



**Ohio Legislative Service Commission  
Electronic Rule Filing System  
Personal Identification Number (PIN) Selection Form**

A Personal Identification Number (PIN) must be selected by the Director or President of each rule-filing agency, college, and university and used to electronically execute all of the following rule-filing actions on the electronic rule-filing website (<https://erf.registerofohio.state.oh.us>):

- Final filings of all types of rule packages
- Five-year review (no change) filings
- Emergency rules
- Withdrawals of proposed or final-filed rules

No agency, college, or university may electronically execute any of these filing actions on the website without its Director's PIN. How the Director supplies the PIN at the time of filing is a matter for the Director's discretion. But LSC encourages each Director to take measures to ensure the PIN's security. The offices of LSC, JCARR, and the Secretary of State assume that all electronic filings for which the PIN is supplied are official and have received the Director's approval, the same as a signed paper document.

The PIN takes the place of the Director's signature on paper copies of rules, cover letters, and withdrawal letters. Its use certifies that electronically filed rules are true and accurate copies of the rules adopted by the Director's agency, college, or university.

**Designate the Director's PIN in the following space:**

The PIN must be at least four, and no more than eight, characters in length. It may contain any combination of letters or numerals, and it will not be case-sensitive. The PIN will be entered into the ERF system exactly as designated in the above space. Record this PIN in a secure manner for internal use.

\_\_\_\_\_  
Agency Name (Type or Print)

\_\_\_\_\_  
Agency Director's Name (Type or Print)

\_\_\_\_\_  
Agency Director's Signature and Date

\_\_\_\_\_  
Agency Director's Title (Type or Print)

The agency Director personally must sign this form for the Director's PIN to be activated. For security purposes, LSC cannot activate a PIN if the Director does not sign and date the form, cannot activate a PIN based on a facsimile signature or the signature of anyone else, and cannot activate a PIN based on telephone or e-mail correspondence. Deliver this completed form, preferably by courier, to:

**Lisa Rodriguez  
Electronic Rule Filing Help Desk  
Ohio Legislative Service Commission  
77 South High Street, 8th Floor  
Columbus, OH 43215-6136**

Do **not** fax this form. For assistance, call the ERF Help Desk: (614) 387-2078