 - 12/31/2016) ▼

Publication Date: 12/21/2016 ▼

#### Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
ⓘ Advisory Notice	test		Drafting		

#### Administrative Code Office (ACO)

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



## Confirmation of Submission

Immediately following submission, this screen will be displayed:

**Rules Management Navigation**

- My Filings
- Non-Rule-Making Submissions
- Waivers/Variances
- Rules Tracker
- Rule-Making Records

### Submission Successful

Thank you for your submission. ACO will receive notice of your submission.

Publication status can be viewed in [Agency Submissions](#) for the selected publication date.

In addition, a confirmation e-mail should be received:

**SUBMITTED - Non-rule-making submission in RMS**

linc-alerts@legis.iowa.gov

Sent: Mon 11/21/2016 3:03 PM

To:

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Thank you for your submission of [Test document]. ACO will receive notice of your submission.

Publication status can be viewed in [Agency Submissions](#) for the selected publication date.

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

Please do not reply to this e-mail as this e-mail account is not monitored.

Upon submission of the Non-Rule-Making document for publication, ACO will receive an e-mail alert, download the PDF, and incorporate the document in the Iowa Administrative Bulletin for the indicated publication date. If ACO has questions about the document intended for publication, you may receive an e-mail indicating that feedback awaits your attention.

**ACTION REQUIRED - Feedback in RMS**

linc-alerts@legis.iowa.gov

Sent: Mon 11/21/2016 3:10 PM

To:

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The Administrative Code Office has submitted a request for information on the following Non Rule Making Document:

Submission Title: Test document

Click here to view the request: <https://javaweb-test.legis.iowa.gov/portal/rms>

Please do not reply to this e-mail as this e-mail account is not monitored.

## Feedback Loop

**Non-Rule-Making Submissions**

Year: 2016 (1/1/2016 - 12/31/2016) ▼

**Publication Date:** 12/07/2016 ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Other Authorized Publication	Test document	12/07/2016	Comments/Feedback	Test Person 123-4567	
 Advisory Notice	test		Drafting		

Administrative Code Office (ACO)

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

If ACO returns the submission record with feedback or a request, return to RMS <https://www.legis.iowa.gov/portal/rms>. Ensure the publication date for which the document was submitted is selected in the publication date dropdown.

Locate the document in the “Agency Submissions” table. In the Action column:

1. Select the Non-Rule-Making Submission Tracking icon to view the feedback/request.
2. Select the Edit Non-Rule-Making Submission icon to edit form fields or change the attachment.
3. Click Submit for Publication to resubmit the document.

**Non-Rule-Making Submissions**

Year: 2016 (1/1/2016 - 12/31/2016) ▼

**Publication Date:** 12/07/2016 ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Other Authorized Publication	Test document	12/07/2016	Comments/f	  	
<b>Status</b>		<b>Comments</b>		<b>Updated Date</b>	
Administrative Code Office		Updated by Agency		11/21/2016 03:02 PM	
Comments/Feedback		attachment appears to be from 2014 - replace?		11/21/2016 03:10 PM	
 Advisory Notice	test		Drafting		

Administrative Code Office (ACO)

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