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.

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
- Rule-Making Role for Multiple Agencies
- Double-Barrel Filing
- Create a Filing
- Locate a Filing
- Explanation of Action Icons
- Frequently Asked Questions (FAQ)
- Edit Unfinished Filing
- Waivers - USER GUIDE
- Manage Public Hearings
- Non-Rule-Making Submissions - USER GUIDE
- Manage Agency Contacts

Important Contacts

Technical Questions/Assistance:
LSA Help Desk at 281.6506 or helpdesk@legis.iowa.gov.

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

- Governor’s Office: 515.725.3506
- Administrative Rules Review Committee Legal Counsel: 515.281.6048 Jack Ewing
- Publications Editing Office (PEO), formerly Administrative Code Office: 515.281.3355
Log in to Rules Management System (RMS)
Log in to RMS at www.legis.iowa.gov/portal/rms or click the Applications link at the bottom of the Iowa Legislature home page (www.legis.iowa.gov) to be taken to the portal log in. See below:

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:

Click the PDF icon to pull up instructions for the application.

Click the Rules Management System link to launch the application.
The Home screen displays both draft and submitted filings for the selected publication date. See example screen below:

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

Pulls up the written instructions for RMS.

Shows all filings and their status for the publication date. Allows user to create new filing(s).

Shows all non-rule-making submissions and their status for the publication date. Allows user to create new submission(s).

Shows all waivers. Allows user to create new waiver(s).

Interprets schedule for rule making and calculates rule filing dates based on publication date or projected effective date.

This tool tracks the rule-making process from Notice of Intended Action to adoption.

Filtered to agency's rule makings. Shows filing status & associated documents & action(s).

The tool rule writers should use to build rule-making documents. Click the PDF icon for instructions.

Report of invalid references in rules; shown by agency and/or chapter.

Allows user to manage public hearing locations for agency.

Allows user to manage contacts for agency.

Video recording of most recent Rule Writer training.

Shows a list of IAC annotations; shown by agency and/or chapter. Allows user to view annotations shared by PEO and add their own IAC annotation(s).
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. See Below:

Create a Filing
1. Click **New Filing** in the yellow box in left navigation panel.

2. Select rule-making filing type from the dropdown. (Outlined above in green)
   - 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 (link in left navigation pane).
     - 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** (outlined in red above).
• Responses to filing form fields are intended to generate the preamble to your rule-making 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.

Fill in all required fields on the Filing Info tab. See Filing Info tab instructions on the next page.
Required fields vary based on rule-making filing type. Click the Help icon to view completed sample filing forms.

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

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

Click Save Unfinished Filing to save at any point in the process.
3. Click the Fiscal Impact tab.

- Select Fiscal Impact contact person from the dropdown.
  
  - To add or edit a contact person, save the unfinished filing and select Agency Contacts from the Rule Management Navigation pane at left. Add or remove agency contact(s) as needed, re-open the filing, and the choices in the Contact Person drop-down will be updated accordingly.

- On the Fiscal Impact tab, select the applicable fiscal impact, enter legislation/appropriation associated with the rulemaking, provide an explanation as applicable, and upload supporting documentation if necessary (optional).
  
  - If the last radio button is selected for Impact Criteria (circled below in red), the Upload Explanation(s) field will become required.
4. Click the **Rule Changes & Compilation** tab to generate the preamble and upload the rule-making document.

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.

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

Upload Rule Changes

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

Comments to editors

Submit for filing

- **Submit Filing**
- **Save Unfinished Filing**
- **Cancel**
- **Previous**

Only one rule-making attachment is permitted. If you need to update the document, the previously uploaded 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, the checkbox and submit button will be enabled and the filing may be submitted.
7. When the preamble is reviewed and upload is complete, verify all information, check the box, and click **Submit Filing**. When your filing has been submitted, you will see the following message, along with a confirmation email.

See the Filing Submitted message below:

![Filing Submitted Message](image)

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

![Example Email](image)
**Explanation of Action Icons**

Expand the Action icons from any table. 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.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Year: 2020 (1/1/2020 - 12/31/2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication Date:</td>
<td>12/02/2020 Check this check box to get filings for previous publication date.</td>
</tr>
<tr>
<td>Agencies:</td>
<td>Accountancy Examining Board[193A]</td>
</tr>
</tbody>
</table>

**My Filings**

<table>
<thead>
<tr>
<th>Type</th>
<th>ARC</th>
<th>Short Description</th>
<th>Publication Date</th>
<th>Status</th>
<th>Contact</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/02/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***No filings for the selected publication date***

<table>
<thead>
<tr>
<th>Governor's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

***No filings for the selected publication date***

<table>
<thead>
<tr>
<th>Publications Editing Office (Admin Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>NOIA</td>
</tr>
</tbody>
</table>

For instructions to withdraw a filing, click here.
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 Edit Filing icon. See below:

Once a filing is submitted:

- Notices of Intended Action and Adopted and Filed Emergency filings are routed to the Governor’s Office for pre-clearance before routing to Publications Editing Office (PEO), formerly Admin Code Office.
- All other rule-making types are routed to PEO and appear in the Publications Editing Office (Admin Code) table.

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 from the Filing Info tab:

Click the Click to add public hearing details to enter meeting location, public hearing date, and start and end times.
After clicking the plus sign, you will see the screen below:

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:

Click the pencil icon to edit the public hearing information previously entered.

Click the to remove the public hearing from the filing.
Manage Public Hearing Locations

Public Hearing Locations contains the list of locations available when creating public hearing associations in rule-making filings. Public hearings locations from filings for the past several years have been imported in order to be 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).

- Click the Edit icon (outlined above in green) to fill in missing information for the location; click Save when finished.

- To mark no-longer-used locations as inactive, click the Status icon (outlined in orange above) and then Confirm. See below:
To create a new location, use the button. Enter the new location information in the fields provided and then click Save. You will then see the new location in the table of public hearing locations available 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.

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Location Line1</td>
<td>Location Line2</td>
</tr>
<tr>
<td>Test</td>
<td>Test</td>
<td></td>
</tr>
<tr>
<td>Professional Licensing Bureau Offices</td>
<td>200 E. Grand Ave., Suite 350</td>
<td>Des Moines, Iowa</td>
</tr>
<tr>
<td>Professional Licensing and Regulation Bureau Offices</td>
<td>200 E. Grand Ave., Suite 350</td>
<td>Des Moines, Iowa</td>
</tr>
</tbody>
</table>

Go to the filing where you wish to use the newly added location by clicking My Filings in the left navigation pane and clicking the View/Edit Filing button next to it. The newly added location will be available in the Meeting Location dropdown in the filing form. 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

Filing Info tab:

Contact Person*

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

Click to add secondary contact person/phone/email (optional)

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.

Fiscal Impact tab:

If a contact person is not shown in the dropdown or not available for selection, save the unfinished filing and click Agency Contacts in the left navigation pane to add or edit agency contacts. See Manage Agency Contacts section.
Manage Agency Contacts

Agency Contacts contains the persons available when supplying the rule-making contact person, secondary contact person (if applicable), public comment contact person, and fiscal impact contact person. Agency contacts from filings for the past several years have been imported in order to be accessible for future filings and to maintain complete information when generating records of past filings.

If a contact person is not shown in the dropdown or not available for selection in the filing form, save the unfinished filing and click Agency Contacts in the left navigation pane to add or edit agency contacts. You will see a screen like the one below:

By default, only Active contacts for the agency are displayed. Click All to show all hearing locations. (Outlined in blue on the screen above.)
Click the **Edit** icon next to a contact to change the contact information. Click **Save** when finished. See below:

NOTE

Grayed out fields cannot be edited.

Instructions can be seen in red text in the dialog (above).
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. Enter/edit the necessary information and click **Save** when finished. See below:

Information previously entered for the contact will be filled in.

All fields in this dialog can be edited.
To mark a contact as inactive, click the Status icon and then click Confirm. See below:

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:

Go to the filing where you wish to use the newly added contact by clicking My Filings in the left navigation pane and clicking the View/Edit Filing button next to it. The newly added contact will be available in the Contact person, Secondary contact person (if applicable), Public comment contact person, and Fiscal impact contact person dropdowns in the filing form when creating a rule-making.
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, the filing will reappear in the My Filings section.

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

![My Filings table]

To resubmit the rule-making 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 to resubmit the filing.

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 below in red:

![Withdrawal icon]

You will then see a screen like the one below:

![Request for Withdrawal of Filing]

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”), initiate a phone call or email to the Governor’s Office and PEO 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. See below:

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 (outlined in red below). See below:

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 Rules Management Navigation, click **Rule-Making Records**.

Search for a filing by keyword, ARC number, or chapter number. Adjust the year picker as necessary. Re-organize the table by clicking the underlined column headings to sort the table by that criteria.
FAQ

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

Please email the LSA Project Team at 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 RMS.

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 Governor’s Office or Publications Editing Office (PEO) (formerly Administrative Code Office).

How do I create a filing?

In RMS, click My Filings in the left navigation pane and then click the yellow New Filing button in the top left corner of the screen. Select a rule-making type from the dropdown. Supply information in all required fields, check the box and click Submit Filing.

How do I determine the status of my filing?

The status of filings will show in the My Filings table in RMS.

Filings in the Governor’s Office table are in 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, the filing must be returned to the Agency in order for information in the filing form to be updated. As long as 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.
I created a draft filing. Where do I find it?

The draft filing will be located in the My Filings table. Status will read “Drafting.”

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 Acts 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 number is assigned by the Governor’s Office upon preclearance.

**All other rule-making types:** ARC number is determined upon PEO’s acceptance of the rule making for publication.

When a filing receives an ARC number, an email is triggered to notify agency of the ARC number.
The Rules Management System (RMS) is the electronic filing system for administrative rules and waivers 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 records and to generate reports:

- **Public page for waiver search**
- **Edit, Delete or View Attachment for a Record**
- **Home Screen- Waivers**
- **Locate a Record**
- **Filing Role for Multiple Agencies**
- **Generate Semiannual Reports**
- **Create a Waivers Record**

**Important Contacts**

**Technical Questions/Assistance:**
LSA Help Desk at 281.6506 or helpdesk@legis.iowa.gov.

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

- Governor’s Office: 515.725.3506
- Administrative Rules Review Committee Legal Counsel: 515.281.6048 Jack Ewing

**Public page for waiver search**
The public-facing page for waiver reports and search capability is: https://www.legis.iowa.gov/law/administrativeRules/additionalInfo/searchWaivers.
Home Screen-Waivers

The waivers home screen displays a record of waivers updated on behalf of agency(ies) indicated. From the Rules Management System (RMS) Navigation pane, select Waivers (outlined in red below). You will see a page like the one below:

Filing Role for Multiple Agencies

If you have filing permissions for multiple agencies, from the My Filings page, select the agency for which you intend to submit the waiver 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. See example screen below:
Create a Waivers Record

To create a waiver record:

1. Click the **Waivers** link in the left navigation pane in RMS (outlined in blue below).

2. Click **New Waiver** in the yellow box above the left navigation pane (outlined in red below).
3. Complete the record form.

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 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 can be changed, if desired.

Required fields are indicated with a “*”. Hover text is available over all 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.
Edit/Delete or View Attachment for a Record

The 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. The attachment will open in a new browser tab.

**NOTE:** If you do not see the **View Attachment** icon, it means there are no attachments to the selected record.

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**Waivers/Variations Record**

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

Specify a date range to view all waivers/variations 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:**

---

Locate a Record

In the Rules Management System navigation pane at left, 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 search phrase (keyword(s)), or by rule number. Change the sort order of the table by clicking underscored column headings to resort by that criteria.
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 on top of the table (Outlined in red on the screen below.)

Waivers/Variances Record

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

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

Start Date: 01/01/2020
End Date: 01/01/2021
Search Phrase: 
Rule Number: 

<table>
<thead>
<tr>
<th>Rule number</th>
<th>Topic</th>
<th>Agency Ref. No.</th>
<th>Request Submitted</th>
<th>Disposition Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>761-4.1</td>
<td>General provisions.</td>
<td>751</td>
<td>11/06/2020</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>751-601.5</td>
<td>Proofs submitted with application.</td>
<td>2019-47</td>
<td>12/16/2019</td>
<td>12/30/2019</td>
<td>Denied</td>
<td></td>
</tr>
<tr>
<td>751-601.5</td>
<td>Proofs submitted with application.</td>
<td>2019-46</td>
<td>12/18/2019</td>
<td>12/26/2019</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
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:

- **What are “non-rule-making submissions”?**
- **Log in to Rules Management System**
- **Non-Rule-Making Submissions**
- **Submit for Publication in IAB**
- **Edit/Submit Unfinished Draft**
- **Confirmation of Submission**
- **Submission Returned with Feedback**

**Important Contacts**

**Technical Questions/Assistance:**

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

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

- Governor’s Office: 515.725.3506
- Administrative Rules Review Committee Legal Counsel: 515.281.6048  Jack Ewing
- **Publications Editing Office (PEO)**, formerly the Administrative Code Office: 515.281.3355
What are “non-rule-making submissions”?

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

Non-rule-making document types include 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 (RMS)

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

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.

Click the PDF icon to pull up instructions for application.

Click the Rules Management System link to launch the application.
Non-Rule-Making Submissions

In the Rules Management System, select Non-Rule-Making Submissions in the left navigation pane. You will see all of the non-rule-making 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 non-rule-making 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 the non-rule-making submissions for the selected publication date.
Submit for Publication in IAB

To submit a non-rule-making document for publication in the Iowa Administrative Bulletin (IAB), select Non-Rule-Making Submissions in the left navigation pane and then click the yellow New Submission button in the upper left. (To reset the record form at any time, click the Reset Form button in the same location.) You will see a screen like the one below:

![Non-Rule-Making Submissions form]

Select a publication date from the publication date dropdown (outlined in red above). For your information, the submission deadline for the selected publication date will 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 allowed to submit for publication.

Fill in all required fields (denoted with “*”), upload the non-rule-making document(s), check the Submit for publication checkbox, and then click the Submit for Publication button.

You can save an unfinished Non-Rule-Making 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 the **Submit for Publication** button. See below:

![Table of Agency Submissions with Edit Submission and Submit for Publication options highlighted.]

**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.
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In addition, a confirmation email should be received:

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Submission Successful
Fri 11/6/2020 3:06 PM
linc-alerts@legis.iowa.gov
SUBMITTED - Non-rule-making submission in RMS
To: LSPProjectTeam

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: 
- CC:

Please do not reply to this email as this email account is not monitored.
```
Upon submission of the Non-Rule-Making 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:

**Submission Returned with Feedback**
If PEO returns the submission record with feedback or a request, return to RMS, click Non-Rule-Making Submissions in the left navigation pane, make sure the publication date for which the document was submitted is selected in the publication date dropdown. See example screen below:

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 non-rule-making document is shown below:

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: