Electronic Rule-Filing System User Guide

Pre-Release Version

Filing of Ohio Administrative Rules and Rule-Related Documents

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1.0 Introduction

The Legislative Service Commission (LSC) is releasing an updated version of the Electronic Rule-Filing (ERF) System on August 21, 2017. The new system introduces enhanced functionality, an updated Rule Summary and Fiscal Analysis (RSFA), and a clean new look.

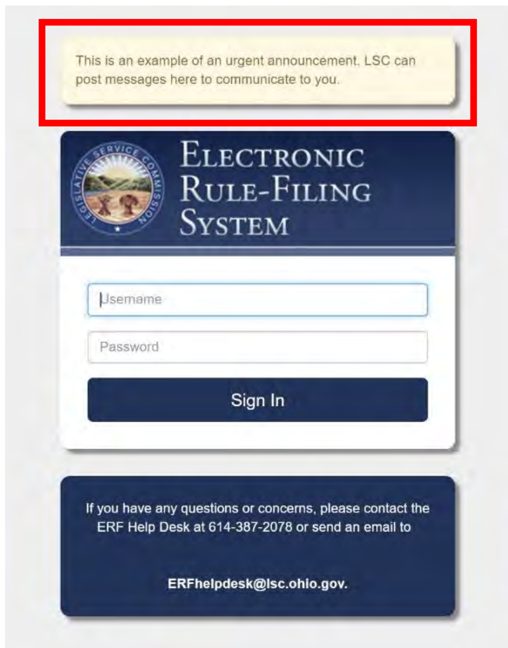
The work needed to prepare and file a rule has not fundamentally changed. However, the pages used to complete this work have been streamlined and condensed into three main pages.

1. All packages are listed on the **Package Dashboard** page which is the initial page the filer will see after logging in.
2. When a package is opened, the **Package Management** page lists all rule numbers assigned to the package. The prepare buttons and red File button are found on this page.
3. When a rule is opened, answering questions and uploading documents will be done on a single page known as the **Rule Management** page.

2.0 Login

The ERF System URL is: https://erf.registerofohio.state.oh.us

If LSC or the Joint Committee on Agency Rule Review (JCARR) has an urgent message to communicate to filers, that message will appear in the box at the top of the login page.

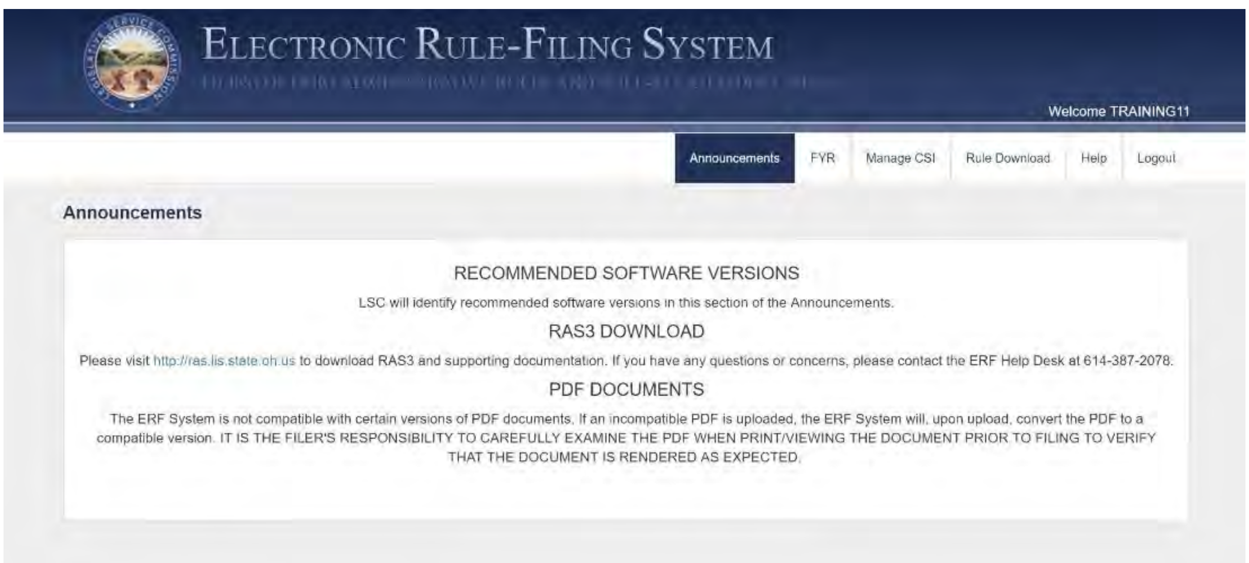


3.0 Menu Items

Once logged in to the ERF System, there are a series of menu options available. These include: Announcements, FYR, Manage CSI, Rule Download, Help, and Logout.

3.1 Announcements

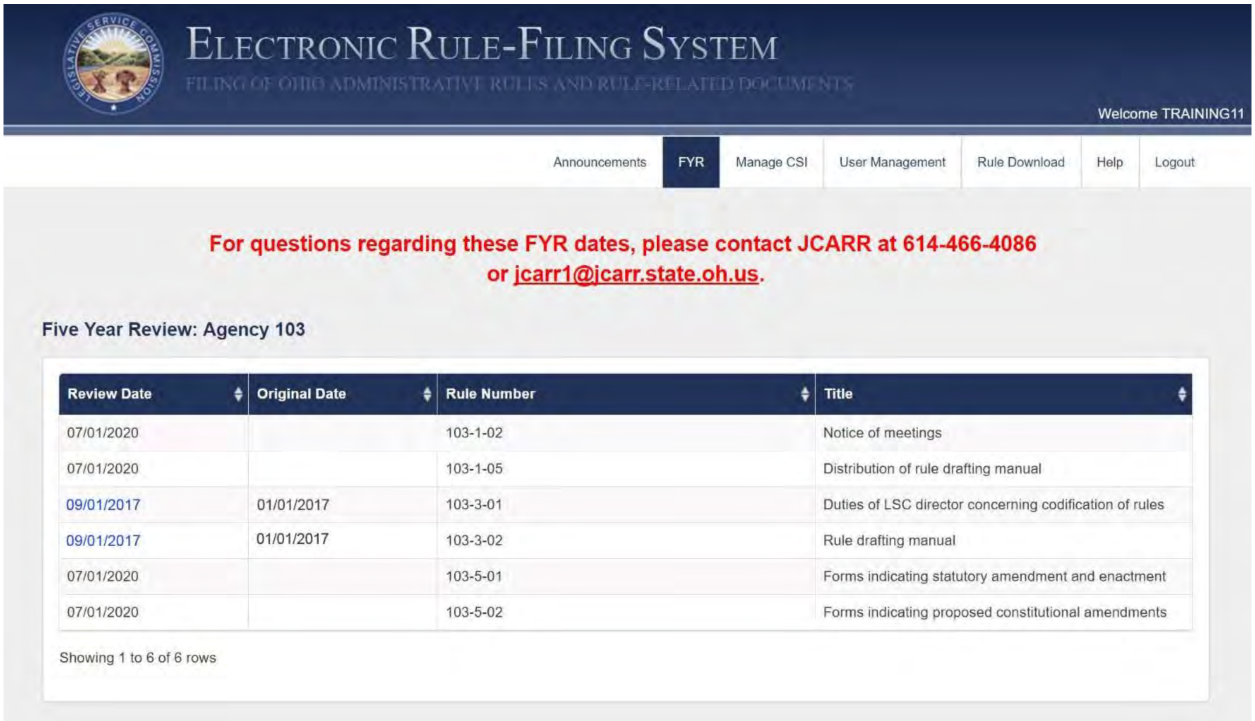
Information that LSC and JCARR need to communicate to filers will be available on this page. When new information is made available, an urgent message will be posted on the login page directing filers to check the Announcements page for new information.



3.2 FYR

The Five Year Review (FYR) page displays FYR dates for the agency's rules. Information available on this page includes the Review Date, Original Date, Rule Number, and Rule Title. Each of these columns can be sorted by clicking the sort icon in the column header.

If an agency has requested an FYR date extension and JCARR has granted it, the new FYR date will appear in blue in the Review Date column and the initial FYR date will appear in the Original Date column.



Review Date	Original Date	Rule Number	Title
07/01/2020		103-1-02	Notice of meetings
07/01/2020		103-1-05	Distribution of rule drafting manual
09/01/2017	01/01/2017	103-3-01	Duties of LSC director concerning codification of rules
09/01/2017	01/01/2017	103-3-02	Rule drafting manual
07/01/2020		103-5-01	Forms indicating statutory amendment and enactment
07/01/2020		103-5-02	Forms indicating proposed constitutional amendments

A filer should contact JCARR if there are any questions about the information on this page.

3.3 Manage CSI

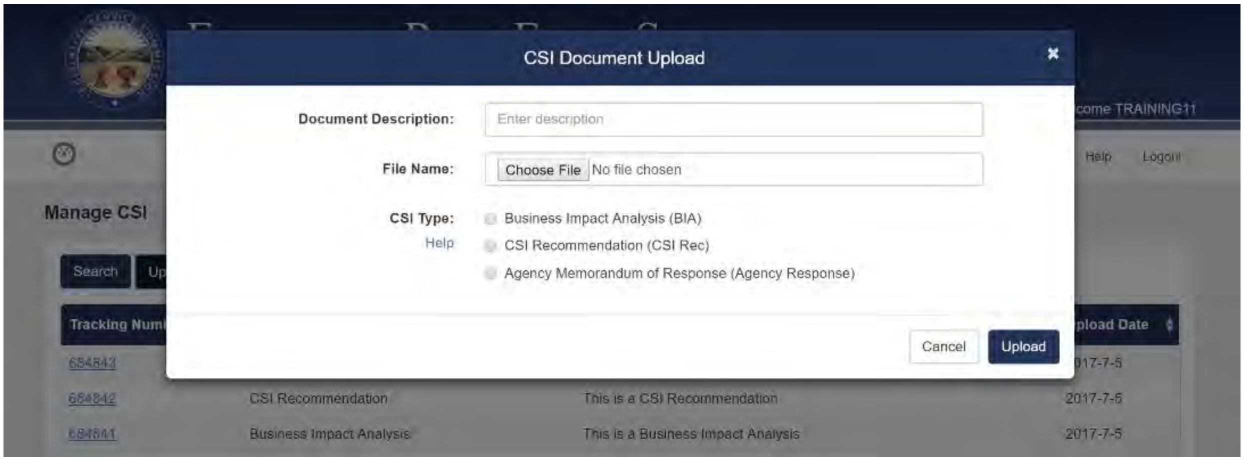
The Manage CSI page is used to upload, search for, and access the agency's Common Sense Initiative (CSI) documents. Information available on this page includes: Tracking Number, Document Type, Description, and Upload Date. Each of these columns can be sorted by clicking the sort icon in the column header.

Tracking Number	Document Type	Description	Upload Date
684843	Agency Memorandum of Response	This is an Agency Memorandum of Response	2017-07-05
684842	CSI Recommendation	This is a CSI Recommendation	2017-07-05
684841	Business Impact Analysis	This is a Business Impact Analysis	2017-07-05

Clicking the tracking number link in a row opens a page with information about that document. On this page, a filer can see if the CSI document has been linked to a package and can also change the description given to the document. The tracking number on this screen is also a link and clicking that link will open the PDF of the CSI document. If a document has not yet been linked to a package, it can be deleted on this screen.

Clicking the **Search button** allows a filer to search for uploaded CSI documents based on a keyword included in the document description or a specific tracking number.

An upload button is available that allows a filer to upload a new Business Impact Analysis (BIA), CSI Recommendation, or Agency Response document. When a filer clicks the **Upload Document button**, a dialog appears that allows the filer to enter a document description, upload the file, and designate the CSI document type.



3.4 Rule Download

The Rule Download menu option currently takes a filer to the existing Rule Request page of the Rule Filers Website. An update to the rule request and download functionality is coming in Phase 2 of the ERF update project.

3.5 Help

LSC will post various help items on this tab.

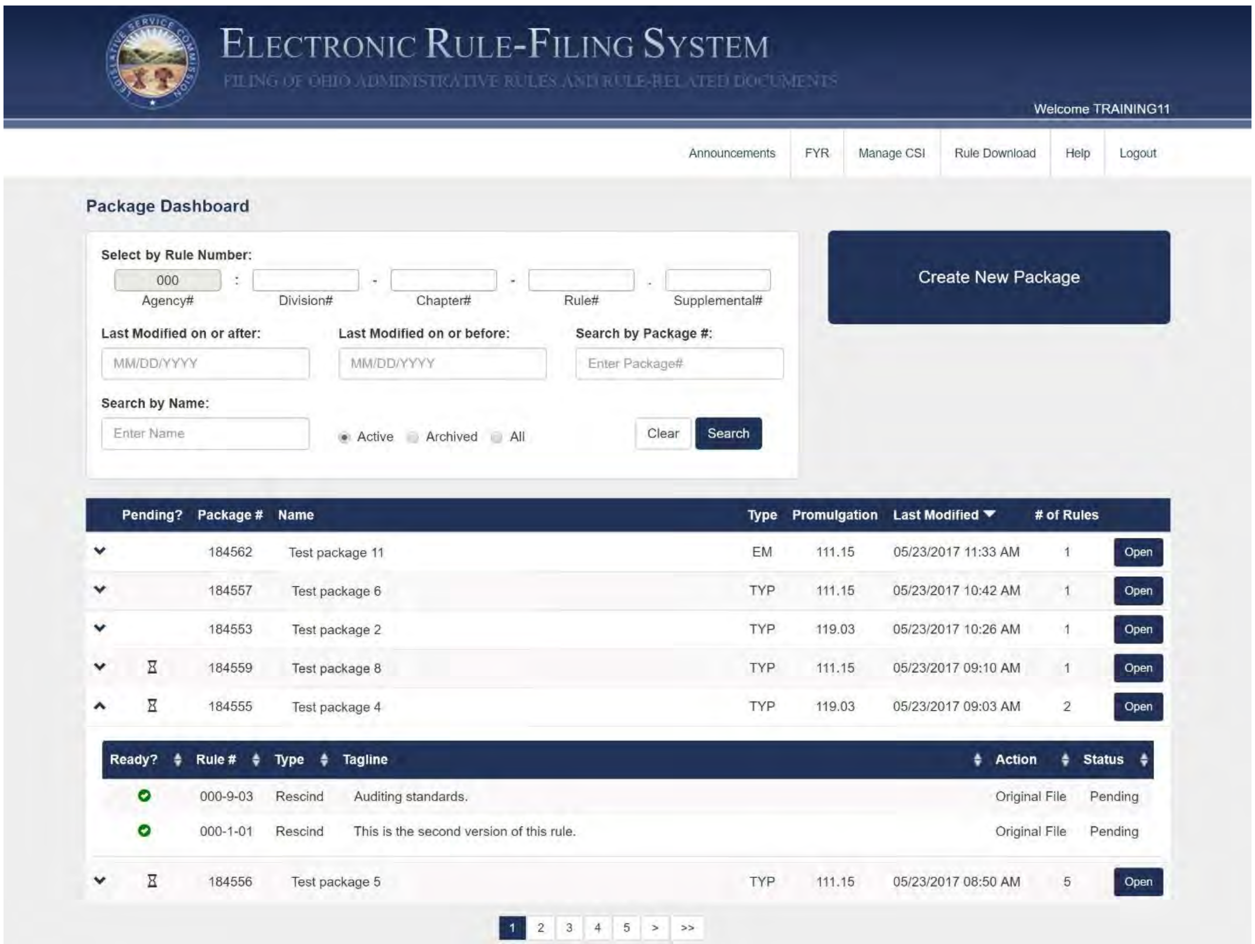
3.6 Logout

The Logout menu option will log the filer out and return the filer to the ERF System login page.

4.0 Package Dashboard

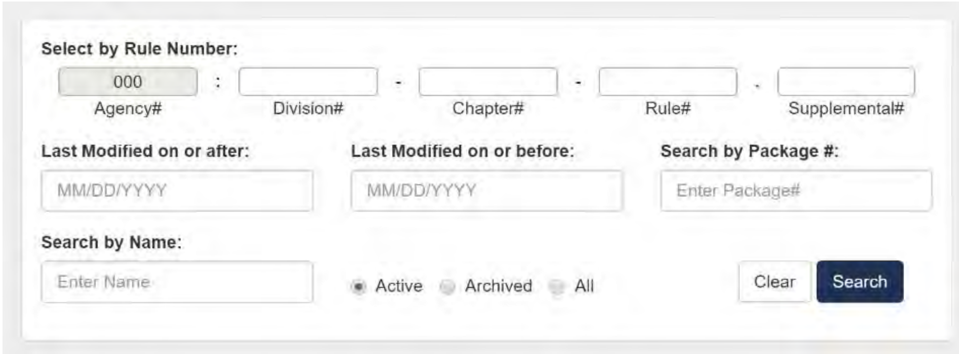
4.1 Package Dashboard - Overview

The default page a filer lands on after logging in is the Package Dashboard page. All filers will see a search panel in the upper left portion of the page, a **Create New Package button** in the upper right corner, and a listing of the packages they have access to on the bottom portion of the page. Also, Authorized Contacts will see an **Archive button** directly below the **Create New Package button**. At the very bottom of the page, the user can jump between pages of the package listing.



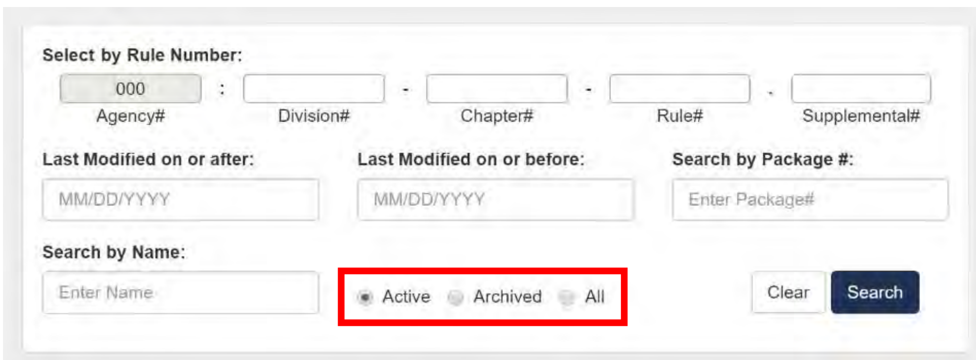
4.2 Package Dashboard – Search Panel

The search panel appears at the top of the package dashboard and the packages that are listed in the results panel below will only include those packages that match the search criteria entered. Search criteria include: rule number or any part of a rule number, last modified date ranges, package number, and package name.



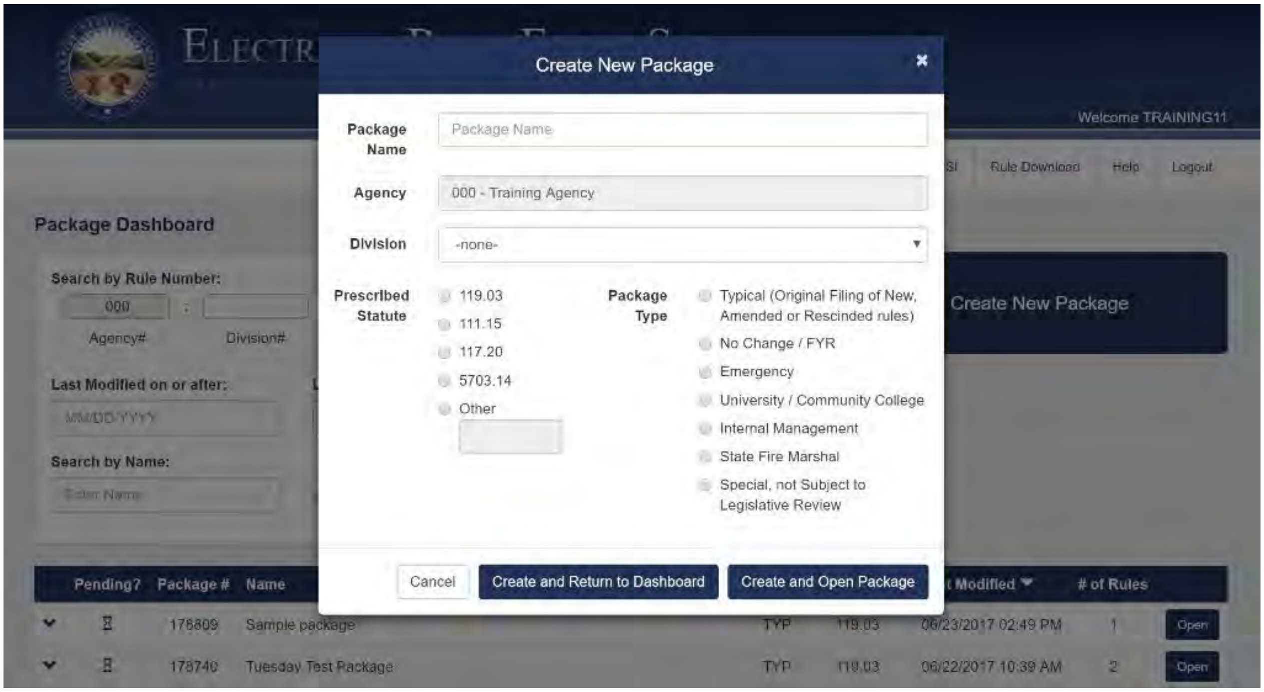
If a filer only wants to see packages that include a specific rule number, they can enter that rule number and search. Or, if they know either the package number or all or part of the package name, they can enter this information and the system will display only those packages matching the criteria.

The **Active radio button** and **Archive radio button** are found at the bottom of the search panel. By default, when the package dashboard first loads, it shows only active packages. The filer can change the setting to show only archived packages or both types of packages by selecting a different radio button. More information on archiving is provided below.



4.3 Package Dashboard – Create New Package

To create a new package, a filer clicks the **Create New Package button** which opens a dialog to enter the package information. The filer will enter the package name, select a division if necessary (the agency number field is completed by default based on the username the filer is logged in with), and select the prescribed statute and package type. The filer then has the option of either **Create and Return to Dashboard**, returning the filer to the package dashboard page where the newly created package can be accessed, or **Create and Open Package** which immediately puts the filer in the package.

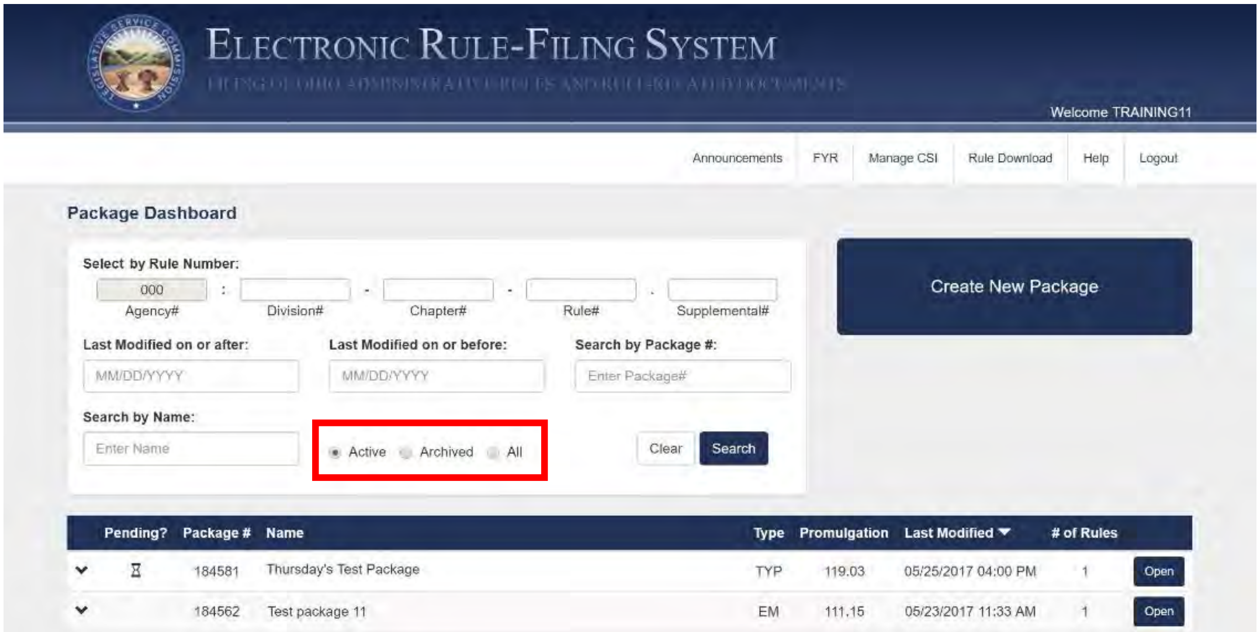


Taxation filers can create a package with a promulgation statute of “Other” for which they enter “119.03” as the statute. The ERF System allows this because Agency 5703 can now file rules promulgated under 119.03 without requiring a public hearing notice. This is the only way this type of filing can be filed in the ERF System. All other agencies will select the 119.03 radio button for a 119.03 package.

When creating a new package, if the filer selects the Internal Management (IM) radio button before selecting a Prescribed Statute, the system will automatically select the 111.15 radio button. This is done as a convenience for the filer as this is the expected statute for an IM package. However, the filer can select any promulgation statute radio button for all other package types.

4.4 Package Dashboard – Archive

Agency Authorized Contacts can archive packages which is a way to “hide” packages from the package dashboard, setting aside packages the agency is no longer actively working on. Archived packages are not deleted or altered in any way; they simply will not show in a search result unless the user selects the “Archived” or “All” radio buttons on the search panel. By default, when the package dashboard is first opened, it shows only active packages. The filer can change the setting to show only archived packages or both types of packages by selecting a different radio button. (When the Authorized Contact archives a package, it will appear as archived for all agency users.)

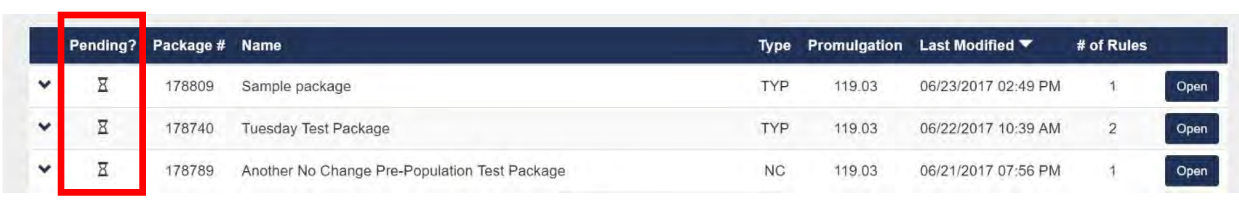


If the Agency Authorized Contact is not known for a particular agency, contact the ERF Help Desk for assistance.

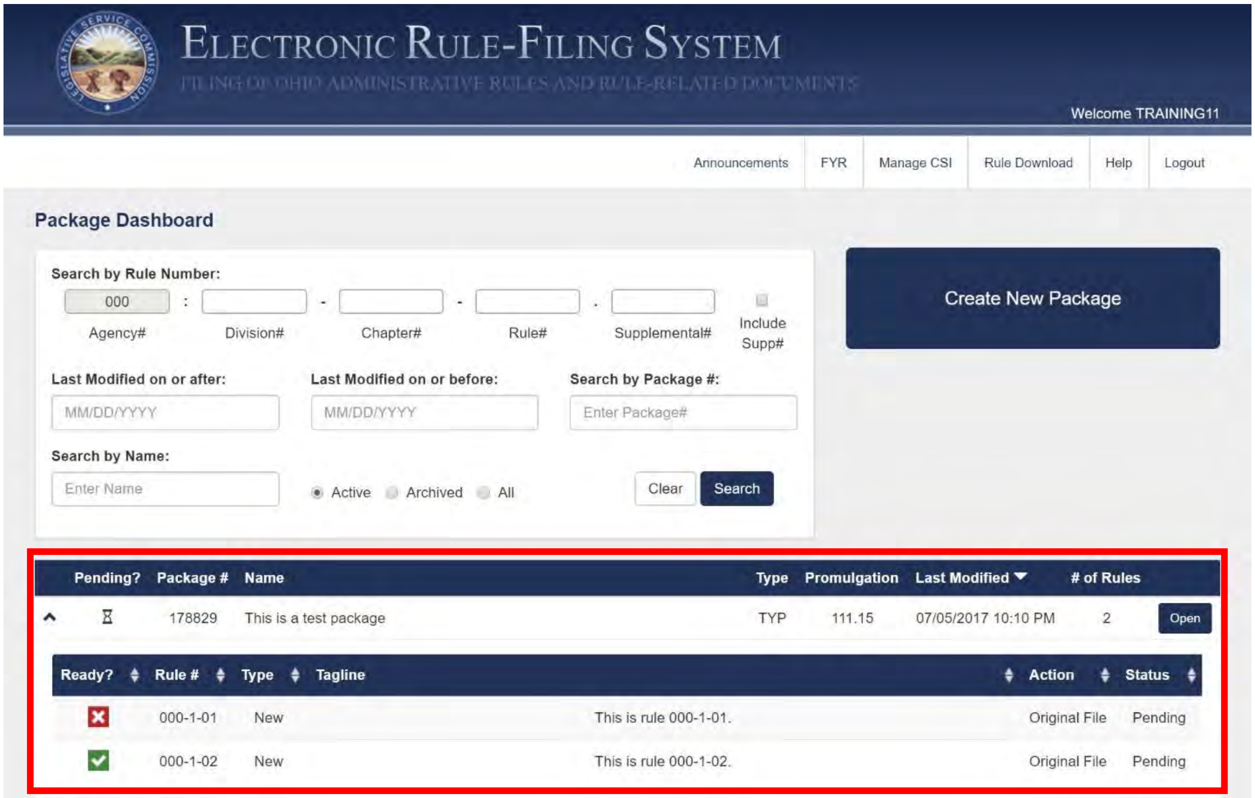
4.5 Package Dashboard – Package Listing

The package listing includes the following columns: Expand/Collapse icon, Pending icon, Package Number, Package Name, Package Type, Promulgation Statute, Last Modified Date/Time, Number of Rules, and an Open button. The column headers are clickable and will sort the package listings by the header selected.

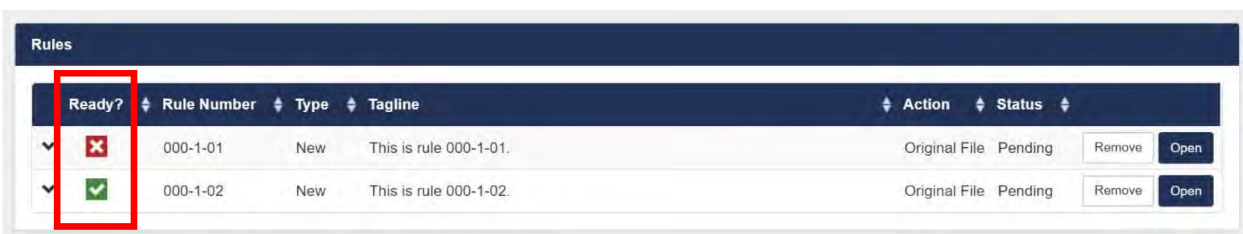
The “Pending?” indicator column will either display an hourglass icon or will be blank. If the hourglass icon is present, it means at least one rule in that package is in a pending state (Original File – Pending, for example). If all of the rules in the package are in a filed state (Original File – Filed, for example), or if there have not yet been any rules assigned to the package, nothing will be displayed in this column.



If a filer would like to quickly check the contents and status of a package, the filer can click the down arrow in the far left column of the package row. The package information will expand to show each rule in the package, displaying a ready indicator, the rule number, rule type, rule tagline, action, and status.



The "Ready?" column will have either a green check icon or a red X indicator. If a green check, the filer has answered all questions and uploaded all documents and the rule is ready to be filed. If a red X, the filer has additional questions to answer or documents to upload before the rule is ready to file.



4.6 Package Dashboard – Pagination

The Package Dashboard will display 25 packages by default. Additional packages are accessed using the pagination at the bottom of the page. A filer can use the arrow icons to go to the next or last page or click on any of the page number icons to jump around to the various pages.

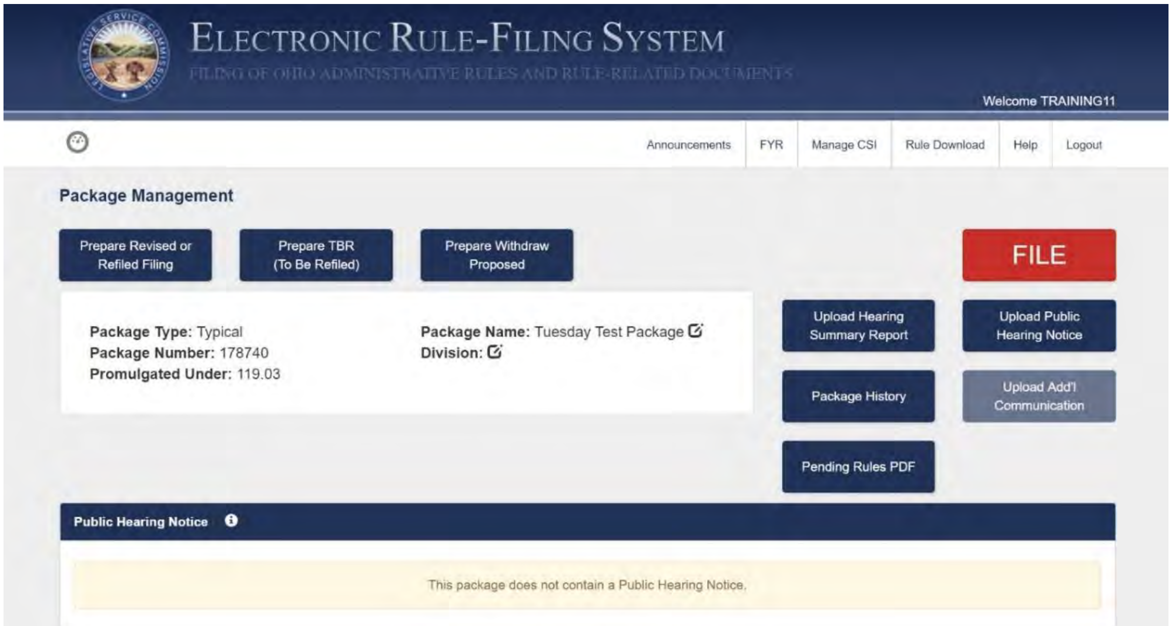
5.0 Package Management Page

5.1 Package Management – Overview

The Package Management page is where a filer will do all the work to prepare a package. The **Prepare buttons** and red **File button** appear at the top of the page. Beneath this is a package information area on the left and action buttons on the right. Package level documents (Public Hearing Notice, Additional Communication, and Hearing Summary Reports) then appear in their own sections. All of the rules in the package are listed below that.

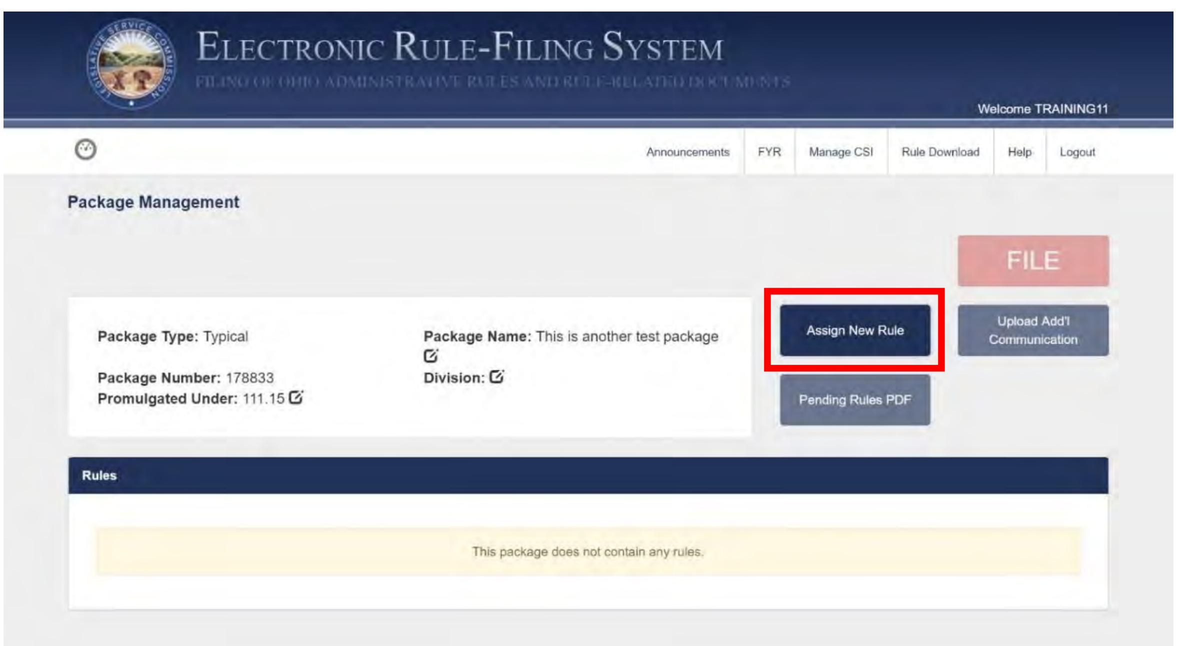
Depending on the status of the package, the system will determine which prepare and action buttons to display.

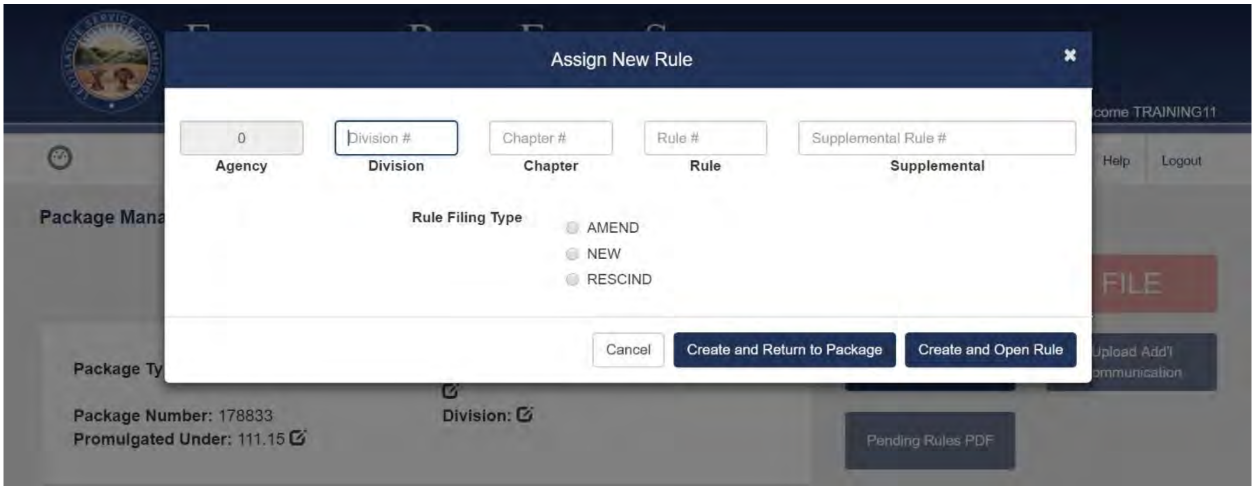
The Public Hearing Notice section will appear for 119.03 documents whether one has been uploaded yet or not. If the public hearing notice has not yet been uploaded, the section will state “This package does not contain a Public Hearing Notice.” The other package level document sections will only appear if one of those document types has been uploaded. These include an Additional Communication and any Hearing Summary Reports.



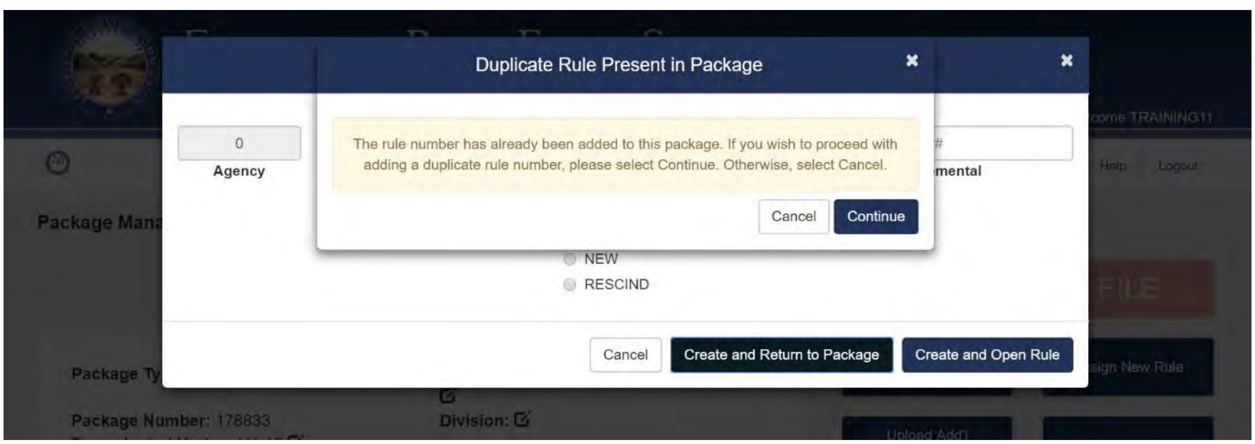
5.2 Package Management – Assign New Rule

Clicking the **Assign New Rule button** will display a dialog that allows the filer to enter the rule number and specify the rule type.





The agency number for the rule is automatically populated based on the agency number assigned to the filer that is logged in. (The screenshot above was created logged in as the training agency which is agency 0.) The filer can then select the **Create and Return to Package button** or can go directly to the Rule Management page for that rule by clicking on the **Create and Open Rule button**. When assigning a new rule to the package, the system checks to see if it has already been added to the package. If a filer tries adding the same rule number of the same rule type to the package a second time, a message will be shown alerting the filer that this is a duplicate. If the filer clicks Continue, the rule will still be added to the package. (NOTE: this check will not be made if the rule number is being added to the package as both a new and rescind rule.)

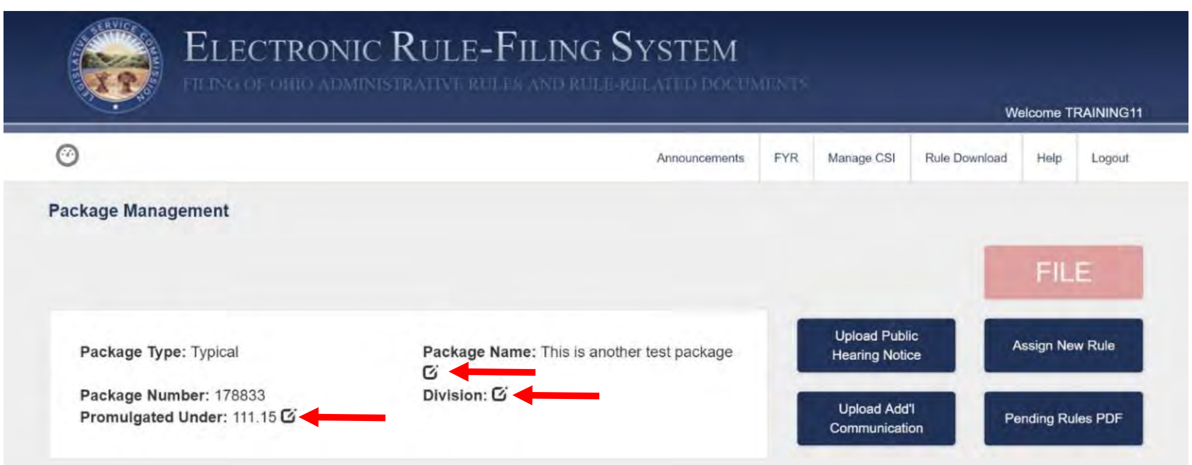


5.3 Package Management – Package Dashboard Navigation Icon

To return to the Package Dashboard, a filer can click on the banner graphic or click on the navigation icon located under the state seal in the ERF System banner graphic. The tachometer is the Package Dashboard page icon.

5.4 Package Management – Change Promulgation Statute, Edit Package Name, Edit Division

A pencil icon appears next to three fields in the package information section that allows a filer to make changes to these fields from the selections made when the package was created.



Until a Typical package has been original filed, the filer can switch the promulgated under statute between 111.15 and 119.03. If a package is in Original File – Pending status and the filer originally selected 111.15 as the promulgated under statute, the filer can change the package to a 119.03 package and a public hearing notice will become a required document in order to file the package.

A filer can also click the pencil icon next to the Package Name and Division fields to edit the name and division that were selected when the package was created. These changes can be made at any time regardless of status.

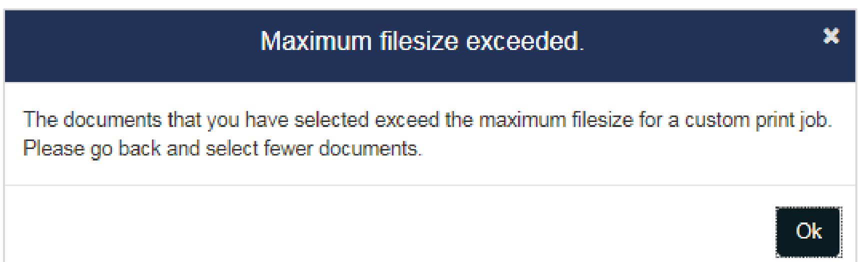
5.5 Package Management – Delete Package

Agency Authorized Contacts have the ability to delete a package if no rules are assigned to it. If rules have been added to the package, and it has not yet been filed, those rules can be removed from the package and then the Authorized Contact can delete it.

5.6 Package Management – Pending Rules PDF

At any time while preparing rules for filing, a filer can generate a single PDF with any combination of the uploaded documents the filer selects. (NOTE: This feature is for pending rules only. Once a rule has been filed, documents can be viewed on the Package History page.) After clicking the **Pending Rules PDF button**, the filer will see a list of all pending rules and the uploaded documents for each. The filer selects the documents to include in the PDF and the system will render it.

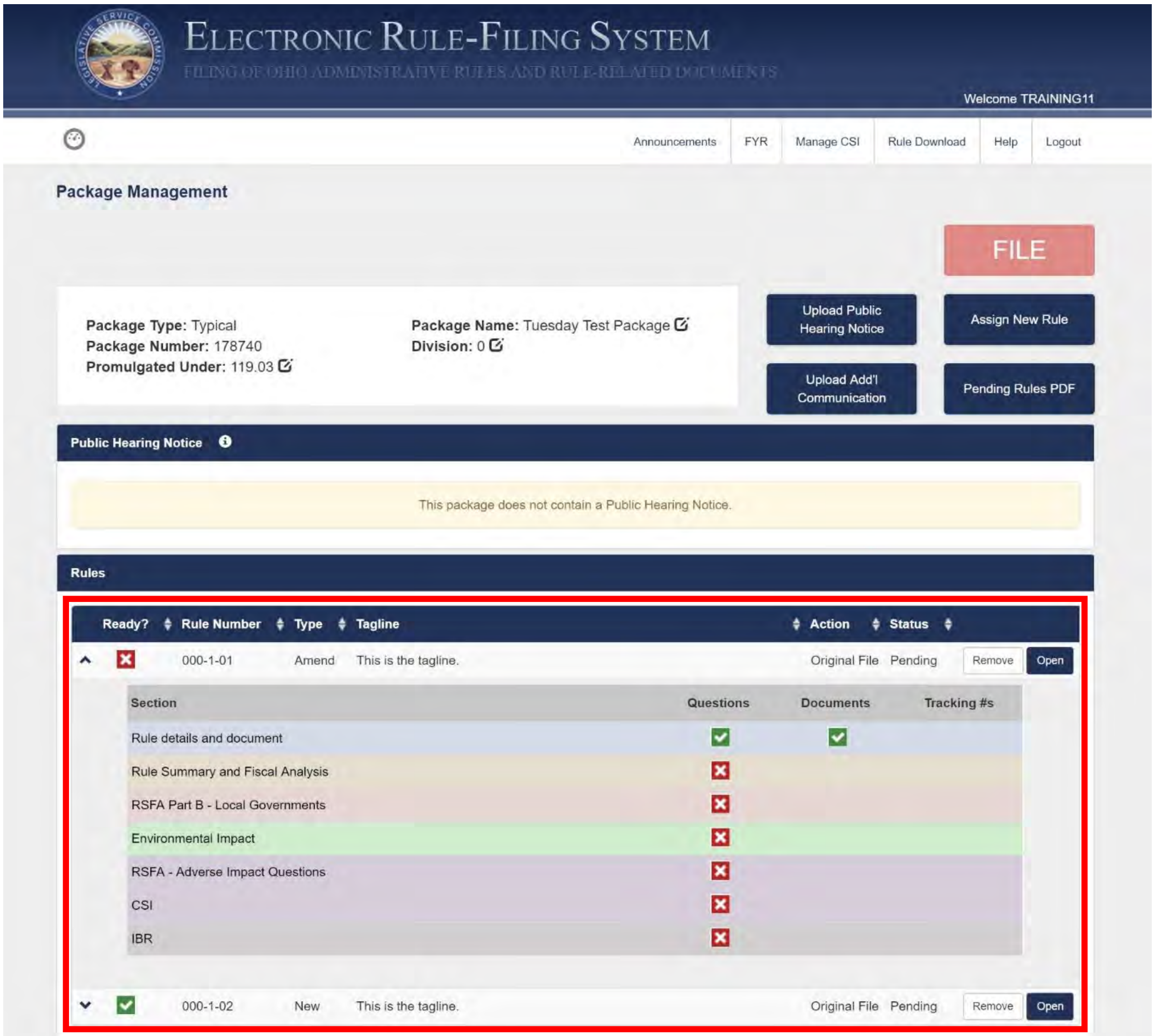
Because the resulting PDF can be quite large, the system will only create the PDF if it is no larger than 100 MB. Depending on the number of documents being requested and whether or not PDFs have been uploaded to the package (appendices, RSFA attachments, etc.), it might not be possible to achieve a single PDF with everything in the package. If the PDF is larger than 100 MB, the filer will receive an error message.



If a filer encounters this message, the filer can go back and select fewer documents. If the filer still needs them combined into one PDF, the filer can generate the smaller PDFs using Pending Rules PDF and then merge the PDFs into one PDF using Adobe Professional or a similar tool.

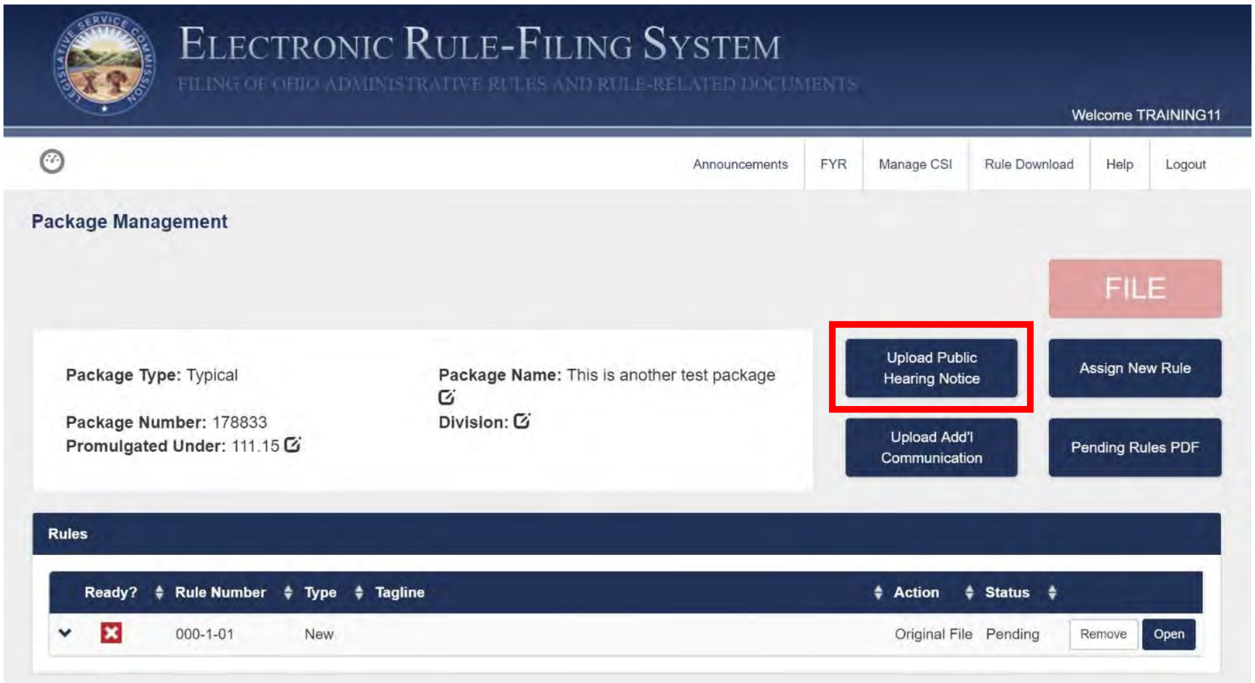
5.7 Package Management – Rule Status

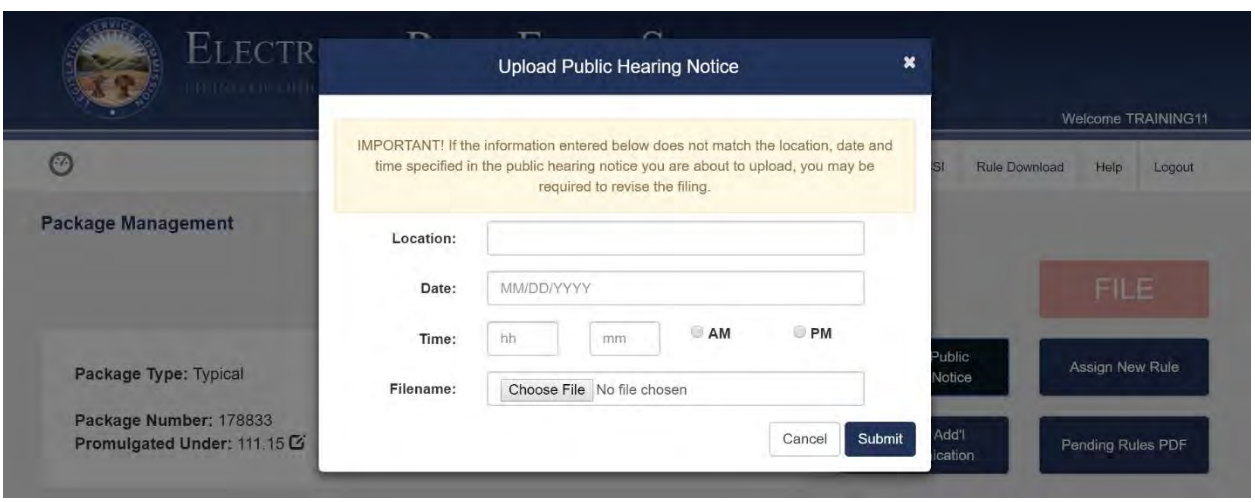
Replacing the Status button in the old ERF System is a quick view of what work remains to be completed for each rule in a package, displayed by clicking the down arrow to the left of the rule number. This expanded display lists each section of the Rule Management page and indicators for each section. A red X icon indicates more work, either answers to questions or documents to upload is needed, and the green check icon indicates all work is completed. (These red/green indicators will match those on the corresponding section header in the Rule Management page.)



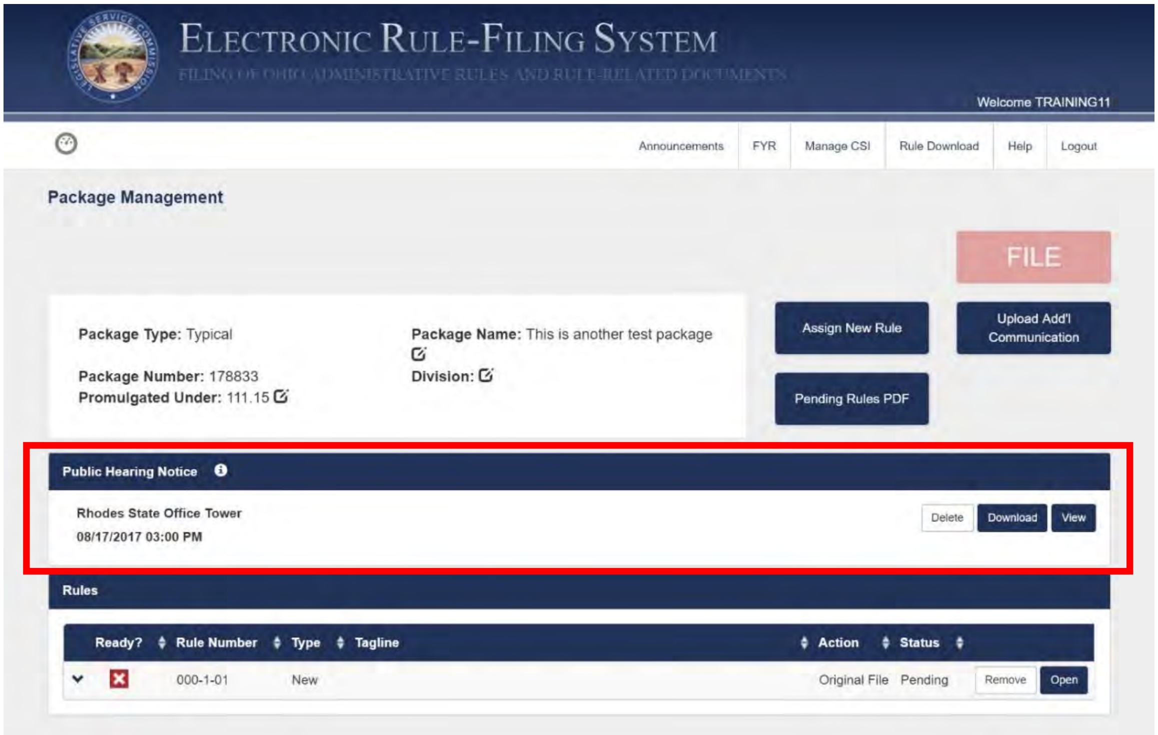
5.8 Package Management – Upload Public Hearing Notice

When the filer clicks the **Upload Public Hearing Notice button**, a dialog opens for the filer to enter the public hearing information. The filer will enter the public hearing location, date, and time and will upload the public hearing notice PDF.



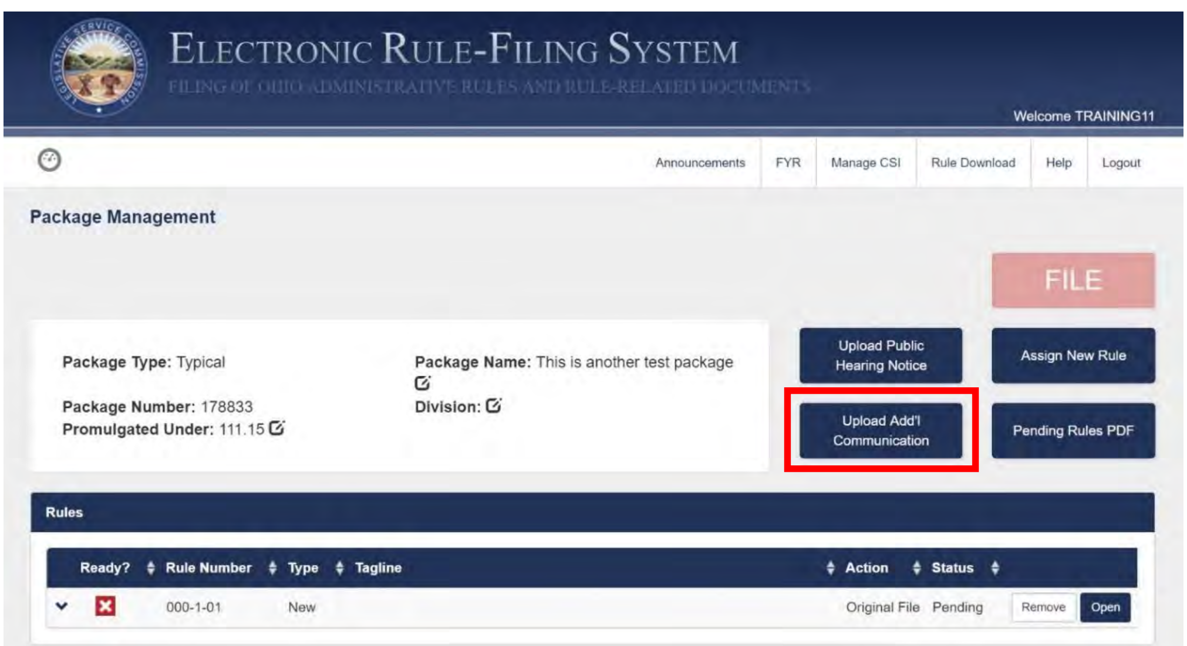


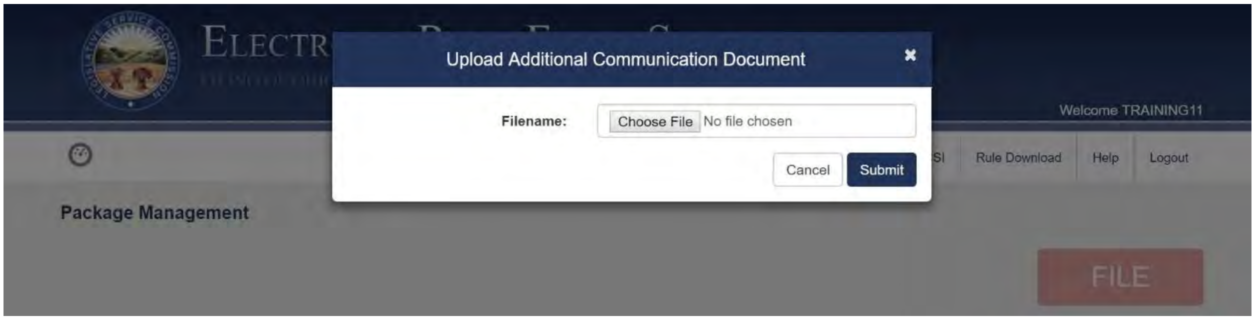
Once uploaded, the public hearing notice information appears in the Public Hearing Notice section of the Package Management page and the notice can be deleted, downloaded, or viewed.



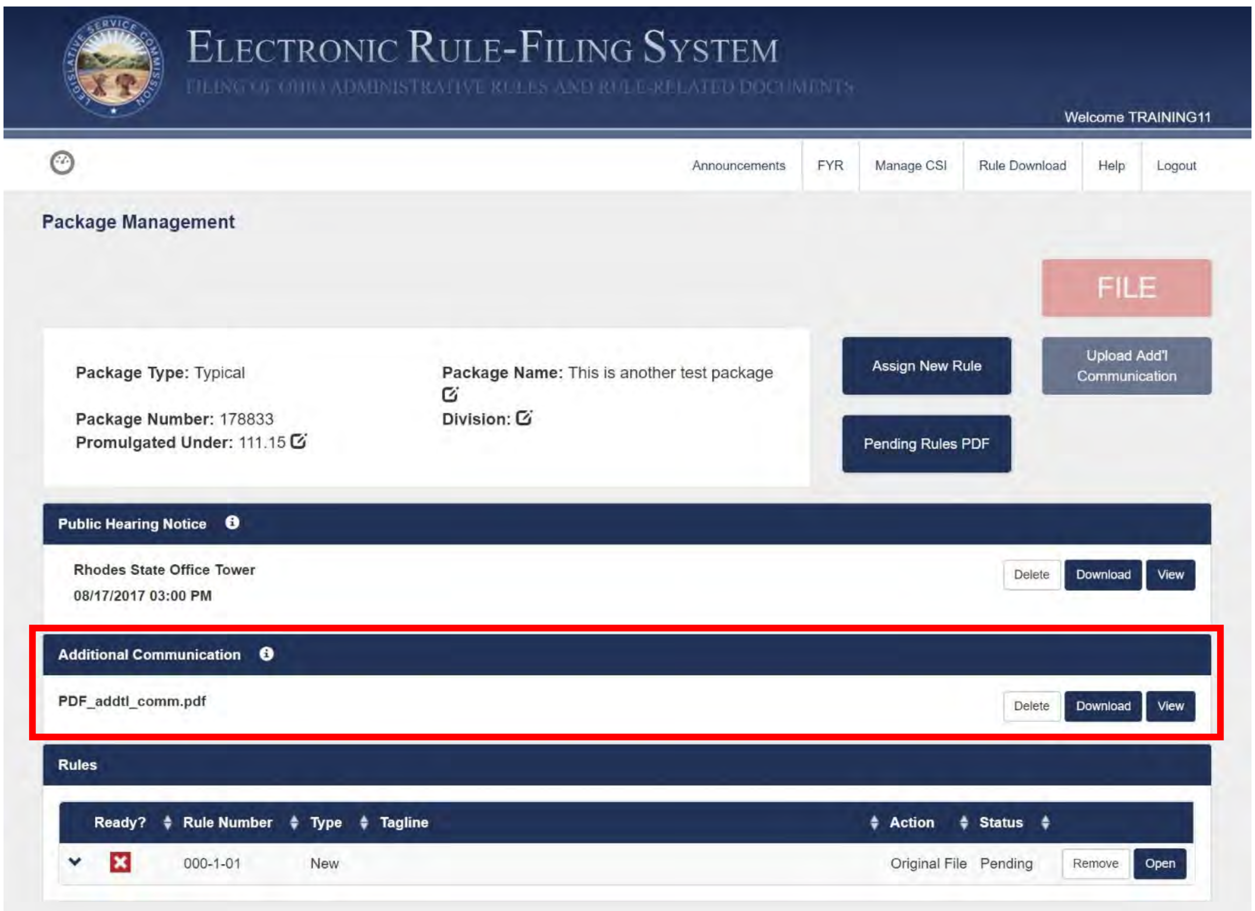
5.9 Package Management – Upload Additional Communication

A filer uploads an Additional Communication document using the **Upload Additional Communication button**.



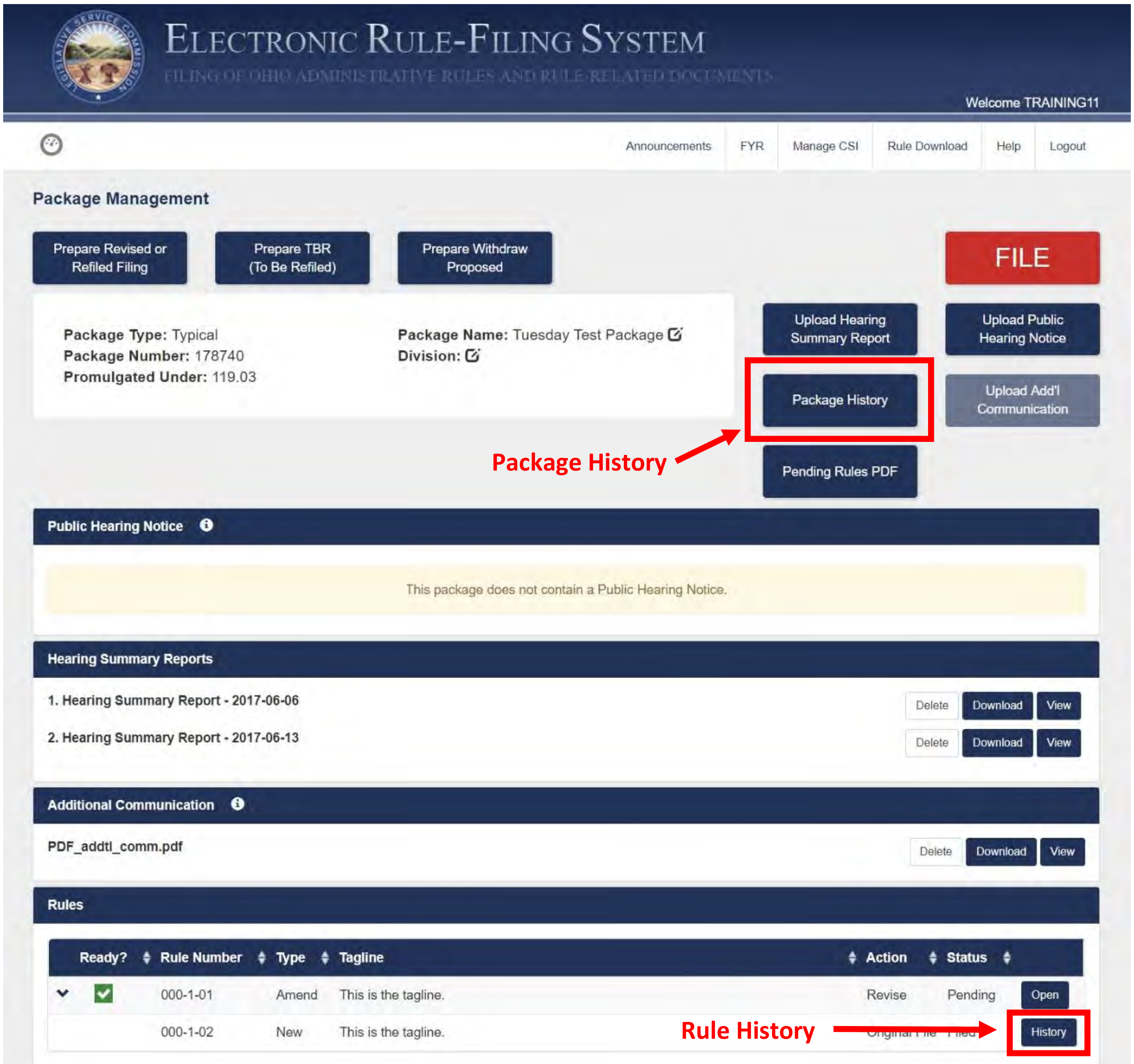


Once uploaded, the additional communication appears in the Additional Communication section of the Package Management page and can be deleted, downloaded, or viewed. Only one additional communication document can be uploaded per package.

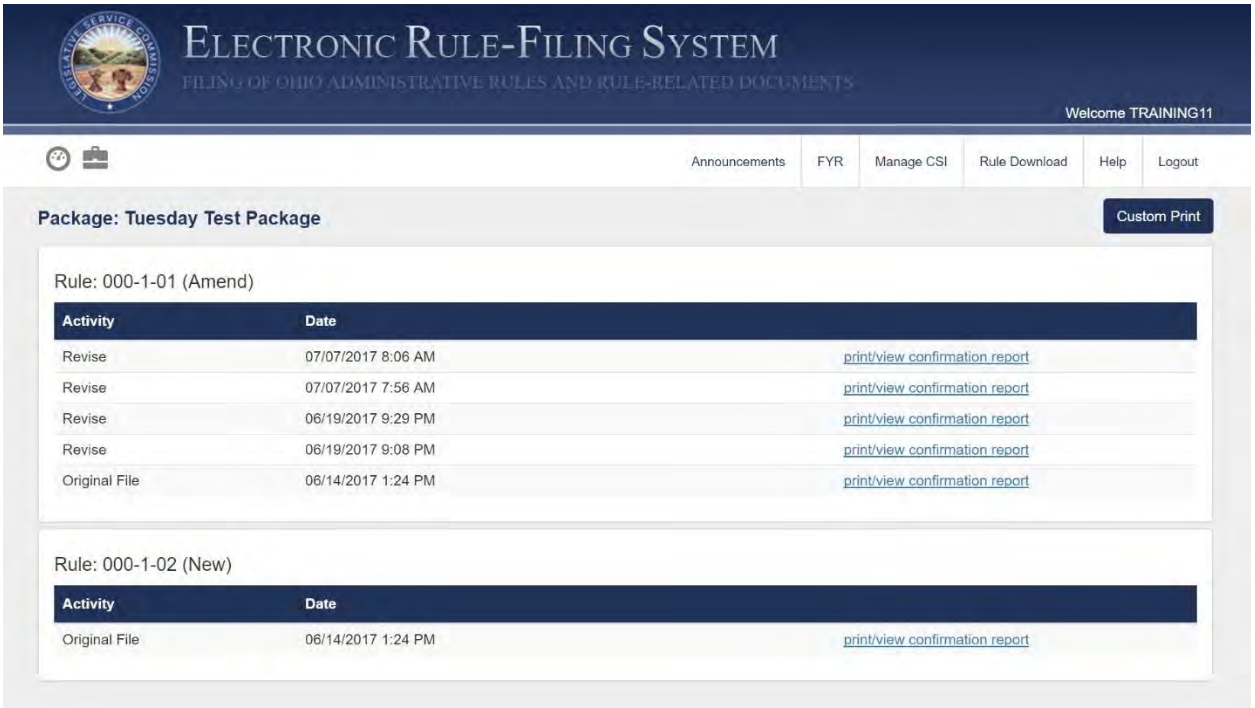


5.10 Package Management – Package History

There are two types of history – package history and rule history.



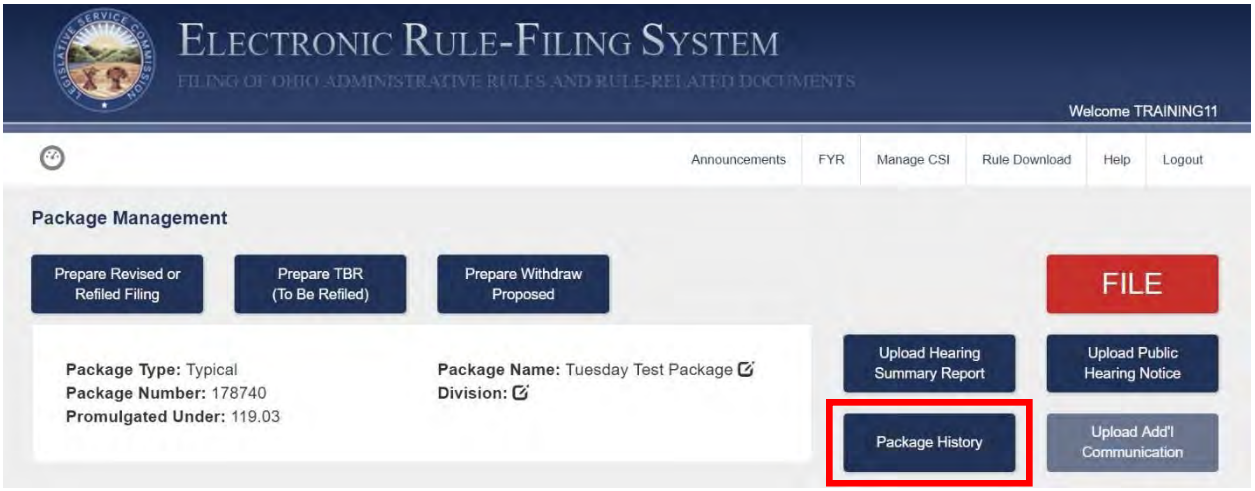
The package history page includes all actions for the package and provides a link to view the Confirmation Report PDF. A filer can also access the **Custom Print button** on this page.

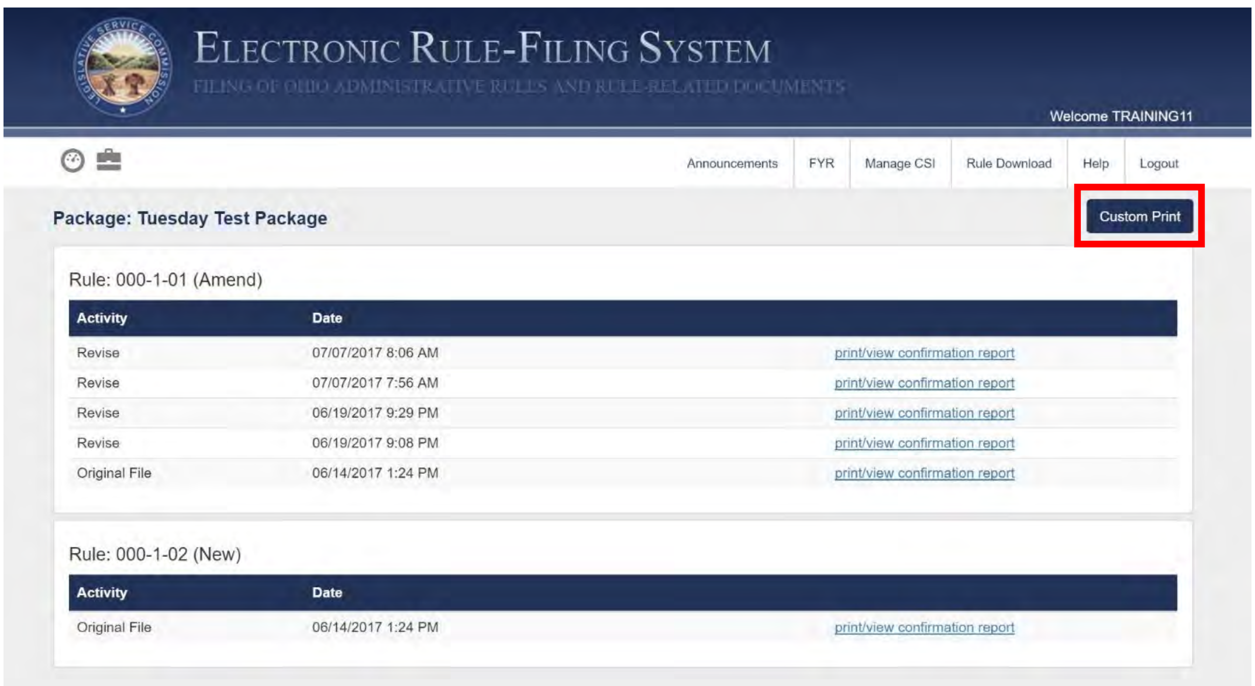


The rule history page includes the documents filed with that rule for that particular action.

5.11 Package Management – Custom Print

A filer can generate one PDF document that includes all or select documents that were filed in a package by using the Custom Print functionality. The **Custom Print button** is available on the Package History screen.

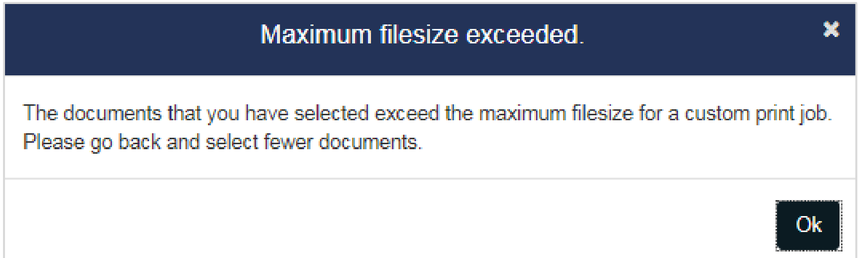

ELECTRONIC RULE-FILING SYSTEM
FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS
Welcome TRAINING11
Announcements
FYR
Manage CSI
Rule Download
Help
Logout
Package Management
Prepare Revised or Refiled Filing
Prepare TBR (To Be Refiled)
Prepare Withdraw Proposed
FILE
Package Type: Typical
Package Number: 178740
Promulgated Under: 119.03
Package Name: Tuesday Test Package
Division:
Upload Hearing Summary Report
Upload Public Hearing Notice
Package History
Upload Add'l Communication


ELECTRONIC RULE-FILING SYSTEM
FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS
Welcome TRAINING11
Announcements
FYR
Manage CSI
Rule Download
Help
Logout
Package: Tuesday Test Package
Custom Print
Rule: 000-1-01 (Amend)
Activity
Date
Revise 07/07/2017 8:06 AM print/view confirmation report
Revise 07/07/2017 7:56 AM print/view confirmation report
Revise 06/19/2017 9:29 PM print/view confirmation report
Revise 06/19/2017 9:08 PM print/view confirmation report
Original File 06/14/2017 1:24 PM print/view confirmation report
Rule: 000-1-02 (New)
Activity
Date
Original File 06/14/2017 1:24 PM print/view confirmation report

After clicking the **Custom Print button**, the filer will see a list of all filed actions and must select the desired action.

The filer will then see a list of all rules filed as part of that action and the filed documents for each. The filer will click to select the documents that should be included in the combined PDF and the system will render it.

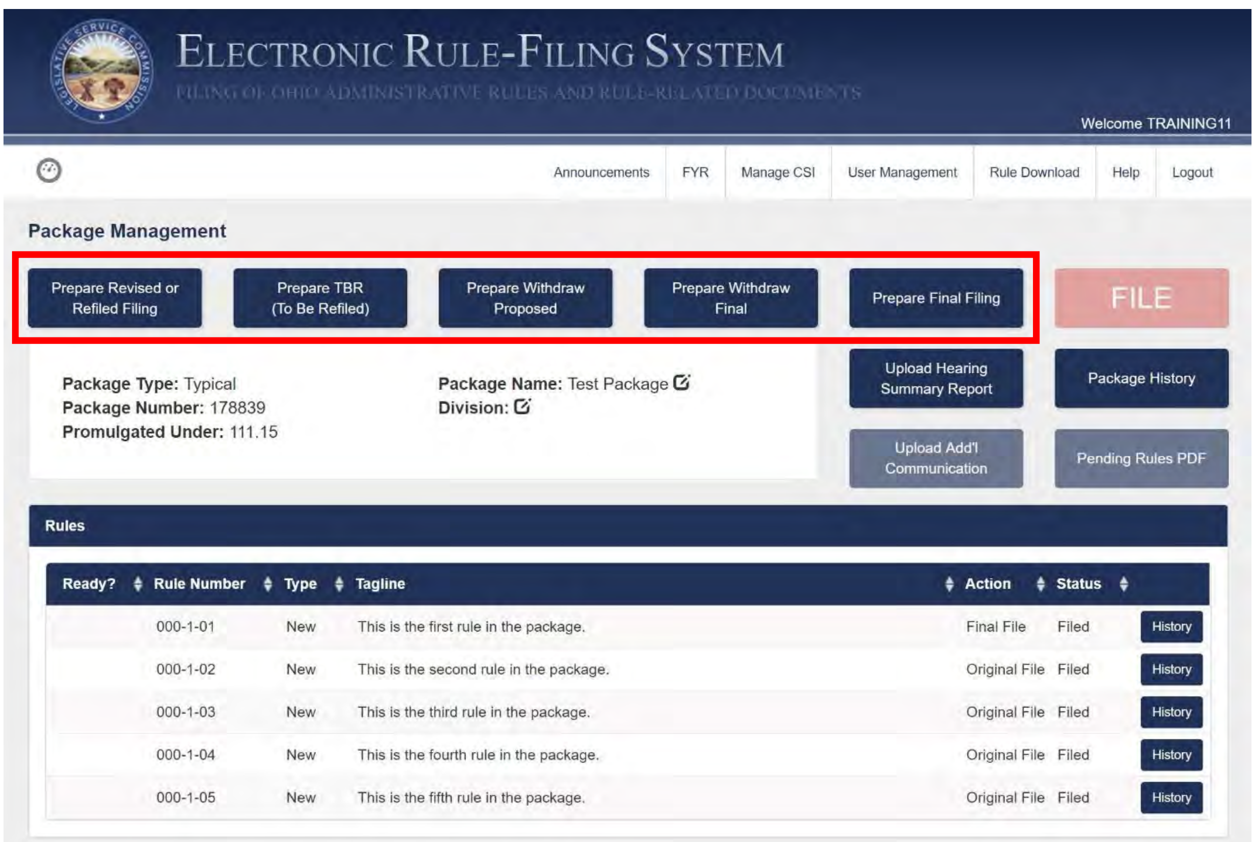
Once the **Submit button** is clicked, the system will render a single PDF that includes all of the selected documents. Because the resulting PDF can be quite large, the system will only create the PDF if it is no larger than 100 MB. If the PDF is larger than 100 MB, the filer will see this message:



If a filer encounters this message, the filer can go back and select fewer documents. If the filer still needs them combined into one PDF, the filer can generate the smaller PDFs using Custom Print and then merge the PDFs into one PDF using Adobe Professional.

5.12 Package Management – Prepare buttons

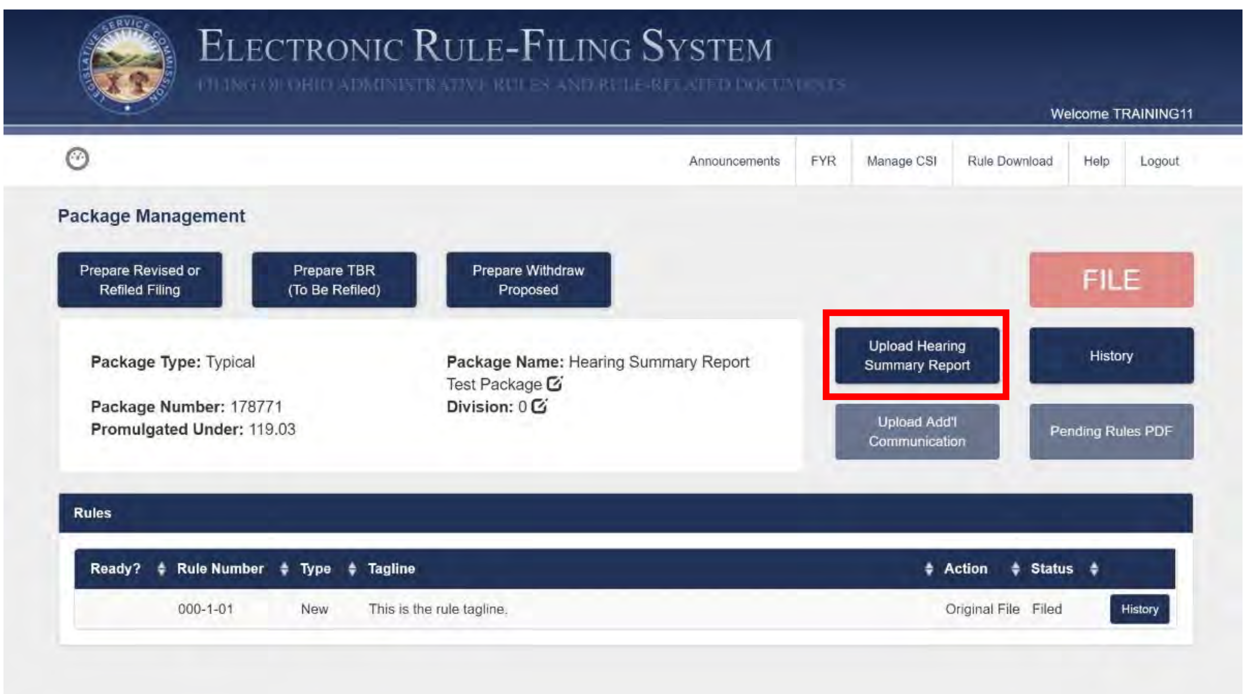
After a package has been Original Filed and after subsequent filings, the relevant "Prepare" buttons will appear at the top of the Package Management page. These buttons include: **Prepare Revised or Refiled Filing, Prepare To Be Refiled (TBR), Prepare Withdraw Proposed, Prepare Withdraw Final, and Prepare Final Filing**. Prepare buttons will only appear for allowable actions based on the status of the rules in the package.



Clicking one of these buttons will take the filer to a screen to select the rules in the package that should be filed. After the rules have been selected, those rules will appear in the pending state (for example, Revise File – Pending for a rule that has been prepared for a Revised Filing).

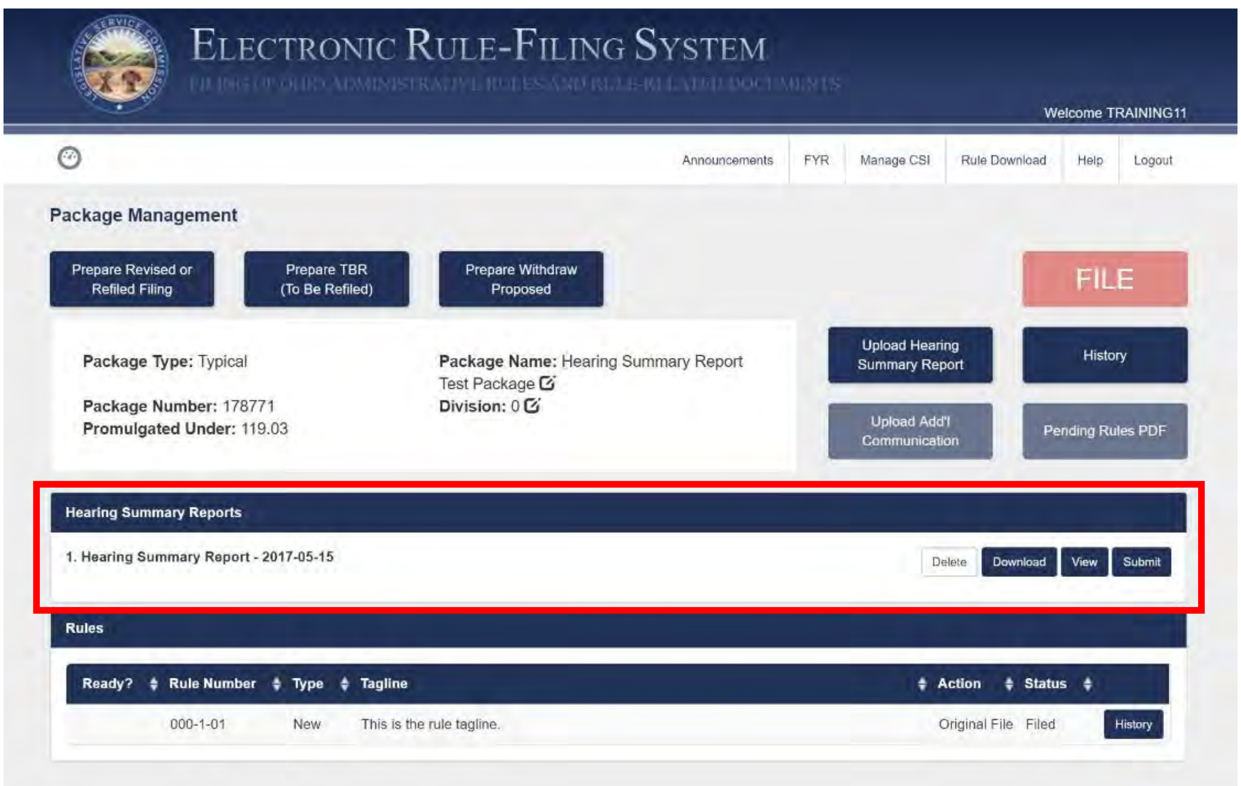
5.13 Package Management – Upload Hearing Summary Report

After a Typical package has been original filed, an **Upload Hearing Summary Report button** will appear on the Package Management page.



When a filer clicks this button, a dialog opens that asks for the file upload (PDF) and the public hearing date.

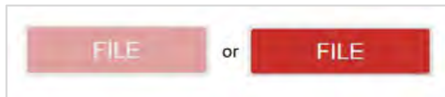
Once uploaded, a “Hearing Summary Report” section appears on the Package Management page that lists the hearing summary information and includes buttons to Delete, Download, View, or Submit the report. In order to officially submit the Hearing Summary report to JCARR and LSC, the filer **must** click the **Submit button**.



Up to three hearing summary reports can be uploaded to a package.

5.14 Package Management – File Button

The red **File button** appears in the upper right corner of the Package Management page and appears in two shades of red.

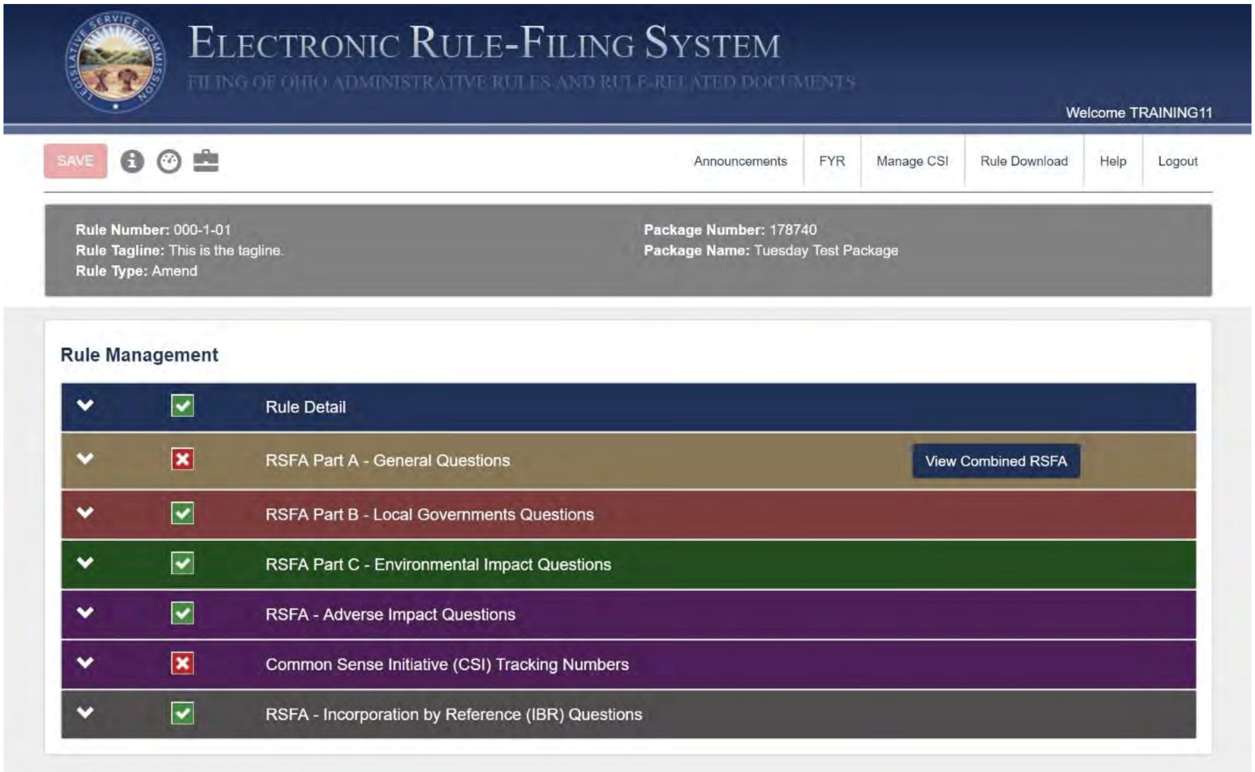


The lighter, muted shade of red is the inactive mode and the brighter shade of red is the active mode. The **File button** is active when one or more rules in a package are eligible to be filed – all questions have been answered and all documents have been uploaded and the time is within eligible filing hours. Only users with file privileges will see an active **File button**.

6.0 Rule Management Page

6.1 Rule Management – Overview

The Rule Management page is where most of the work for a filing will take place. On this page, the filer will answer all the required questions and upload all necessary rule-level documents for each rule in the package.



6.2 Rule Management – Navigation Icons

Three navigation icons are available on the Rule Management page.

- Information icon – toggles the information area on/off
- Package Dashboard icon – click this to return to the Package Dashboard page
- Package Management icon – click this to return to the Package Management page

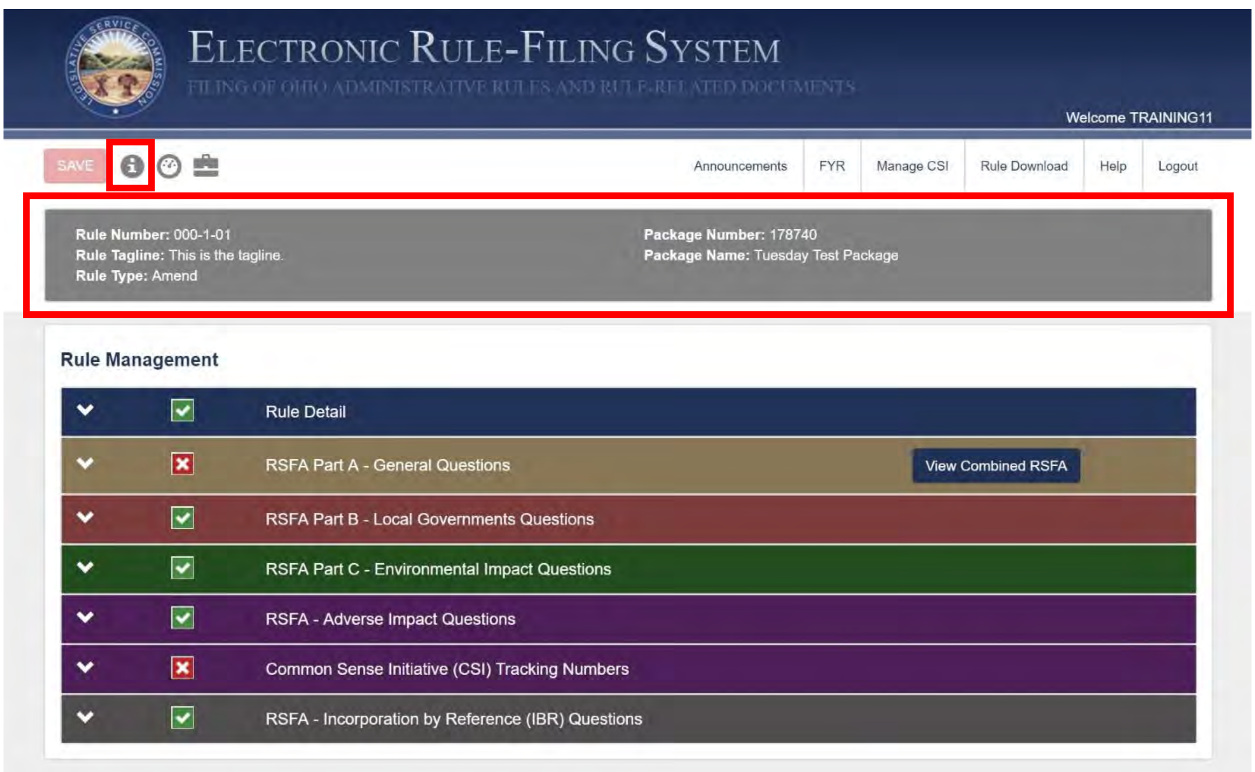
6.3 Rule Management – Save Button

The **Save button** appears in the upper left, under the state seal in the banner graphic. The **Save button** is either inactive (muted red) or active (bright red). It responds to actions taken by the filer while working in a section. If the button is active, the filer has entered new answers that have not yet been saved and the entries will save when the **Save button** is clicked.

Additionally, entries will automatically be saved anytime a document is uploaded or a CSI tracking number is entered on this page. When a document is uploaded or a tracking number entered, the submission of that document or tracking number saves the document upload and all information on the Rule Management page, acting as a submit and save function.

6.4 Rule Management – Information Area

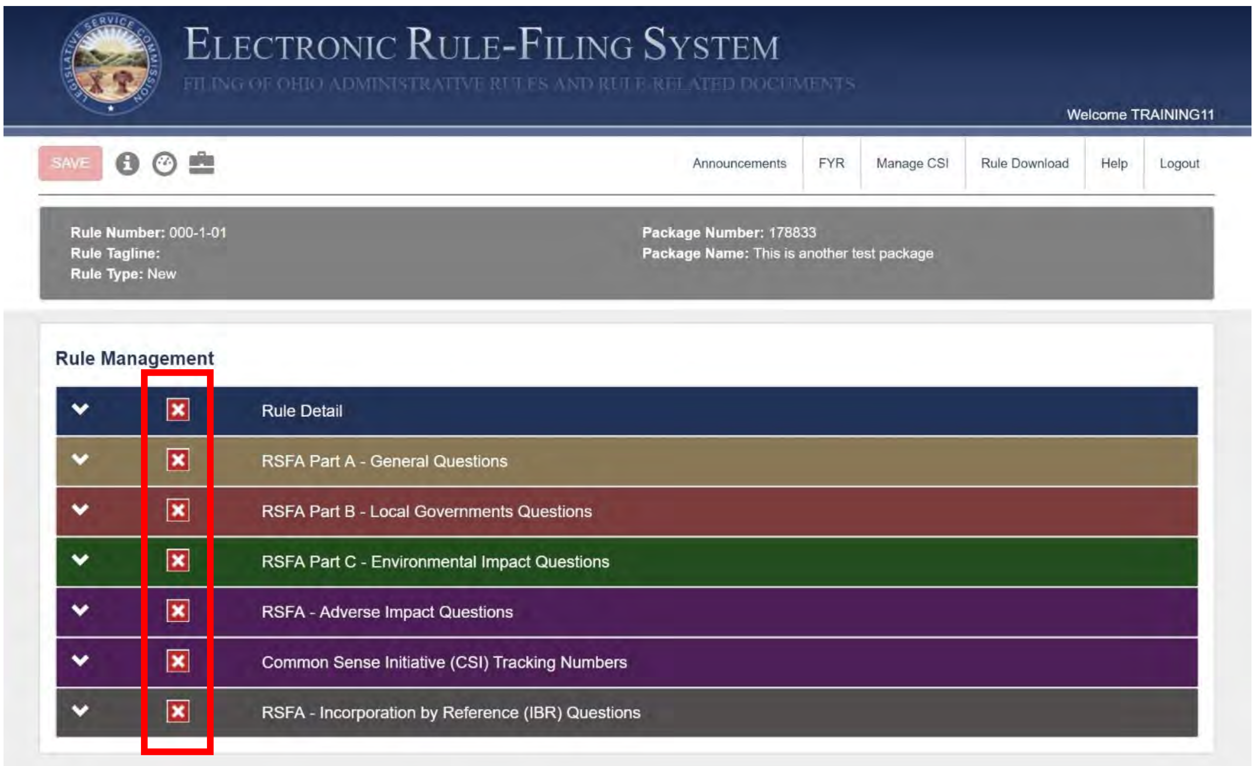
When the Rule Management page first opens, the information area will be expanded by default. This area appears in a gray box and shows the rule number, rule tagline and rule type as well as the package number and package name. If the filer no longer wishes to see this information, clicking the information icon will hide this information. Clicking the information icon again will display the information.



6.5 Rule Management – Section Headers and Ready Indicators

The Rule Management page is divided into seven sections for Typical and No Change package types. These sections are: Rule Detail, RSFA Part A – General Questions, RSFA Part B – Local Governments Questions, RSFA Part C – Environmental Impact Questions, RSFA – Adverse Impact Questions, Common Sense Initiative (CSI) Tracking Numbers, and RSFA – Incorporation by Reference (IBR) Questions. All other package types include only the Rule Detail section.

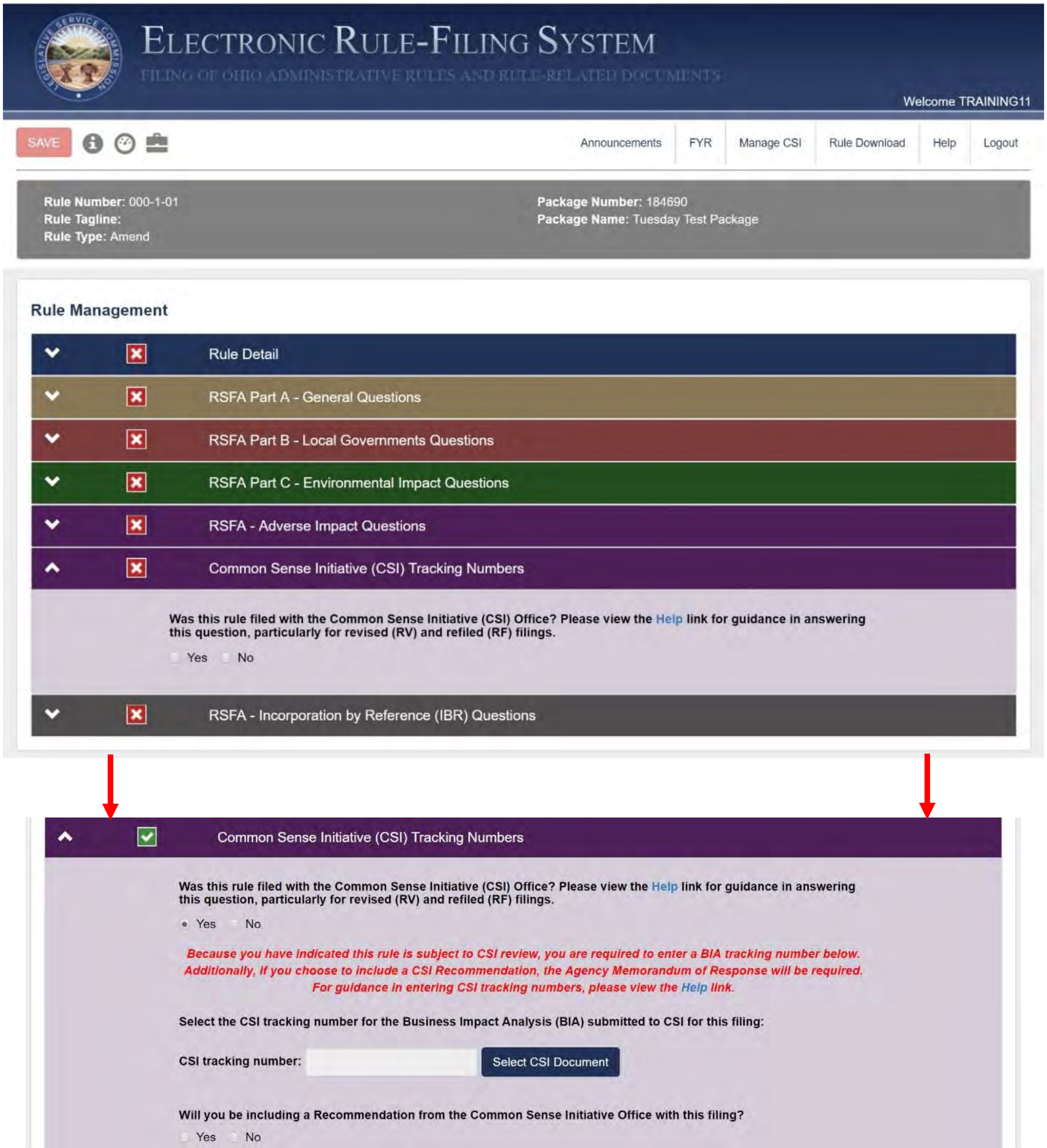
When the Rule Management page is first opened for a rule added to a newly created package, all section headers display a red X indicator on the left hand side of the section header. Until the filer has completed all tasks associated with the section and saved the work, the indicator will remain a red X. Once the tasks are completed, the indicator will turn to a green check.



6.6 Rule Management – Expanding sections to answer questions

When ready to start working in a Rule Management section, the filer can click anywhere in the section header. The section will expand and the filer will see the questions and document upload area for that section. The color coding theme is extended to the body of each section.

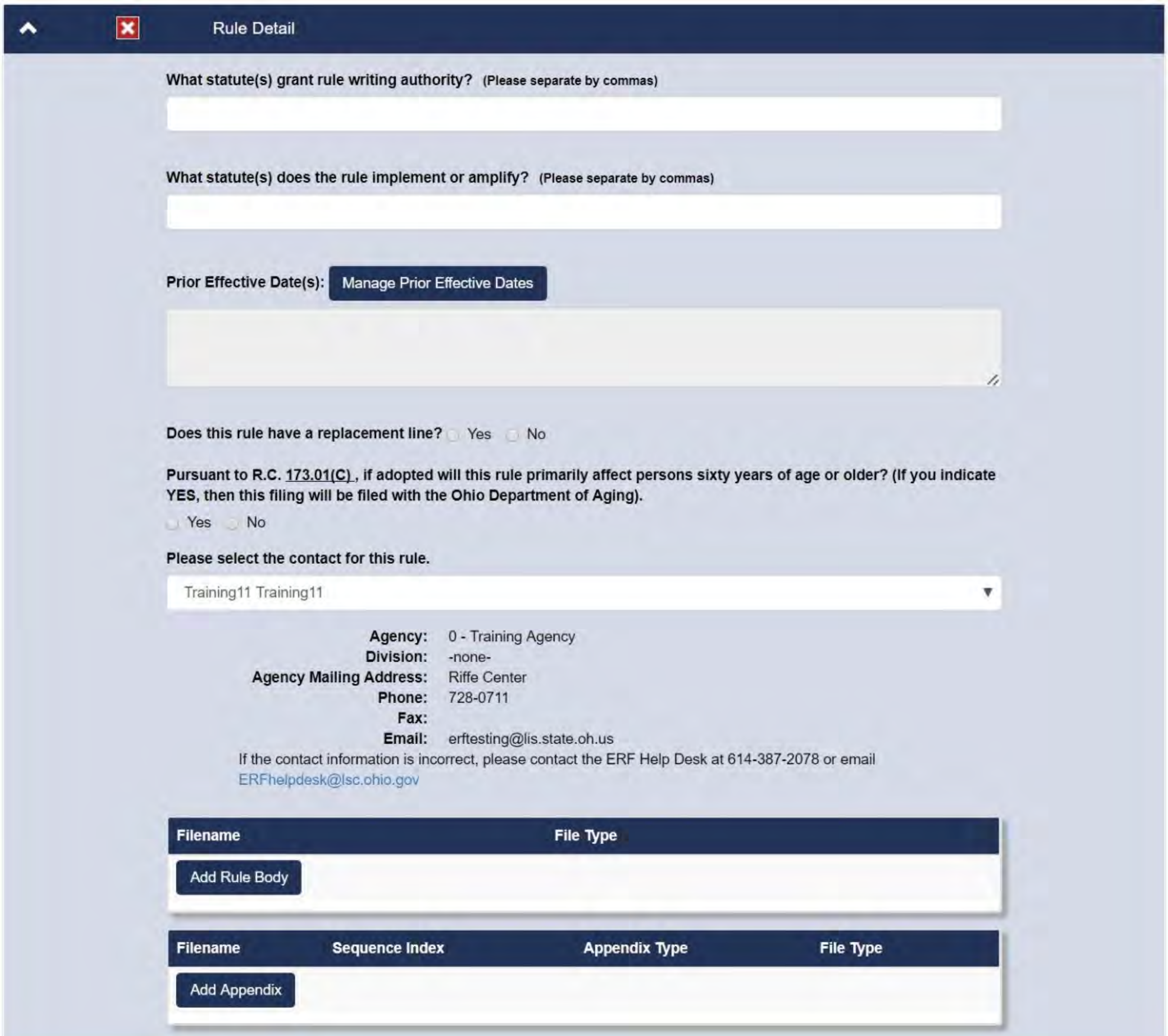
Once the filer has completed a question, if there are follow-on questions requiring an answer, the form will expand again and the additional question(s) will appear.



The filer can leave the sections expanded once completed or collapse the sections and only keep the active section expanded. The **Save button** will save answers to all questions on the Rule Management page regardless of whether the sections are expanded or collapsed. If a filer has answered questions in the Rule Detail section but not yet saved and the filer has collapsed that section and is now working in the RSFA Part A section, clicking the **Save button** will save the answers in the Rule Detail section and the RSFA Part A section.

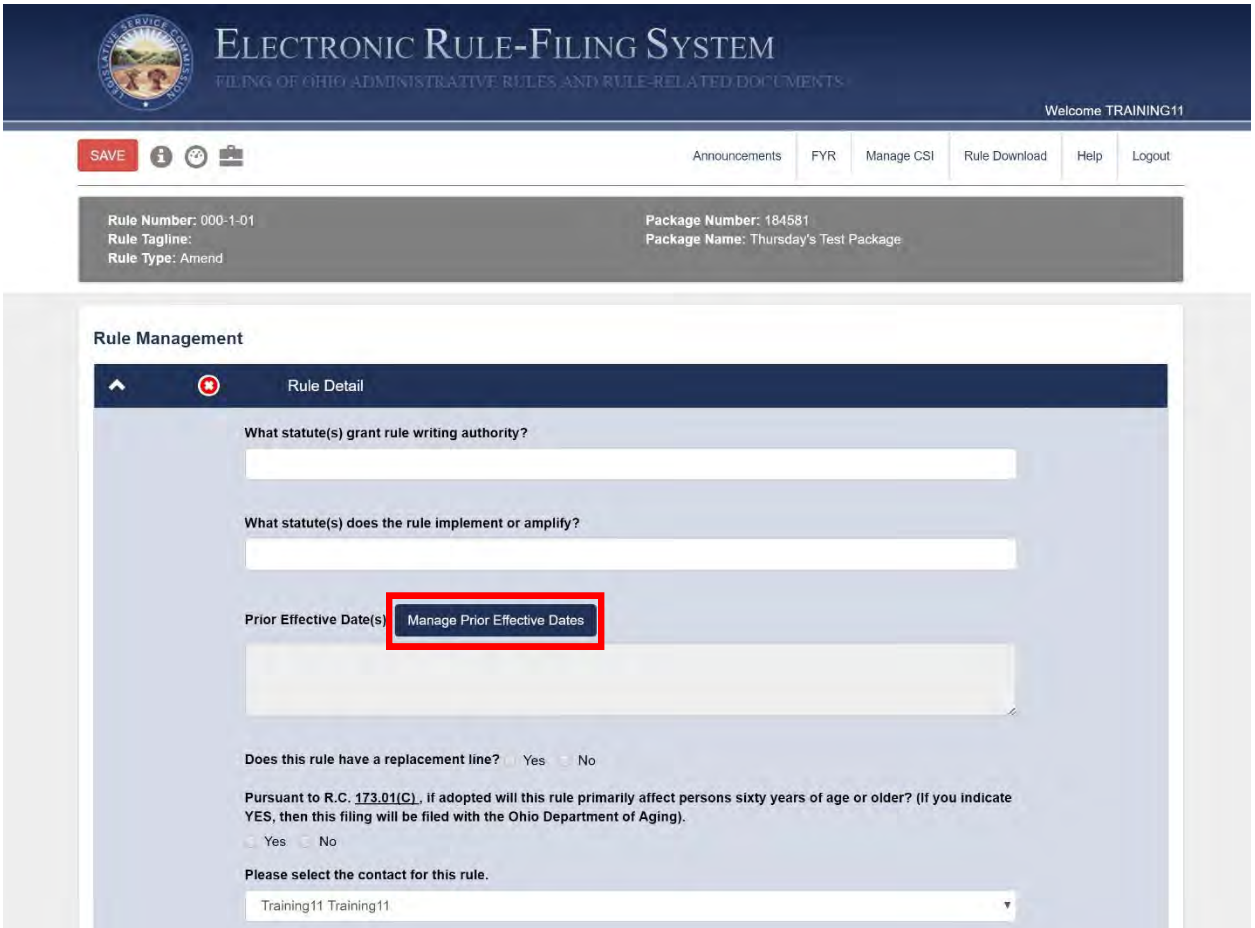
6.7 Rule Management – Rule Detail Section

In this section, filers will provide the information commonly found on the rule supplemental page (authorizing and amplifying statutes, replacement line, and prior effective dates), select the contact for the rule, and upload the rule document and appendix. In the Rule Detail section, for Typical and No Change packages, the filer will also designate whether the rule affects persons sixty years of age or older.

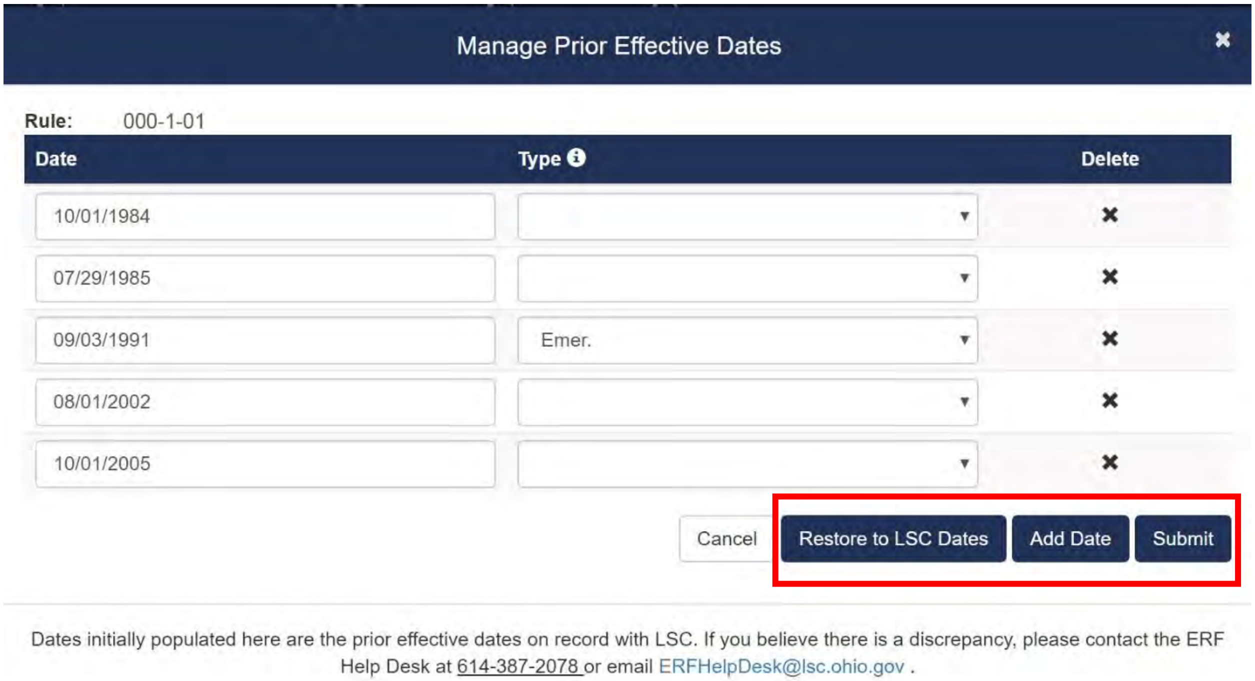


6.8 Rule Management – Prior Effective Dates

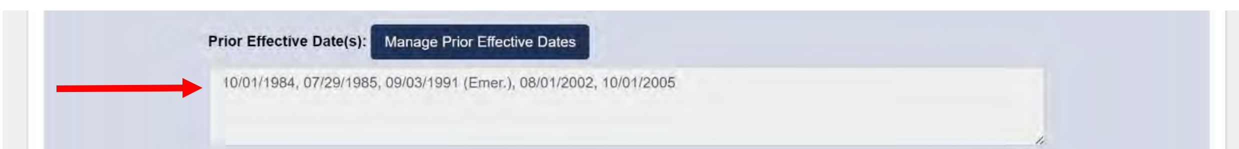
If a rule has prior effective dates, the filer will click on the **Manage Prior Effective Dates button** in the Rule Detail section.



A dialog will open that includes LSC's record of prior effective dates for the rule. Each date will appear on its own row along with designations of emergency or temporary. A filer will review these dates and, if in agreement, click the **Submit button**. A filer can make changes to these dates if there is believed to be an error. Dates can be removed by clicking the "x" on a row. Dates can be added by clicking the **Add Date button**. If a filer makes changes to these dates and then wants to return to the LSC prior effective dates, the filer can click the **Restore to LSC Dates button** and all of the prior effective dates on file with LSC will be loaded back into the dialog, overwriting any entries and changes the filer had made.



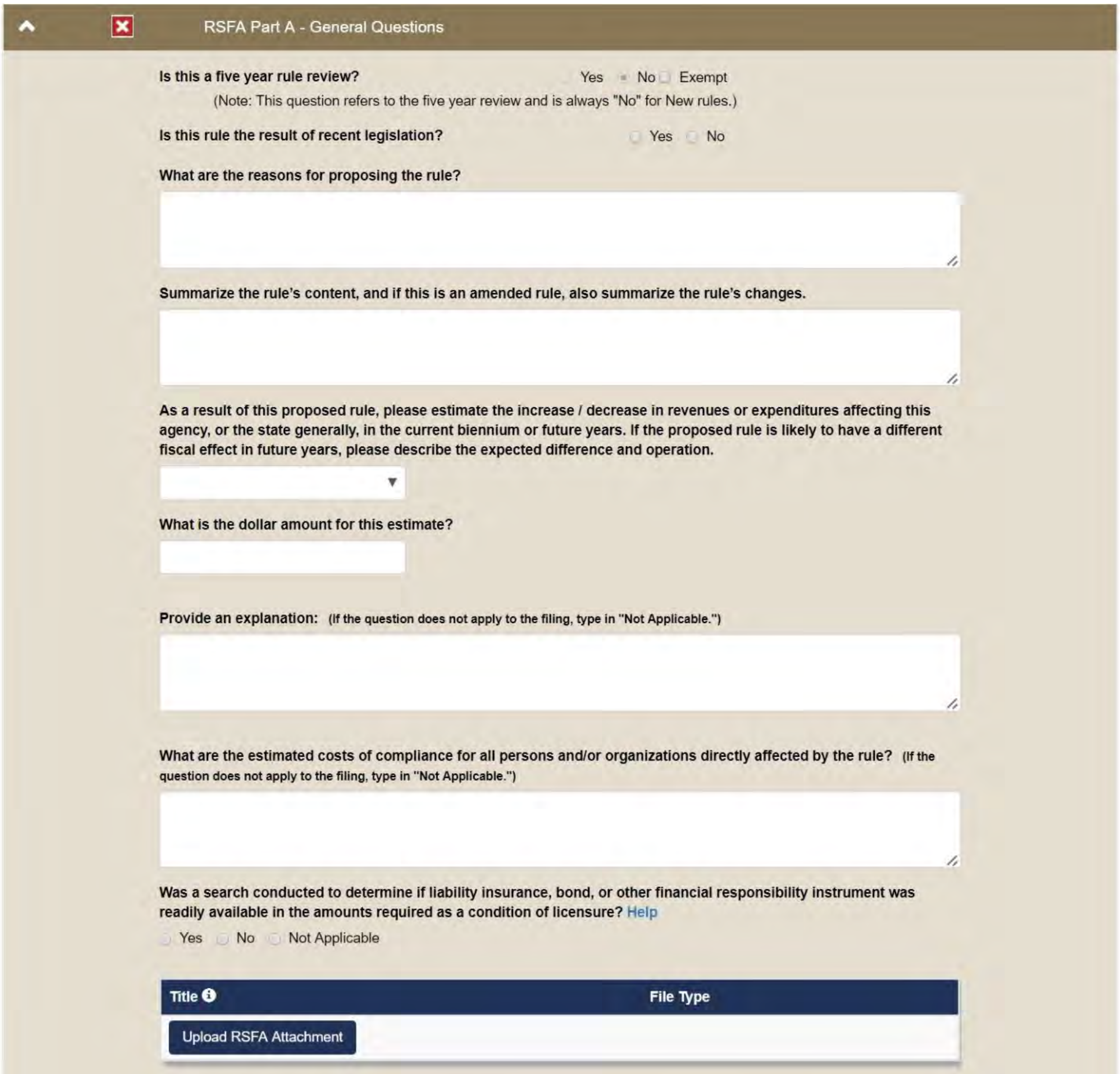
When the filer clicks the **Submit button**, the prior effective dates dialog closes and the dates are populated in the "Prior Effective Date(s)" field. Dates will have a uniform format and will be shown in chronological order.



The "Prior Effects Date(s)" field in the Rule Detail section is read-only; anytime the filer needs to make an initial entry or a change to an existing entry, the **Manage Prior Effective Dates button** and dialog must be used. The LSC record of prior effective dates will be updated every time a rule is final filed or emergency filed and a new effective date is assigned.

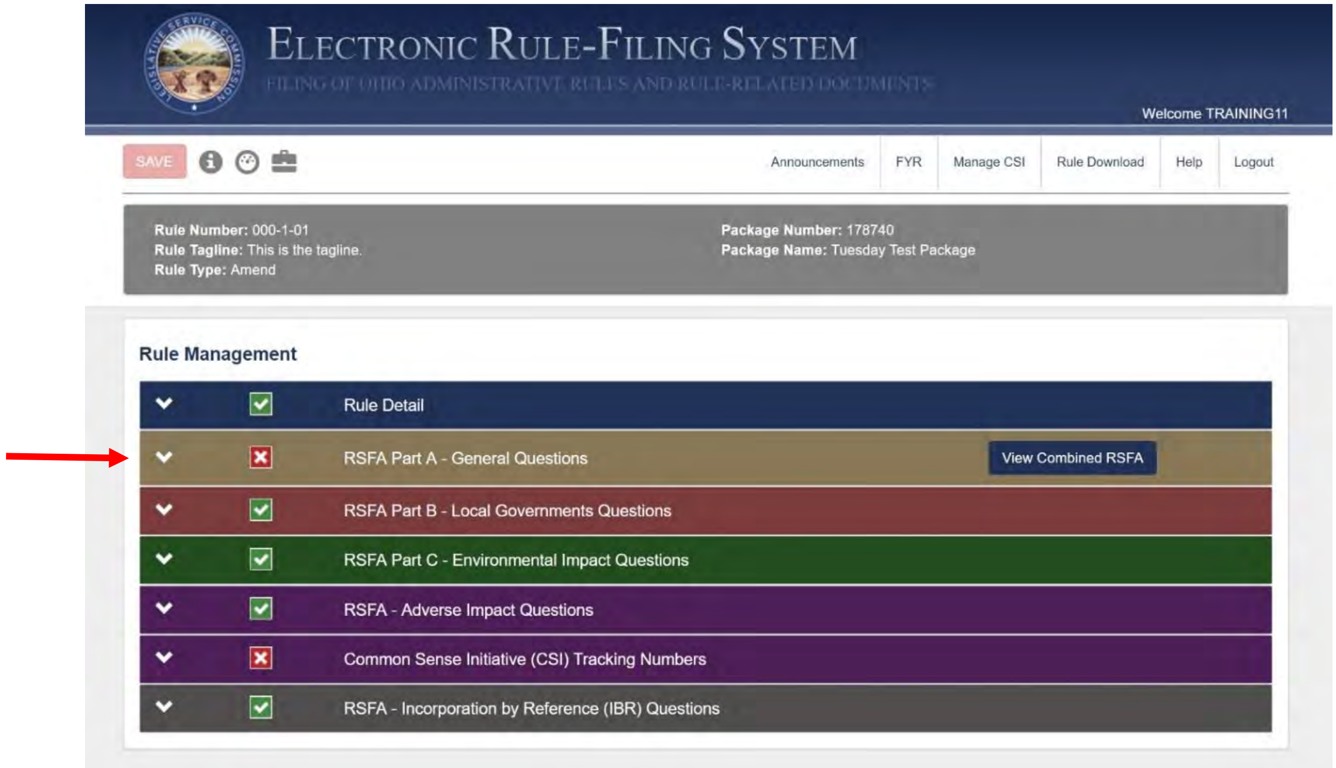
6.9 Rule Management – RSFA Part A (General Questions)

In this section, the filer answers the questions that are shown on the rendered RSFA .pdf and, if desired, can upload an RSFA attachment.

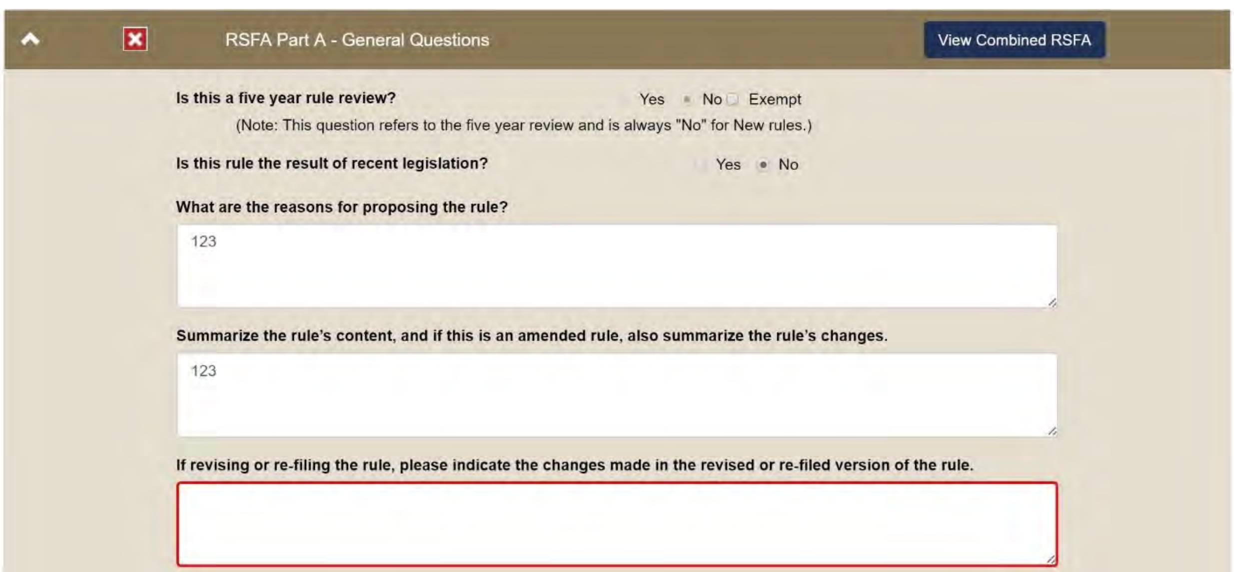


A new question has been added to this section to comply with the liability certification requirements of Substitute House Bill 26 of the 132nd General Assembly. While this question is answered in the RSFA Part A section, neither this question nor the answer to this question will appear on the rendered RSFA.

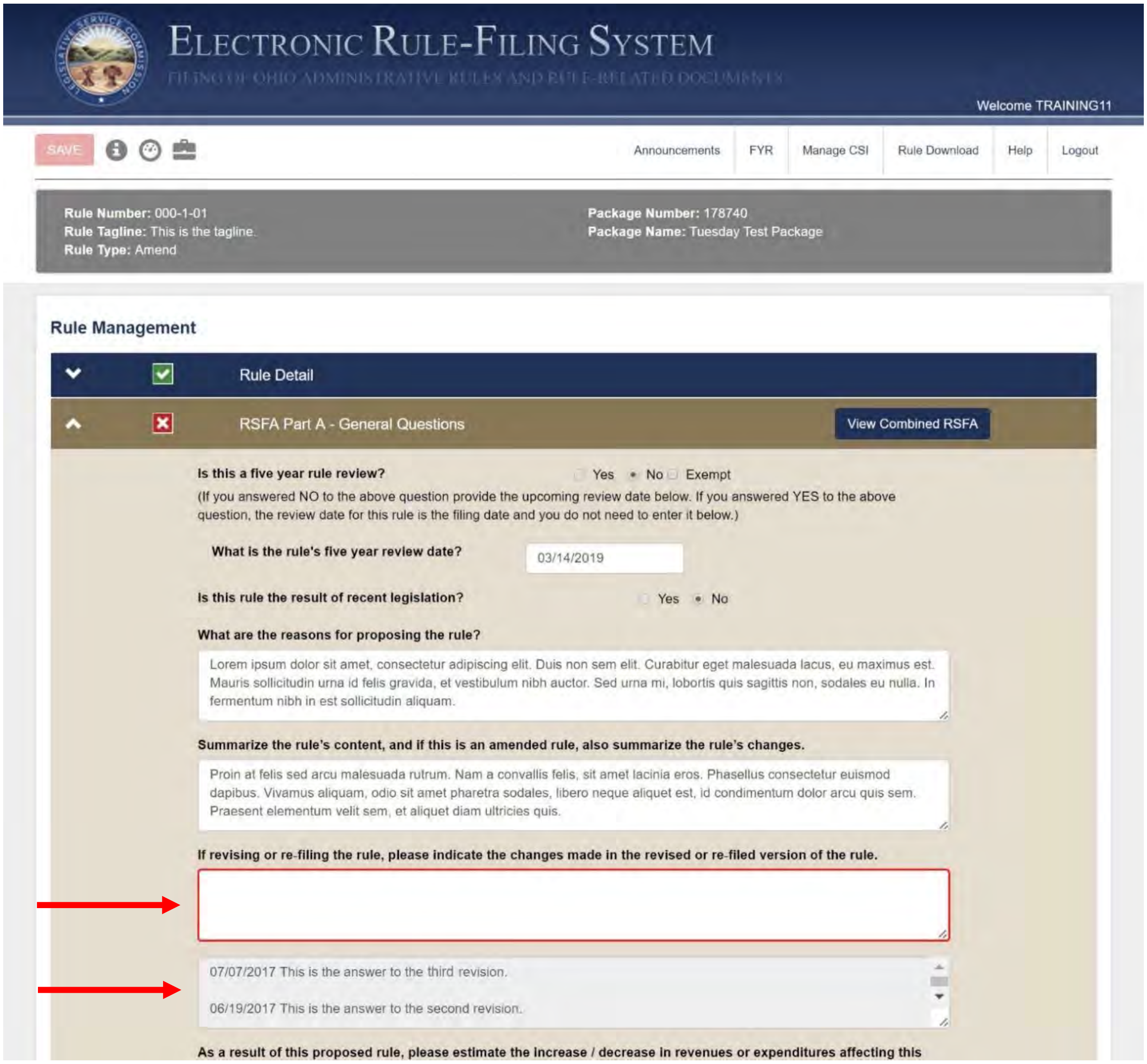
When preparing a revised or refiled filing, the filer is required to answer an additional question that appears in this section of the Rule Management page. A red X icon will appear in the RSFA Part A section header on the Rule Management page until this question has been answered.



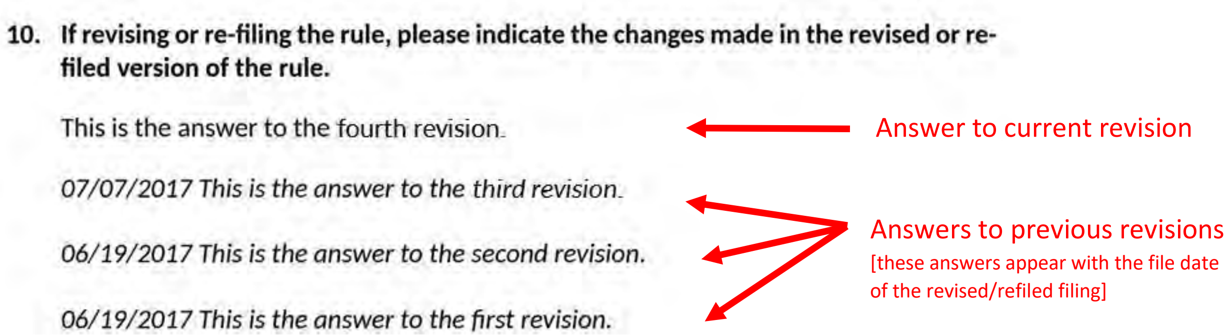
The question is "If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule" and it will appear with a red outline around the response box to remind the filer to answer the question. This question is required to be answered every time a rule is revise filed or refiled.



For the second and each subsequent revision or refiling, the response box will clear out and be outlined in red again until answered. The answers provided to the previous revisions or refilings will appear in an uneditable text box below the question and includes the date of the response with the response text.



The current response and the dated previous responses will appear on the rendered RSFA.



10. If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule.

This is the answer to the fourth revision.

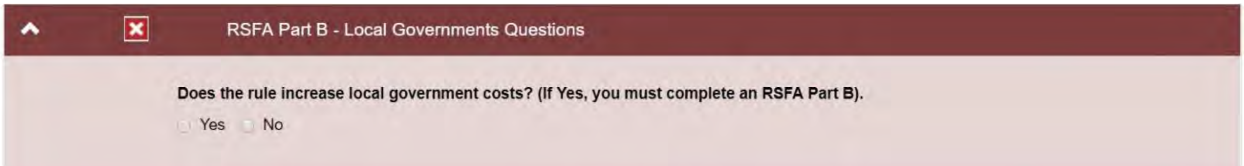
07/07/2017 This is the answer to the third revision.

06/19/2017 This is the answer to the second revision.

06/19/2017 This is the answer to the first revision.

6.10 Rule Management – RSFA Part B (Local Government Questions)

In this section, the first question the filer answers is whether or not the rule increases local government costs. If the answer is no, there is nothing further for the filer to do in this section.

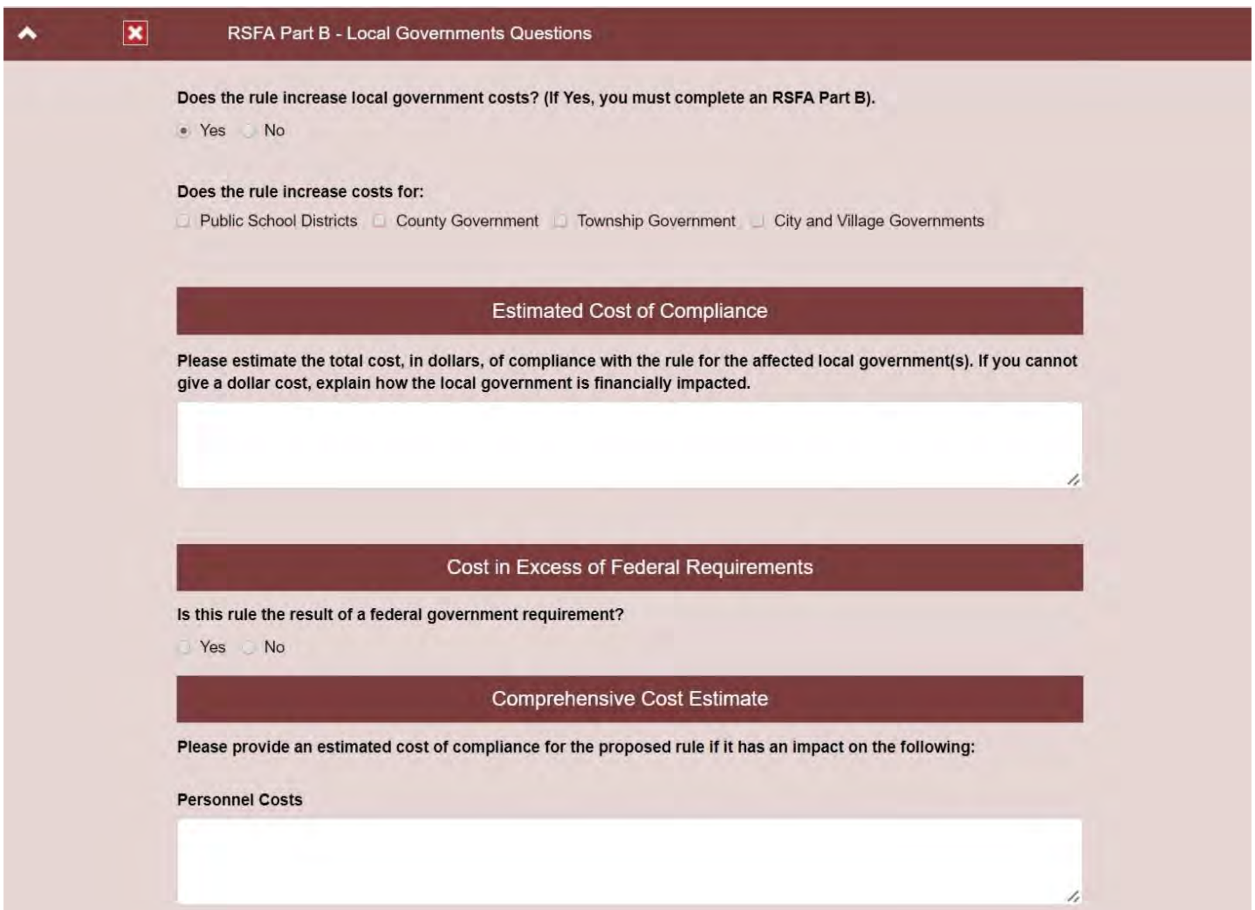


RSFA Part B - Local Governments Questions

Does the rule increase local government costs? (If Yes, you must complete an RSFA Part B).

Yes No

If the answer is yes, the form will expand and the filer will need to complete the additional questions. The filer can also upload an RSFA attachment in this section.



RSFA Part B - Local Governments Questions

Does the rule increase local government costs? (If Yes, you must complete an RSFA Part B).

Yes No

Does the rule increase costs for:

Public School Districts County Government Township Government City and Village Governments

Estimated Cost of Compliance

Please estimate the total cost, in dollars, of compliance with the rule for the affected local government(s). If you cannot give a dollar cost, explain how the local government is financially impacted.

Cost in Excess of Federal Requirements

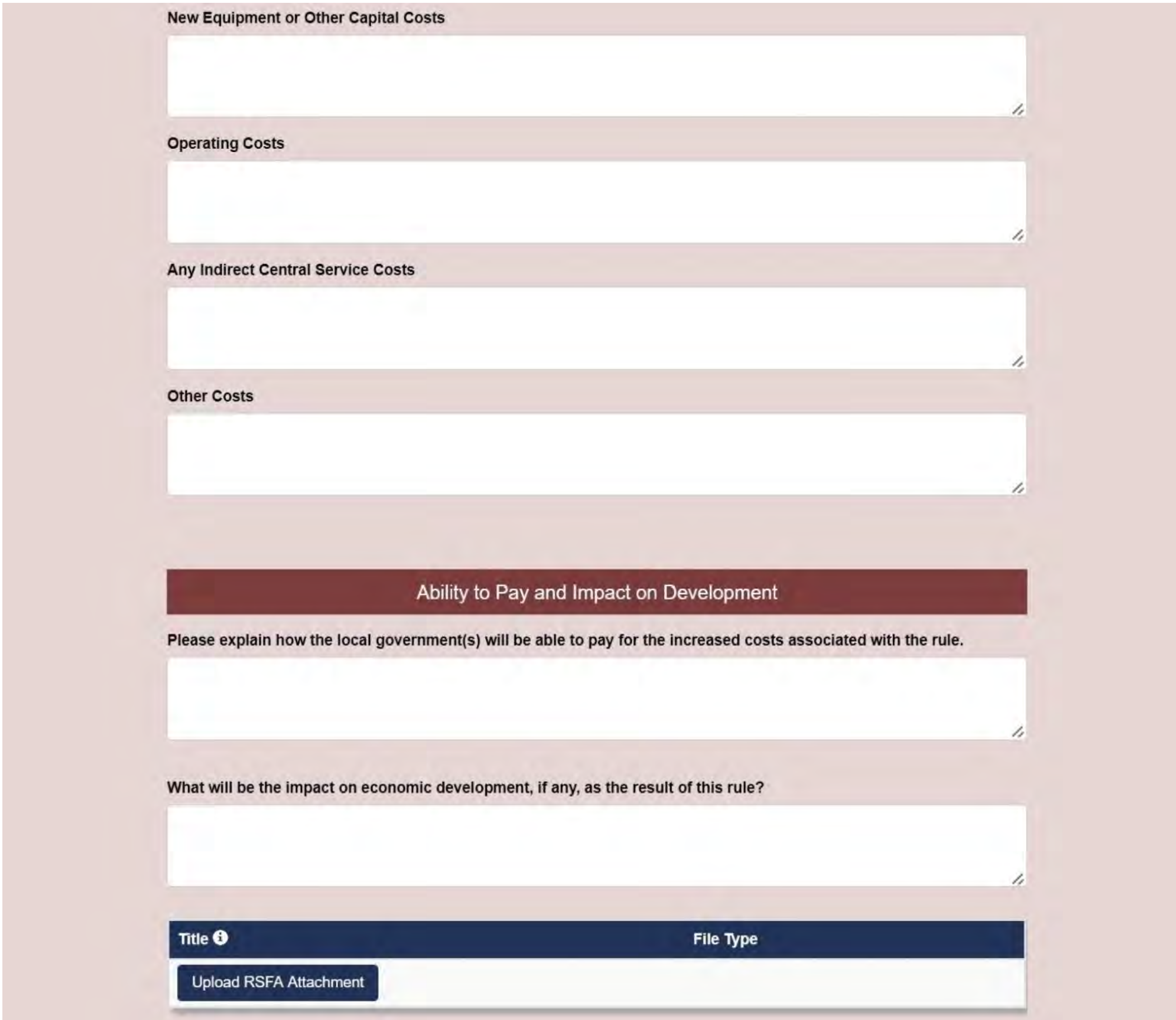
Is this rule the result of a federal government requirement?

Yes No

Comprehensive Cost Estimate

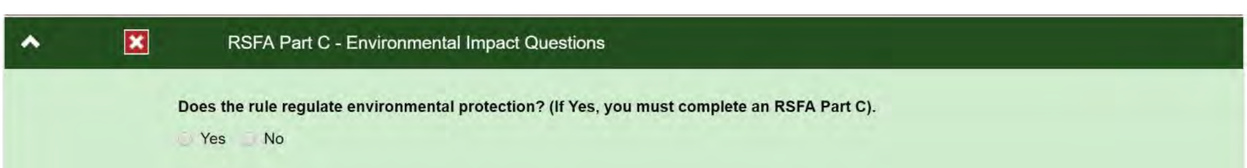
Please provide an estimated cost of compliance for the proposed rule if it has an impact on the following:

Personnel Costs

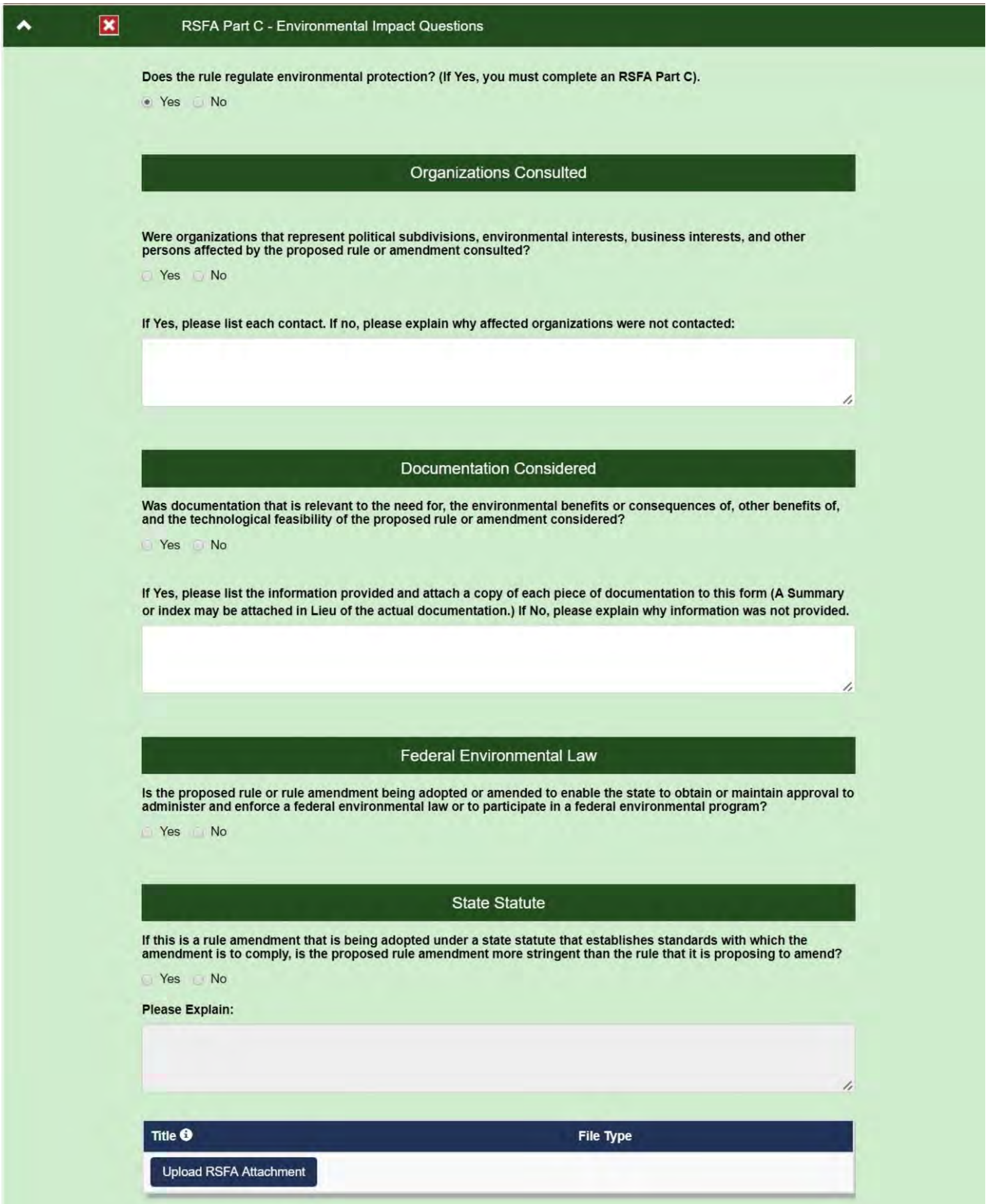


6.11 Rule Management – RSFA Part C (Environmental Impact Questions)

In this section, the first question the filer answers is whether or not the rule has an environmental impact. If the answer is no, there is nothing further for the filer to do in this section.



If the answer is yes, the form will expand and the filer will need to complete the additional questions. The filer can also upload an RSFA attachment in this section.



RSFA Part C - Environmental Impact Questions

Does the rule regulate environmental protection? (If Yes, you must complete an RSFA Part C).

Yes No

Organizations Consulted

Were organizations that represent political subdivisions, environmental interests, business interests, and other persons affected by the proposed rule or amendment consulted?

Yes No

If Yes, please list each contact. If no, please explain why affected organizations were not contacted:

Documentation Considered

Was documentation that is relevant to the need for, the environmental benefits or consequences of, other benefits of, and the technological feasibility of the proposed rule or amendment considered?

Yes No

If Yes, please list the information provided and attach a copy of each piece of documentation to this form (A Summary or index may be attached in Lieu of the actual documentation.) If No, please explain why information was not provided.

Federal Environmental Law

Is the proposed rule or rule amendment being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal environmental law or to participate in a federal environmental program?

Yes No

State Statute

If this is a rule amendment that is being adopted under a state statute that establishes standards with which the amendment is to comply, is the proposed rule amendment more stringent than the rule that it is proposing to amend?

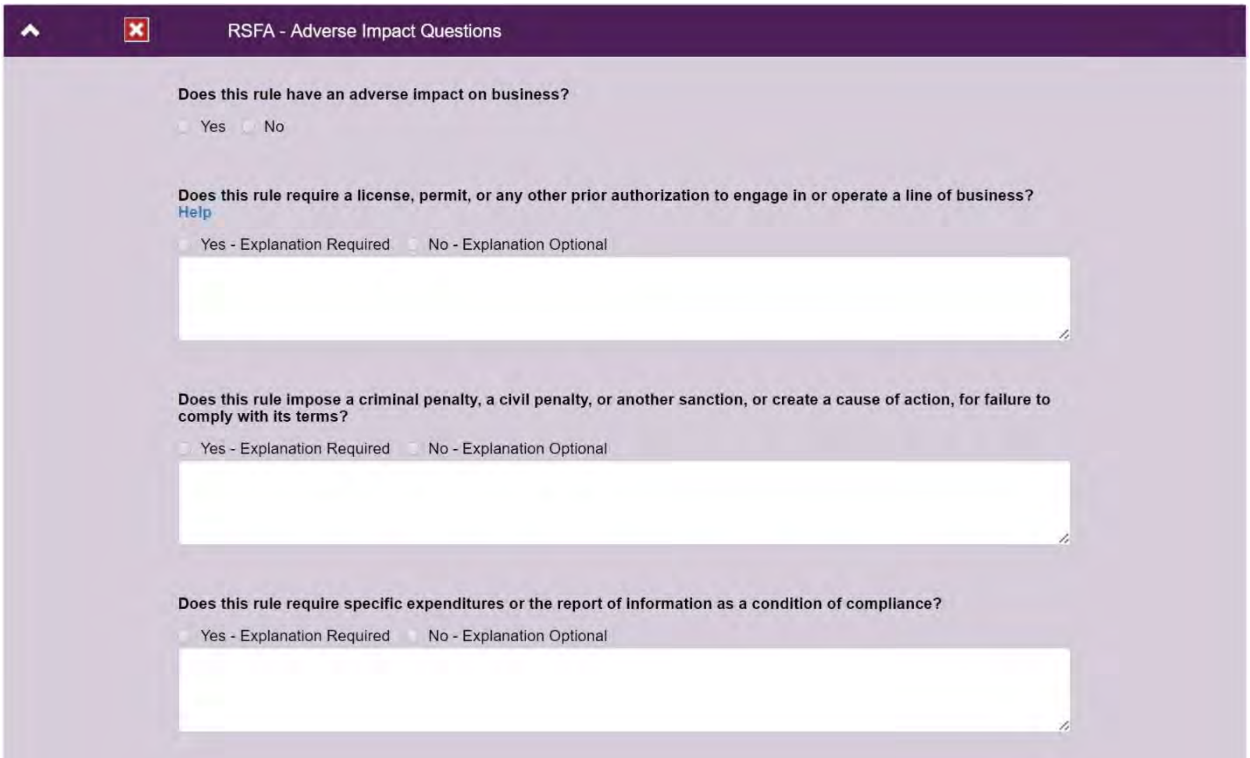
Yes No

Please Explain:

Title	File Type
Upload RSFA Attachment	

6.12 Rule Management – RSFA Adverse Impact Questions

In this section, four adverse impact questions display for the filer to answer.



RSFA - Adverse Impact Questions

Does this rule have an adverse impact on business?

Yes No

Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business?
Help

Yes - Explanation Required No - Explanation Optional

Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms?

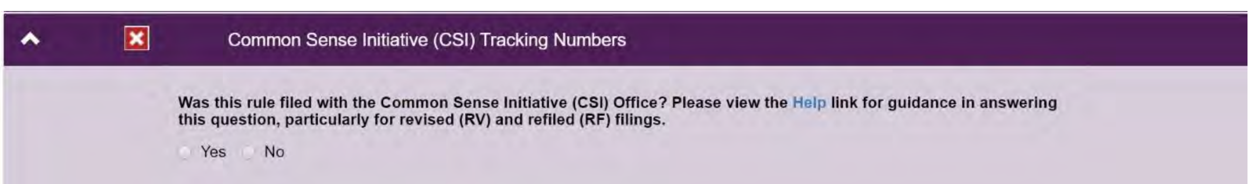
Yes - Explanation Required No - Explanation Optional

Does this rule require specific expenditures or the report of information as a condition of compliance?

Yes - Explanation Required No - Explanation Optional

6.13 Rule Management – CSI Tracking Numbers

In this section, the first question the filer answers is whether or not the rule was filed with CSI. If the answer is no, there is nothing further for the filer to do in this section. If the answer is yes, the form will expand and the filer will need to complete the other questions as well as input tracking numbers.

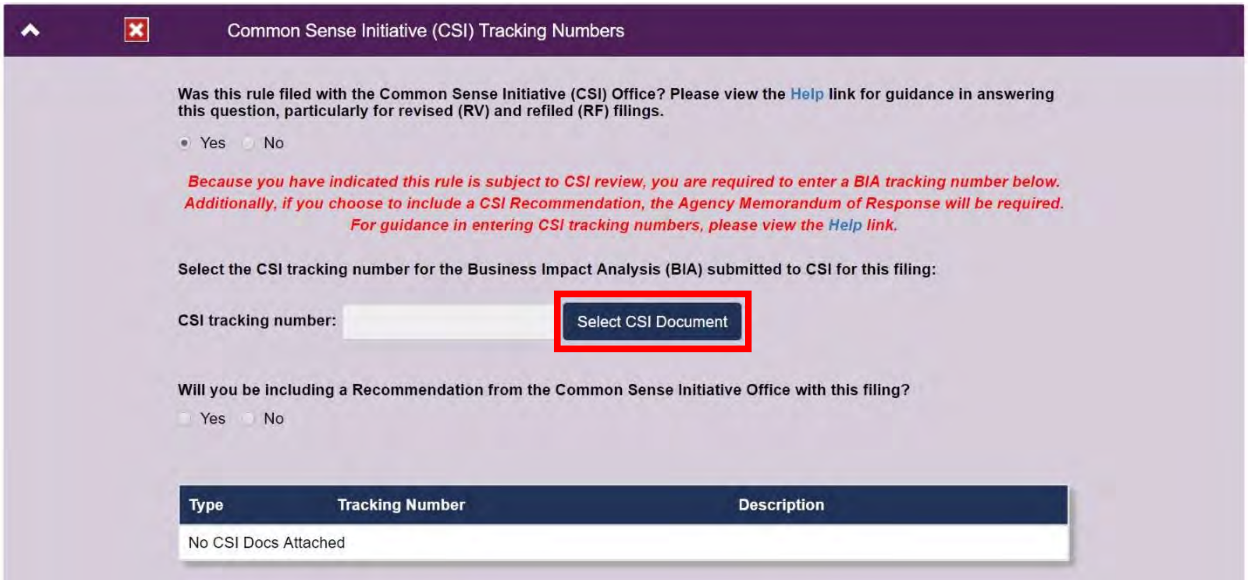


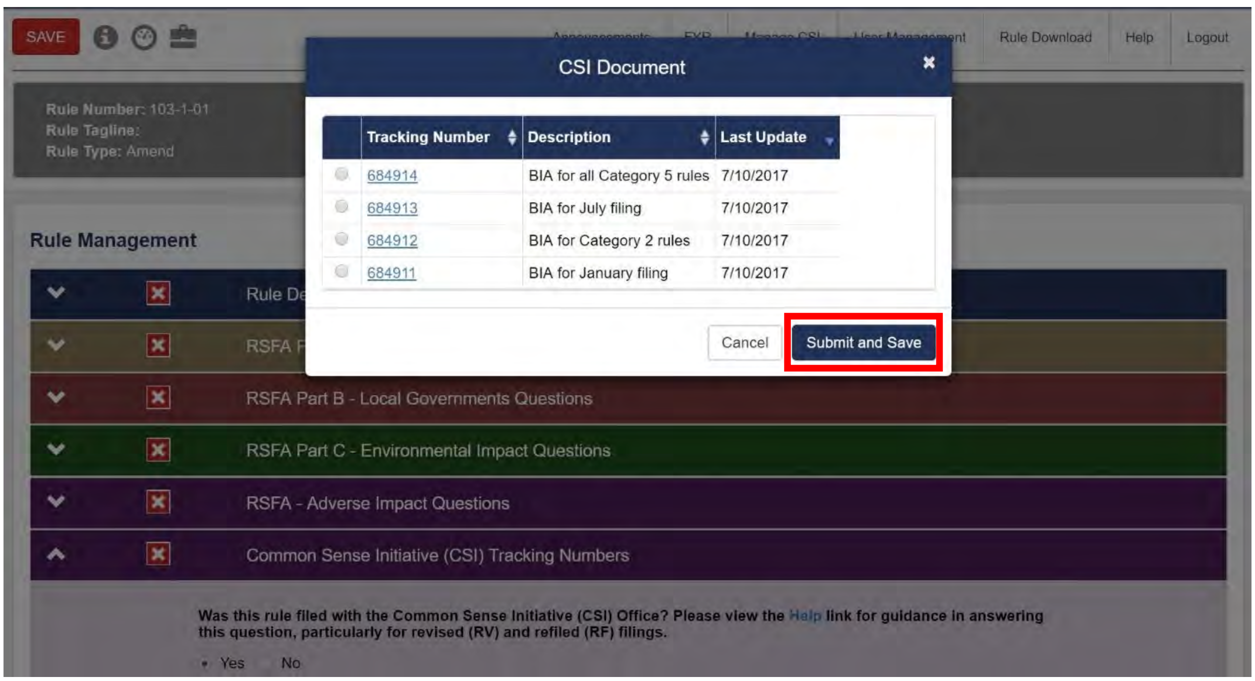
Common Sense Initiative (CSI) Tracking Numbers

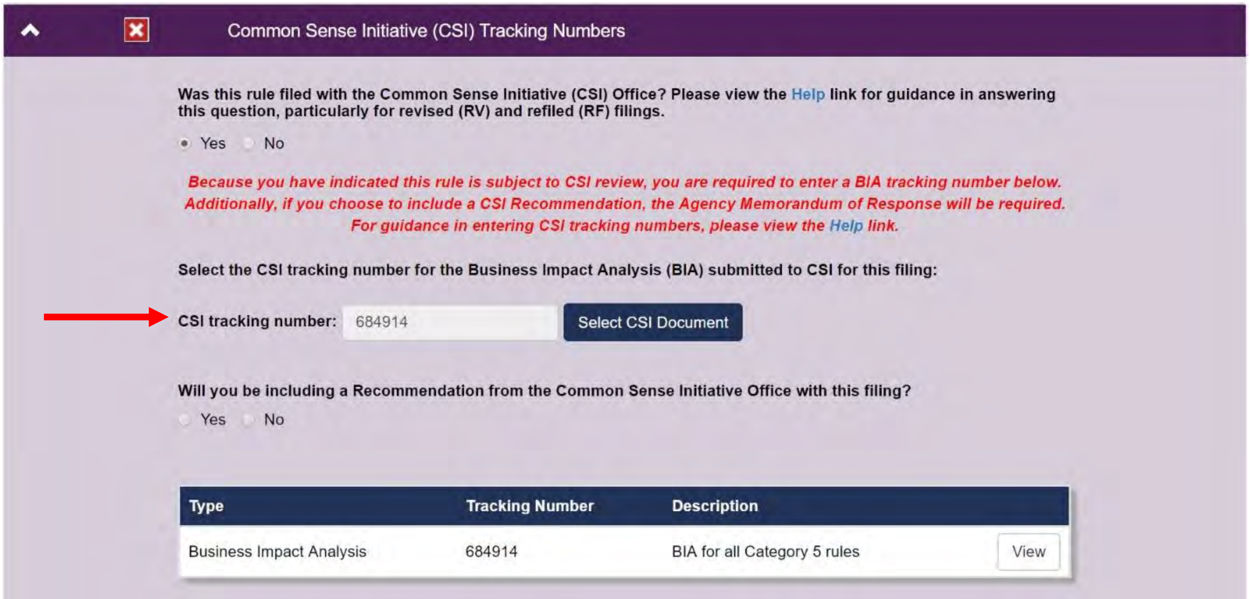
Was this rule filed with the Common Sense Initiative (CSI) Office? Please view the Help link for guidance in answering this question, particularly for revised (RV) and refiled (RF) filings.

Yes No

To input a CSI document tracking number for a BIA, the filer will click the **Select CSI Document button**. This will open a dialog that includes a list of the BIA documents uploaded by the agency. The tracking numbers included in this list are links that will open the BIA document if the filer needs to verify it is the correct document. The filer will click the radio button next to the document that is to be associated with the rule. After the filer clicks the **Submit and Save button**, the tracking number is automatically populated in the CSI tracking number field.

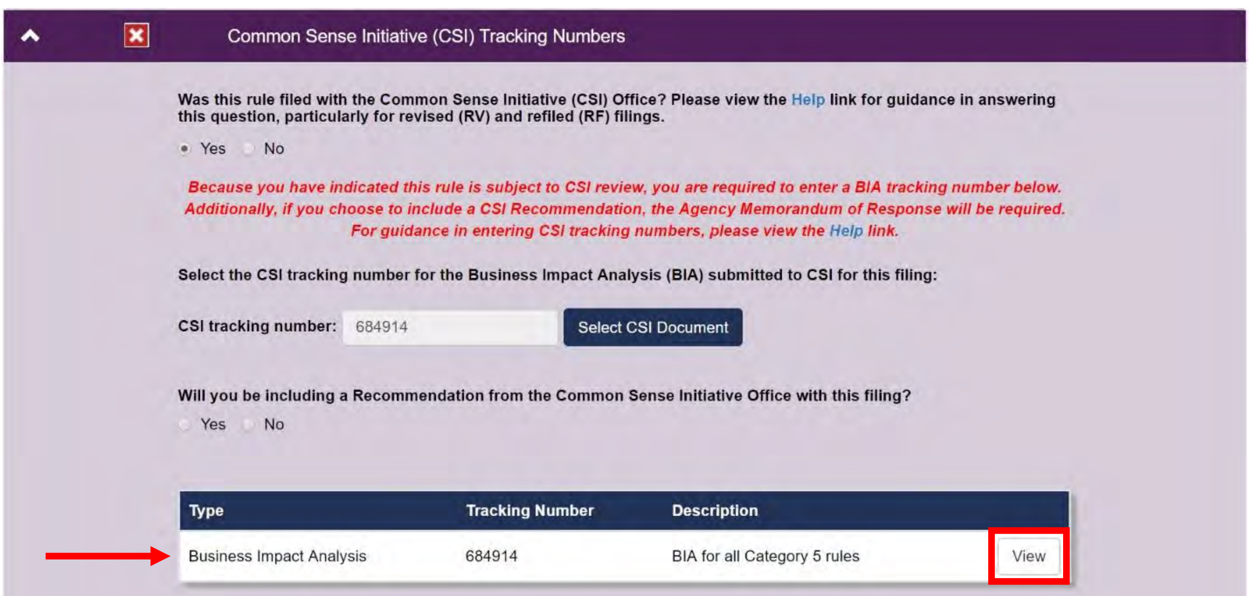

Common Sense Initiative (CSI) Tracking Numbers
Was this rule filed with the Common Sense Initiative (CSI) Office? Please view the Help link for guidance in answering this question, particularly for revised (RV) and refiled (RF) filings.
Yes No
Because you have indicated this rule is subject to CSI review, you are required to enter a BIA tracking number below. Additionally, if you choose to include a CSI Recommendation, the Agency Memorandum of Response will be required. For guidance in entering CSI tracking numbers, please view the Help link.
Select the CSI tracking number for the Business Impact Analysis (BIA) submitted to CSI for this filing:
CSI tracking number:
Select CSI Document
Will you be including a Recommendation from the Common Sense Initiative Office with this filing?
Yes No
Type
Tracking Number
Description
No CSI Docs Attached


SAVE
Rule Download
Help
Logout
Rule Number: 103-1-01
Rule Tagline:
Rule Type: Amend
CSI Document
Tracking Number
Description
Last Update
684914
BIA for all Category 5 rules
7/10/2017
684913
BIA for July filing
7/10/2017
684912
BIA for Category 2 rules
7/10/2017
684911
BIA for January filing
7/10/2017
Cancel
Submit and Save
Rule Management
RSFA Part B - Local Governments Questions
RSFA Part C - Environmental Impact Questions
RSFA - Adverse Impact Questions
Common Sense Initiative (CSI) Tracking Numbers
Was this rule filed with the Common Sense Initiative (CSI) Office? Please view the Help link for guidance in answering this question, particularly for revised (RV) and refiled (RF) filings.
Yes No



If the filer answers yes to the CSI Recommendation question, the CSI Recommendation and Agency Memorandum of Response tracking numbers will be selected and populated using the same process that was used for the BIA.

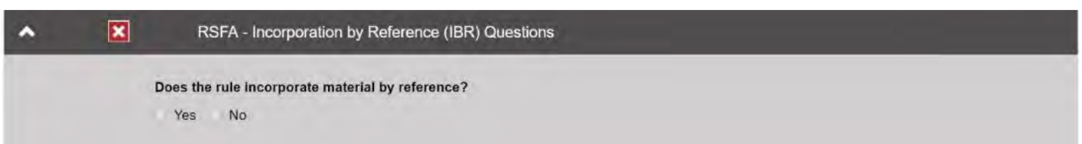
Once a tracking number has been selected, it not only populates the specific CSI Tracking Number field, but will also populate the Tracking Number table found at the bottom of this section. CSI documents that have been associated with the rule can be viewed by clicking the **View buttons** that appear in this table.



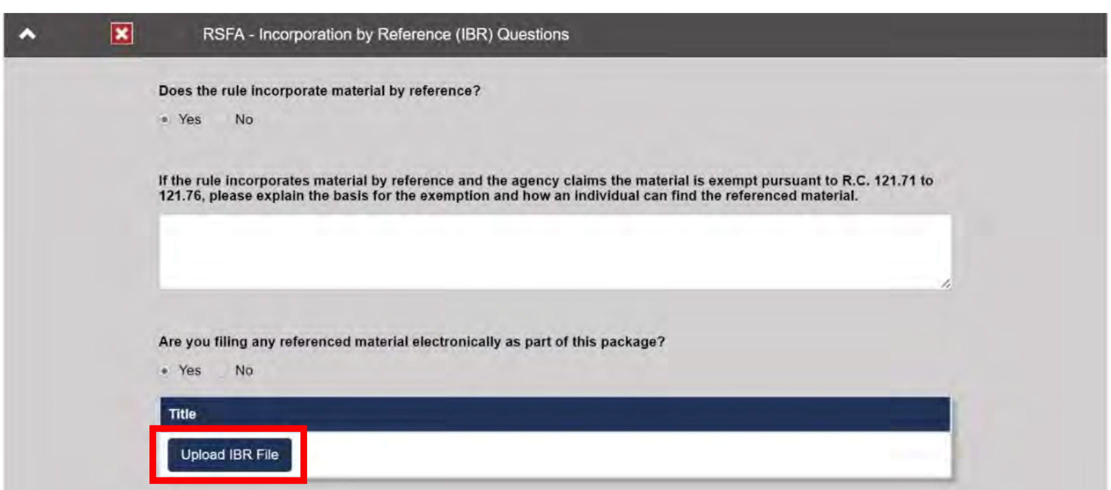
When preparing a revised or refiled filing, the filer is required to answer the CSI question again. A red X icon will appear in the Common Sense Initiative (CSI) Tracking Numbers section header on the Rule Management page until this question has been answered. The question is "Was this rule filed with the Common Sense Initiative (CSI) Office?"

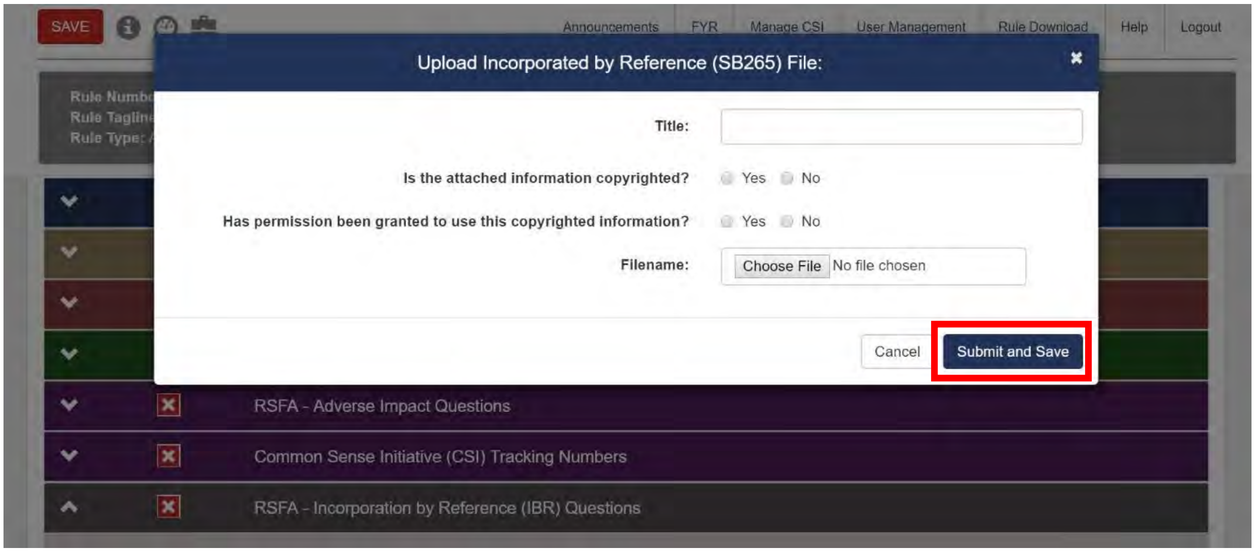
6.14 Rule Management – Incorporated by Reference (IBR) Questions

In this section, the first question the filer answers is whether or not the rule incorporates material by reference. If the answer is no, there is nothing further for the filer to do in this section. If the answer is yes, the form will expand and the filer will need to complete the additional questions.

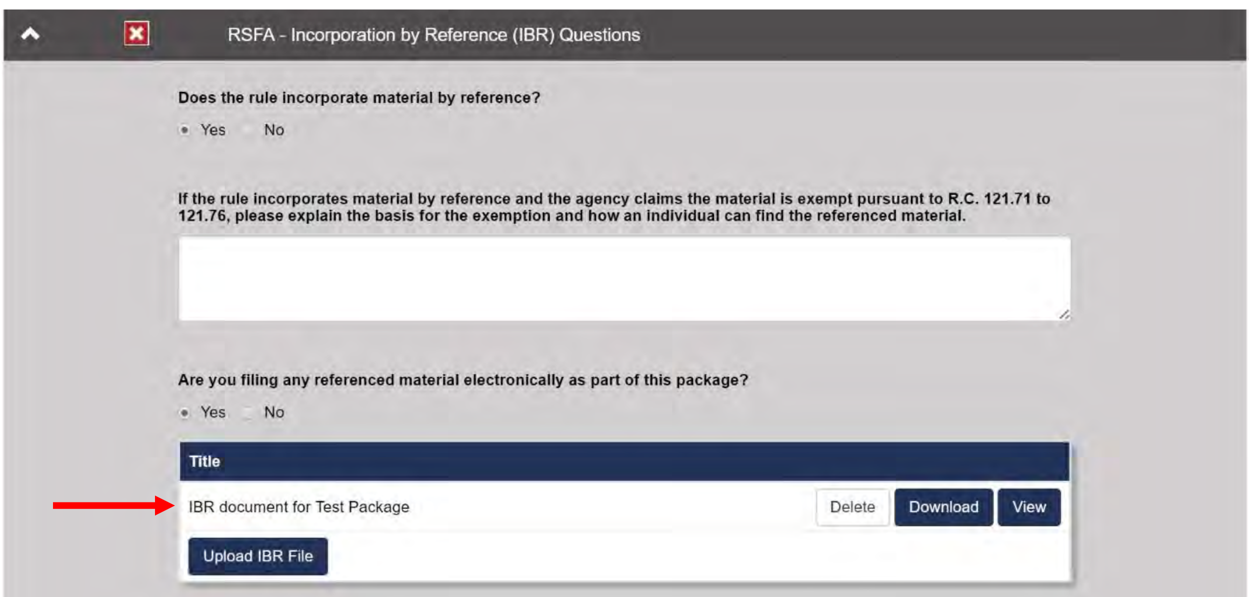


The filer can also upload an IBR document by clicking the **Upload IBR File button**. Clicking this button opens a dialog that requires the filer to enter a document title, answer two copyright questions, and upload a file.



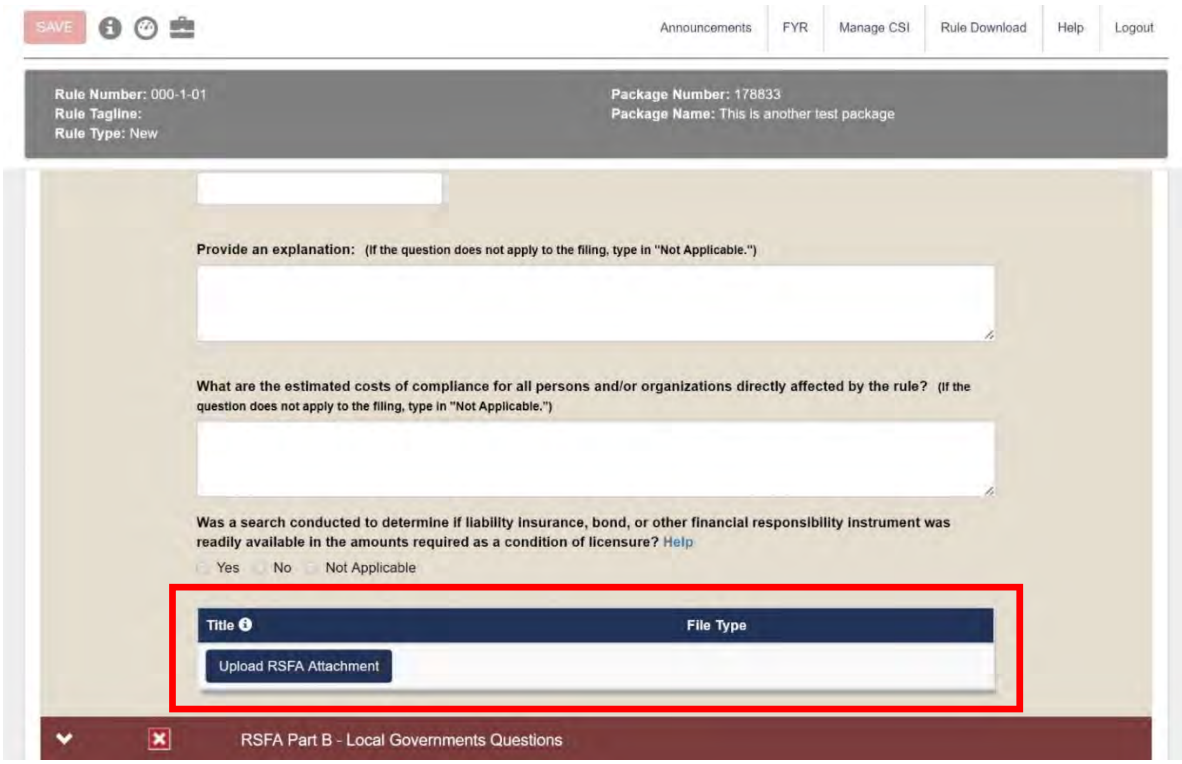


Once uploaded, the IBR document appears in the document table at the bottom of this section and can be deleted, downloaded, or viewed.



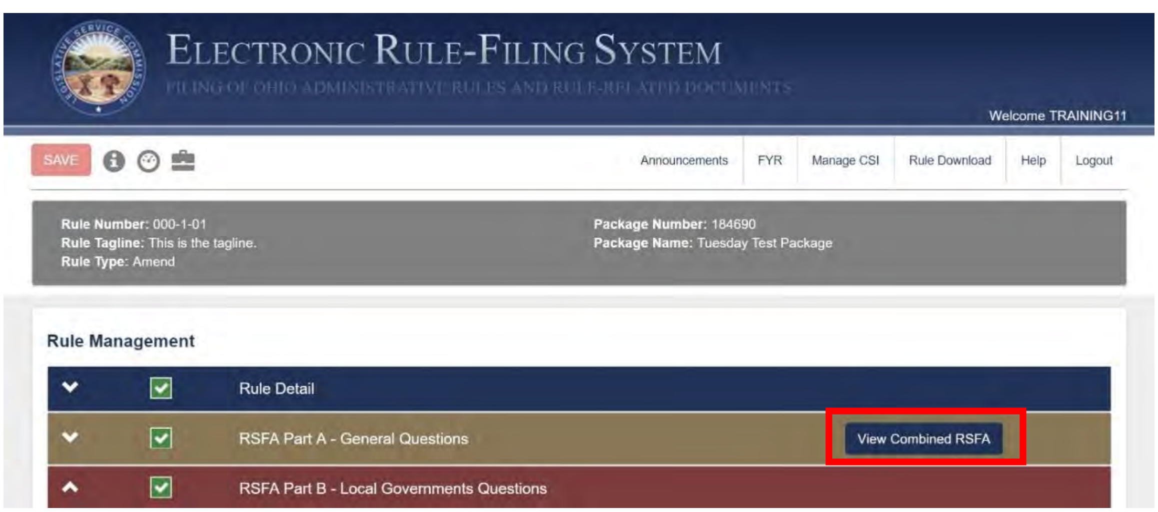
6.15 Rule Management – RSFA Attachments

The filer can upload an RSFA attachment in the upload box in the RSFA Part A, Part B, or Part C sections. Once the RSFA attachment document is uploaded, it will appear in the RSFA attachment document table at the bottom of all three sections.



6.16 Rule Management – View Combined RSFA

Once the filer has answered at least one question in any of the RSFA sections and clicked the **Save button**, the **View Combined RSFA button** will appear within the Rule Summary and Fiscal Analysis / RSFA Part A – General Questions section header.



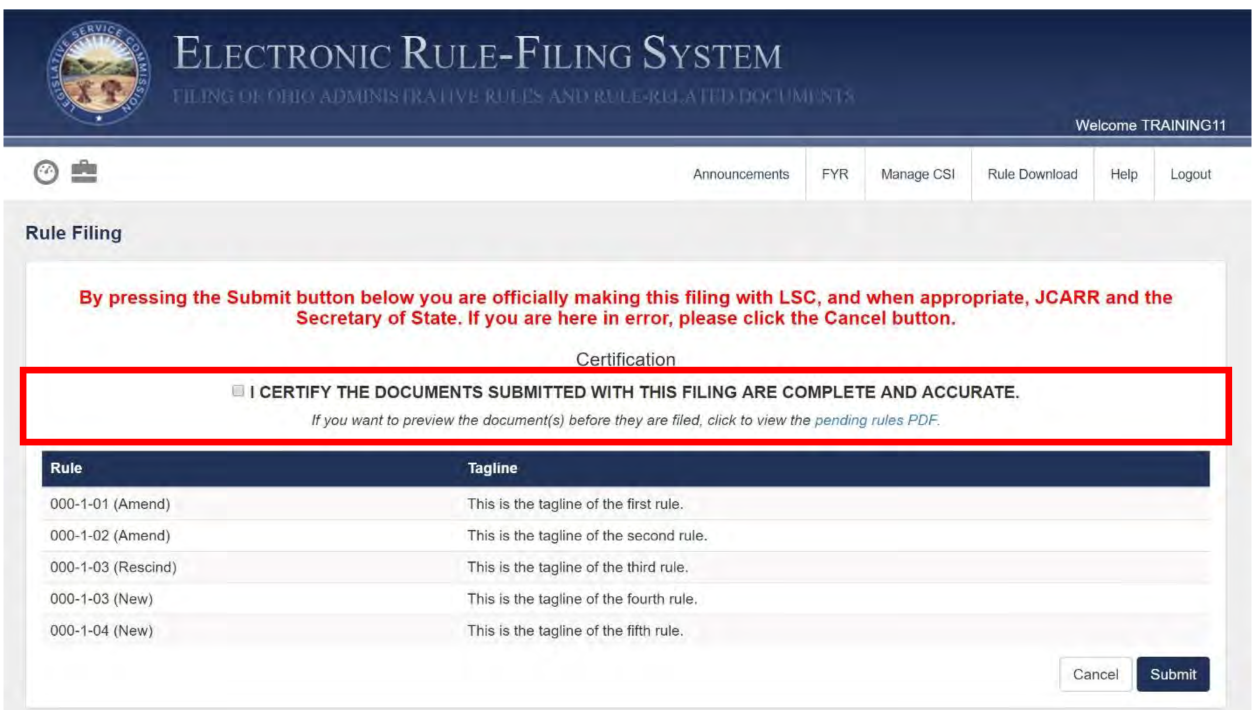
When the filer clicks this button, a PDF will be created that includes the RSFA and, as appropriate, RSFA part B, the environmental form, and any attachments. Because questions included in the two CSI sections and the IBR section appear within the RSFA, if the filer completes and saves an entry on any of these forms before working on any of the other sections, the **View Combined RSFA button** will appear even if questions in other sections have not yet been answered.

6.17 Rule Management – Submit and Save

Each time a document is uploaded on the Rule Management page and the filer clicks the **Submit and Save button** to complete the upload, all entries on the Rule Management page will be saved. This action performs the same save as if the filer had clicked the red **Save button** at the top of the page.

6.18 Rule Management – Certification Checkbox

For each rule filing, on the last page of the filing process where a filer will input a PIN and the effective date and/or FYR date, the filer will now be required to check the **Certification checkbox**. By checking the **Certification checkbox**, the filer is accepting responsibility for the content and rendering of all of the documents in the filing.

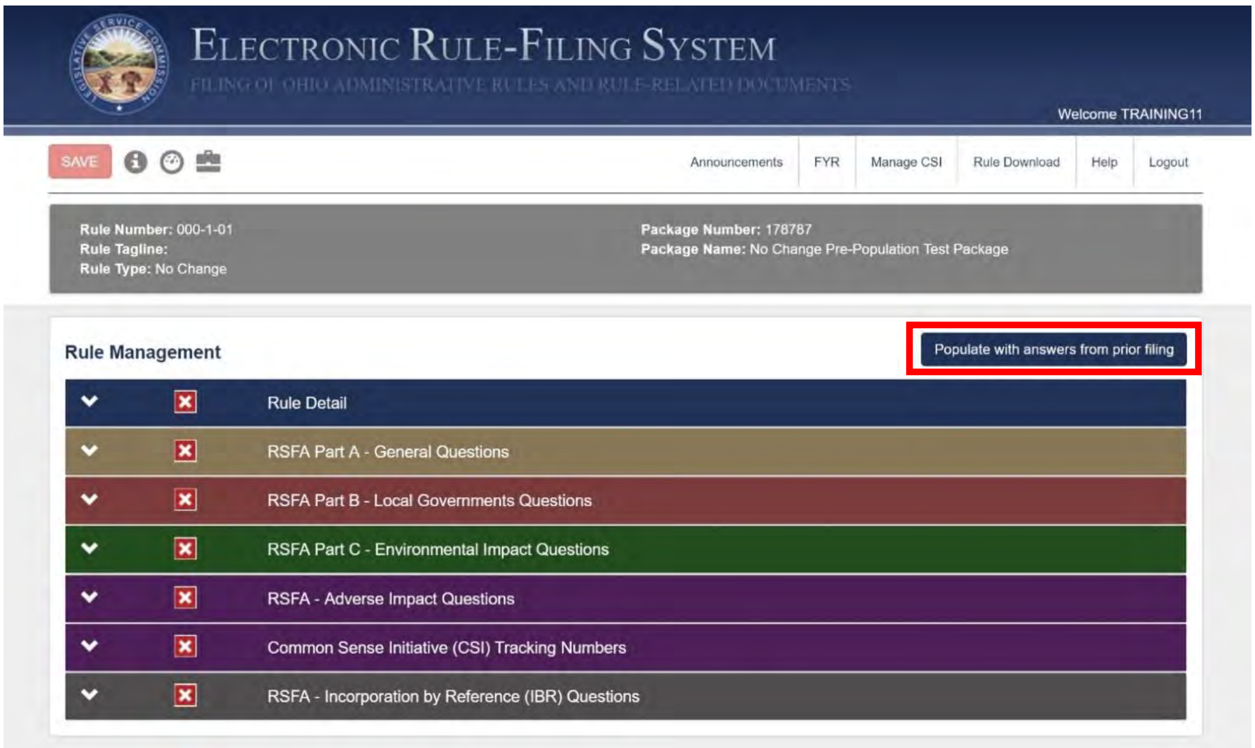


6.19 Rule Management – Populate with answers from prior filing

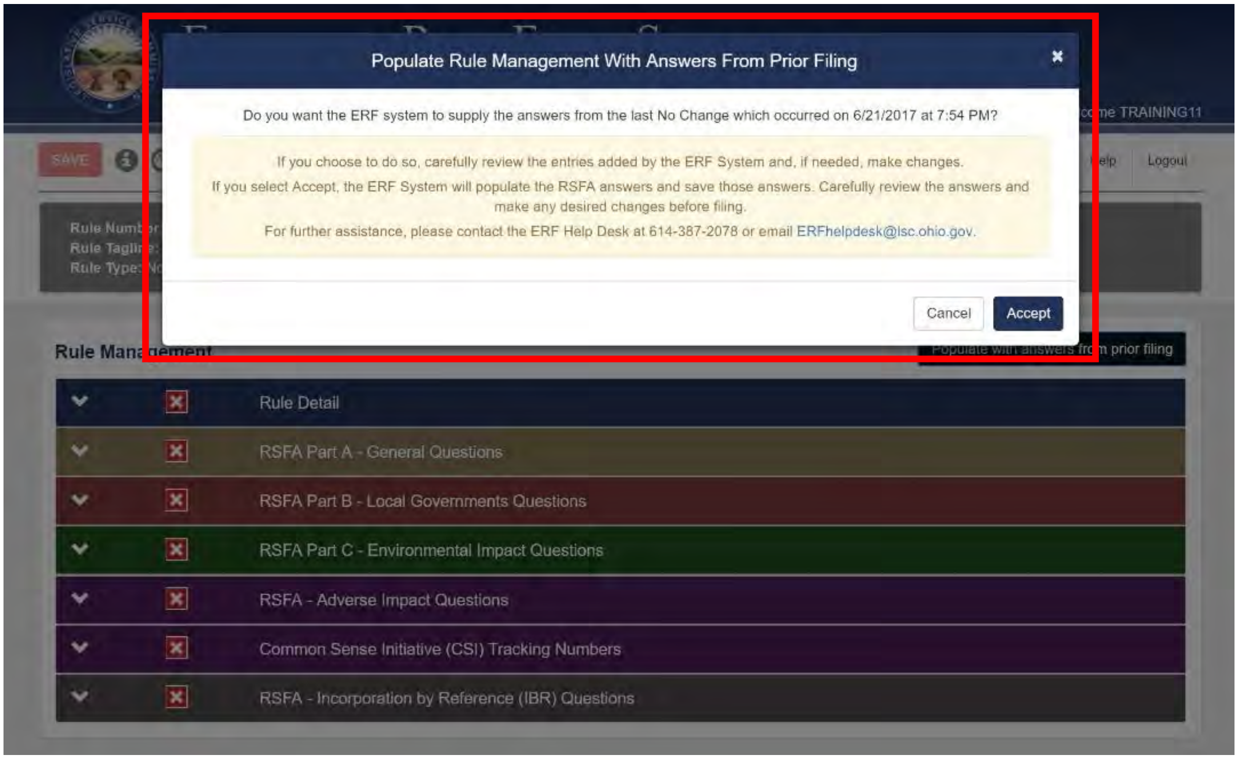
When adding a rule to a newly created No Change package, the ERF System will make it faster and more efficient to complete the Rule Management page. (NOTE: this function is only available if a rule is undergoing its second filing in the updated ERF System.)

If this function is available for a rule added to a No Change package, the filer will see a **Populate with answers from prior filing button** in the top right area of the Rule Management page. A filer has one opportunity to click this button. If a filer does not click the button and instead begins to enter information into one of the RSFA sections and saves that entry, the **Populate with answers from prior filing button** will disappear. If a filer does click the button, the ERF System will auto-populate the answers to the RSFA questions that were supplied in the previous filing and, once complete, the button will disappear.

If the filer misses the opportunity to populate answers, the filer can remove the rule from the package and then add the rule back to the package in order to again have access to the **Populate with answers from prior filing button**.



When a filer clicks the **Populate with answers from prior filing button**, a message is shown asking the filer to confirm the population of the page with answers from the last filing. The message will display the date and time of this last filing so the filer will know what answers to expect when the population is complete.



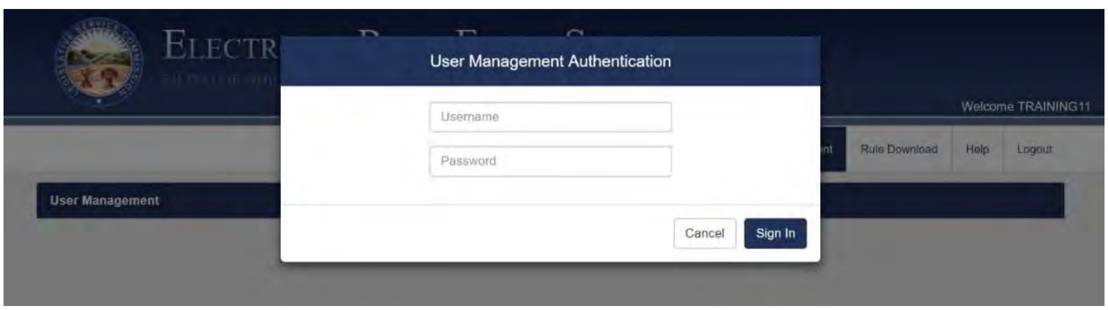
Entries from the prior filing will populate all RSFA sections except the Common Sense Initiative (CSI) Tracking Numbers section. Once data population is completed, the filer will still need to enter prior effective dates, upload all documents including the rule body, complete the CSI Tracking Numbers section, and indicate if any incorporated by reference material is being filed electronically.

7.0 Authorized Contact Functionality

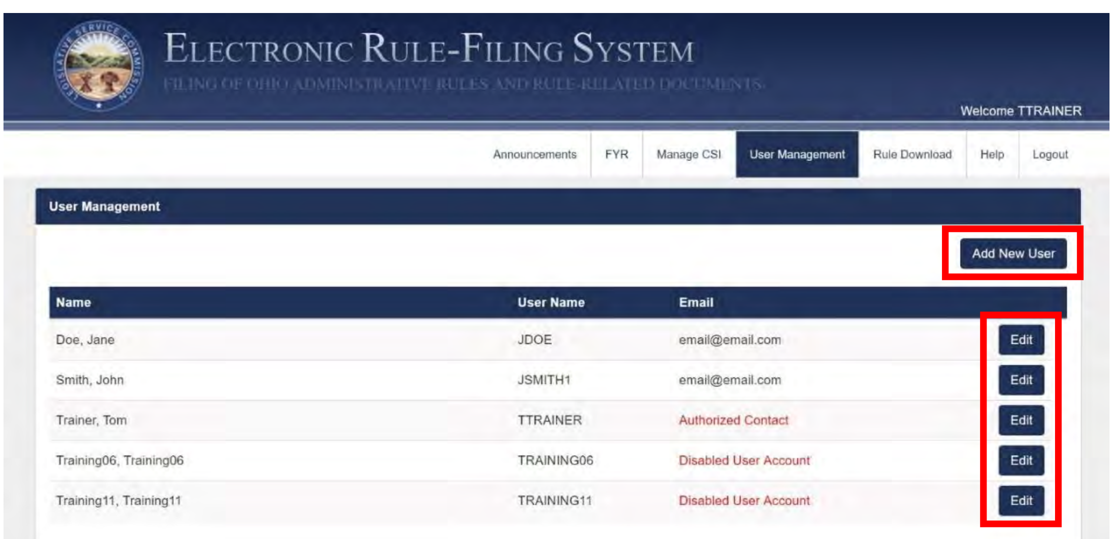
7.1 Authorized Contacts – User Management

Authorized Contacts will see a "User Management" menu option. The user management area is used by an authorized contact to create new user accounts, edit existing user accounts, or disable user accounts that are no longer needed. If a filer's address or other contact information needs to be edited, this is where the Authorized Contact can edit the information.

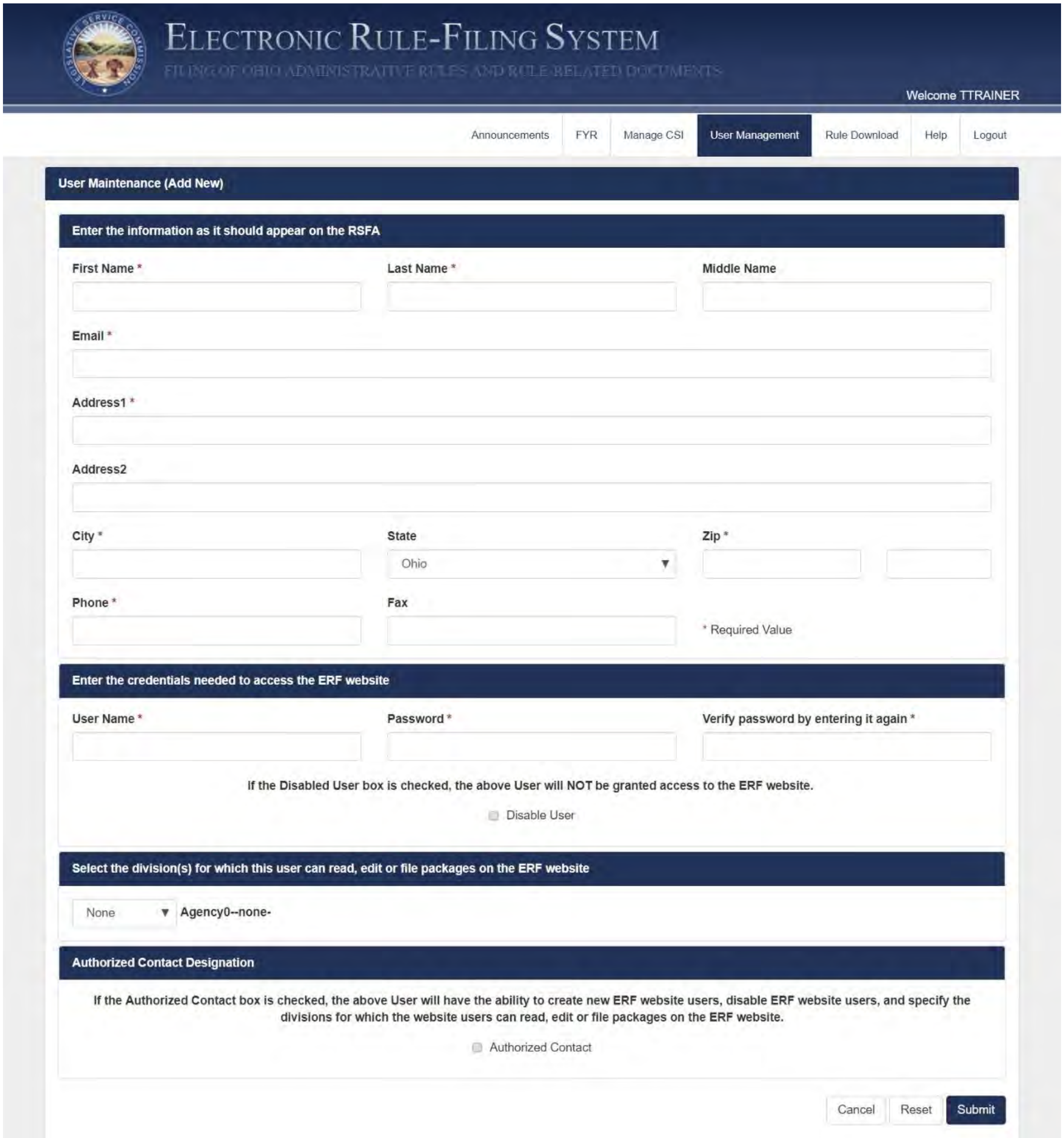
When an Authorized Contact clicks on the User Management tab, the user is asked to provide their credentials for reauthentication.



Once reauthenticated, the Authorized Contact will see the list of accounts for that agency. From here, the Authorized Contact can add new user accounts or edit existing user accounts.



The “Add New User” screen requires the following information: first name, last name, email address, address, phone number, username, and password. The Authorized Contact will also select the privilege level for that user account – read-only, edit, or file. Checkboxes are also present to disable the user account or to designate the user as an authorized contact. The “Edit” screen includes the same fields and allows the Authorized Contact to make any necessary changes to a user account.



ELECTRONIC RULE-FILING SYSTEM

FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

Welcome TTRAINER

Announcements | FYR | Manage CSI | User Management | Rule Download | Help | Logout

User Maintenance (Add New)

Enter the information as it should appear on the RSFA

First Name * | Last Name * | Middle Name

Email *

Address1 *

Address2

City * | State: Ohio | Zip *

Phone * | Fax

* Required Value

Enter the credentials needed to access the ERF website

User Name * | Password * | Verify password by entering it again *

If the Disabled User box is checked, the above User will NOT be granted access to the ERF website.

Disable User

Select the division(s) for which this user can read, edit or file packages on the ERF website

None | Agency0--none-

Authorized Contact Designation

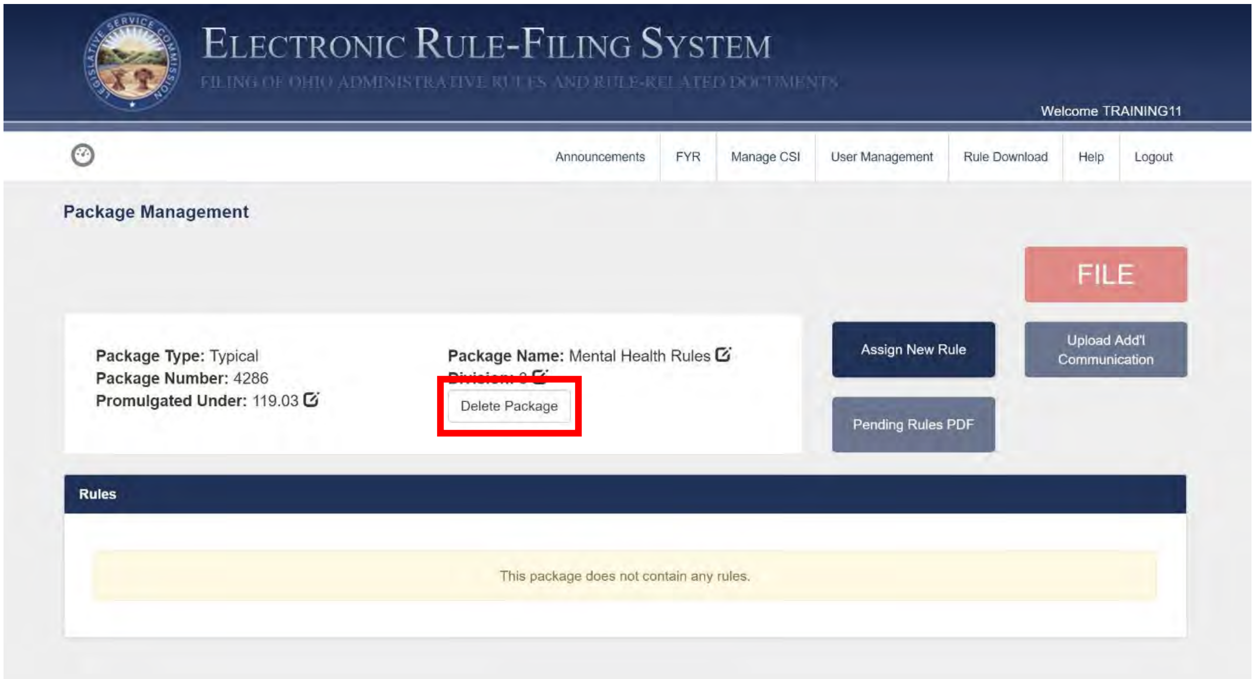
If the Authorized Contact box is checked, the above User will have the ability to create new ERF website users, disable ERF website users, and specify the divisions for which the website users can read, edit or file packages on the ERF website.

Authorized Contact

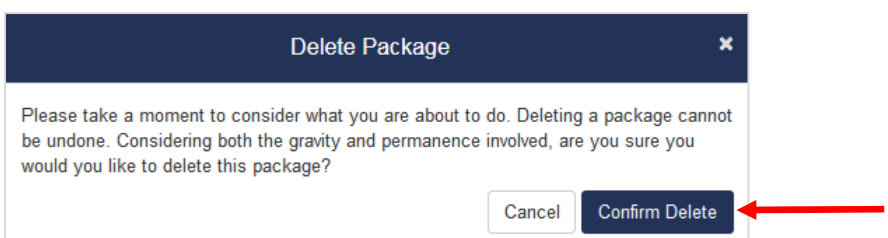
Cancel | Reset | Submit

7.2 Authorized Contacts – Delete Packages

Agency Authorized Contacts have the ability to delete a package if no rules are assigned to it. If rules have been added to the package, and it has not yet been filed, those rules can be removed from the package and then the Authorized Contact can delete it. When logged in as an Authorized Contact, a **Delete Package button** is available on the Package Management page for all packages that do not contain any rules.

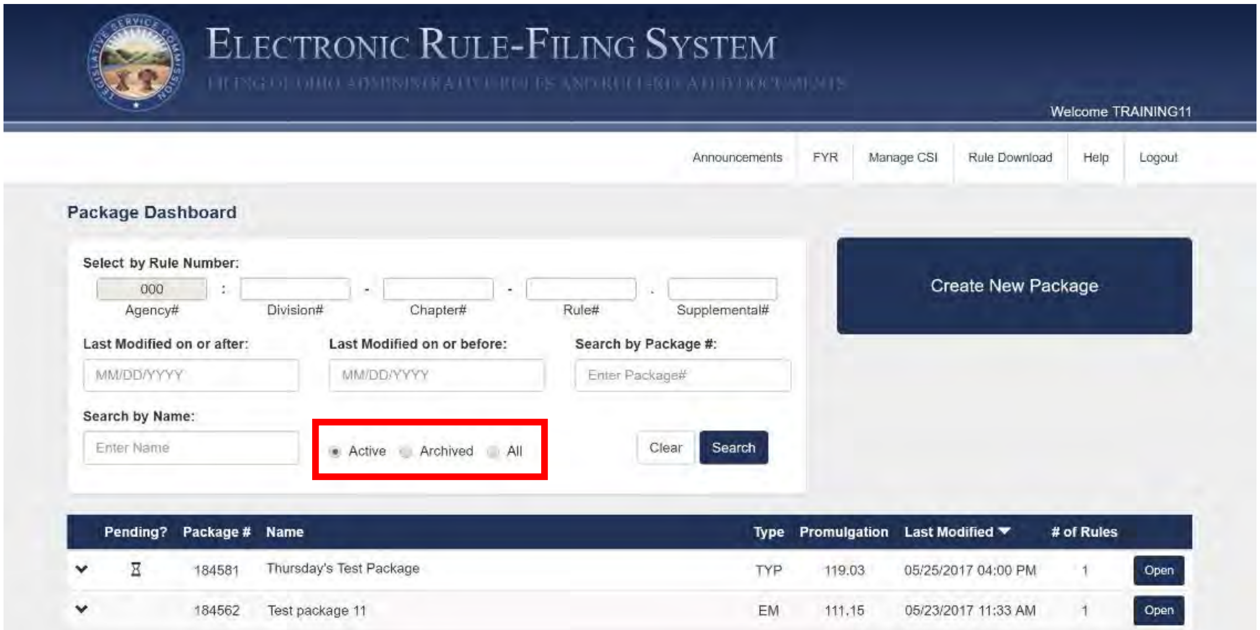


When the Authorized Contact clicks the **Delete Package button**, a warning message appears. When the Authorized Contact clicks the **Confirm Delete button**, the package is deleted from the system. This action cannot be undone.

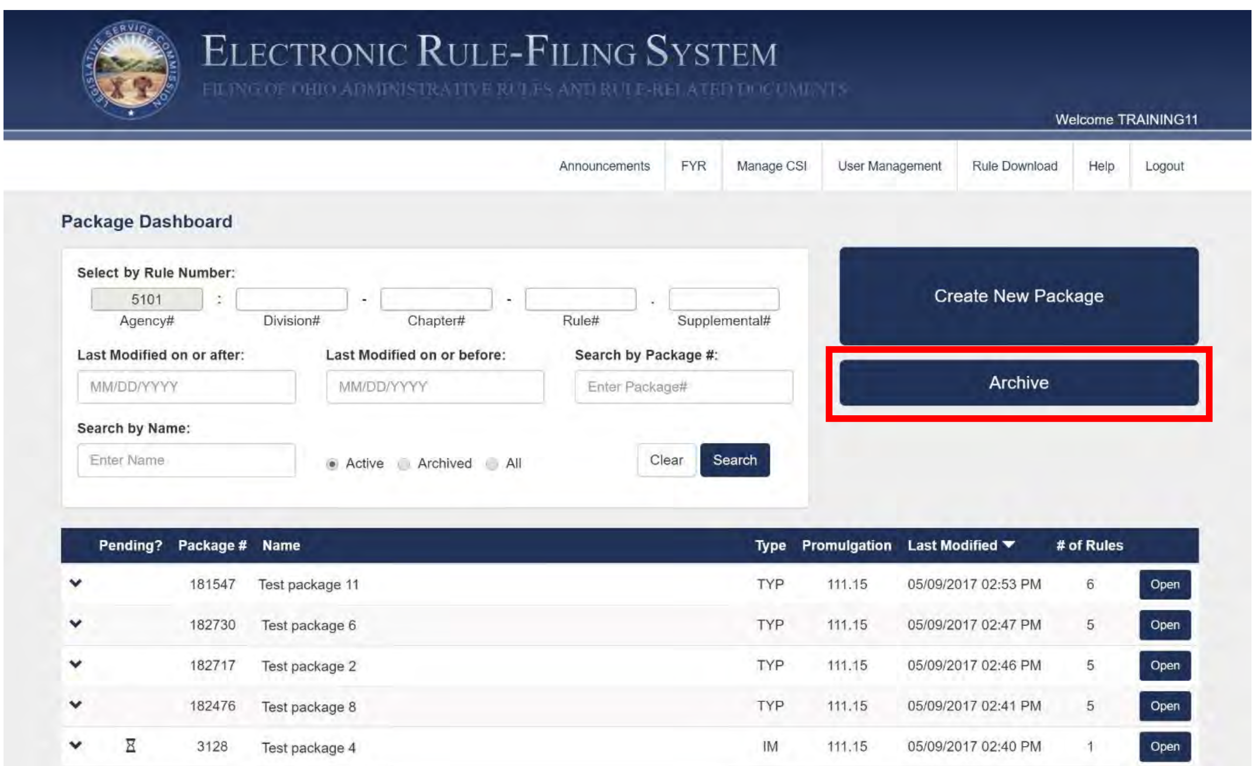


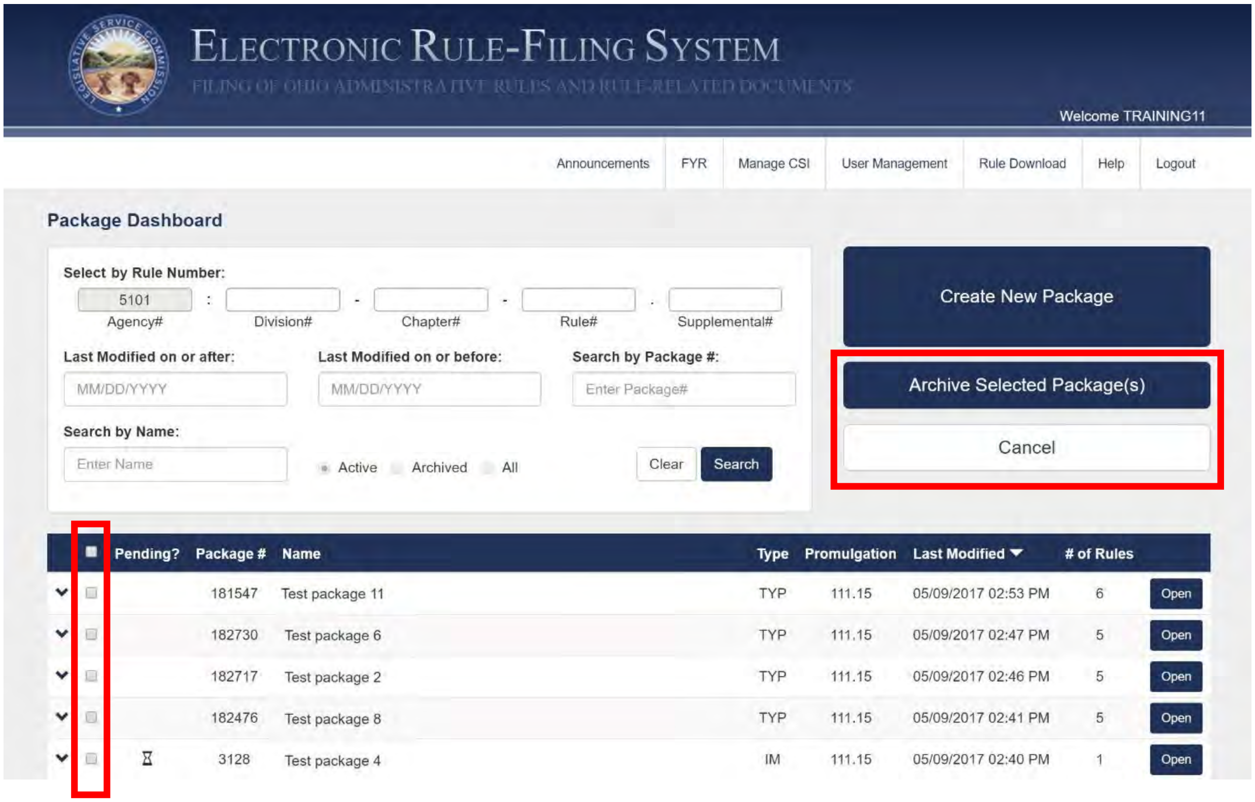
7.3 Authorized Contacts – Archive/Unarchive Packages

Agency Authorized Contacts can archive packages which is a way to "hide" packages from the package dashboard, setting aside packages the agency is no longer actively working on. Archived packages are not deleted or altered in any way; they simply will not show in a search result unless the filer selects the "Archived" or "All" radio buttons on the search panel. By default, when the package dashboard is first opened, it shows only active packages. The filer can change the setting to show only archived packages or both types of packages by selecting a different radio button. (If the Authorized Contact archives a package, it will appear as archived for all agency users.)



When the **Archive button** is clicked, a checkbox will appear to the left of each package. The Authorized Contact checks the packages to be archived and clicks the **Archive Selected Package(s) button**. Packages that have been archived can be returned to active status ("unarchived") by the Authorized Contact.




ELECTRONIC RULE-FILING SYSTEM
FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS
Welcome TRAINING11
Announcements
FYR
Manage CSI
User Management
Rule Download
Help
Logout
Package Dashboard
Select by Rule Number:
5101
Agency#
Division#
Chapter#
Rule#
Supplemental#
Last Modified on or after:
MM/DD/YYYY
Last Modified on or before:
MM/DD/YYYY
Search by Package #:
Enter Package#
Search by Name:
Enter Name
Active
Archived
All
Clear
Search
Create New Package
Archive Selected Package(s)
Cancel
Pending?
Package #
Name
Type
Promulgation
Last Modified
# of Rules
181547 Test package 11 TYP 111.15 05/09/2017 02:53 PM 6 Open
182730 Test package 6 TYP 111.15 05/09/2017 02:47 PM 5 Open
182717 Test package 2 TYP 111.15 05/09/2017 02:46 PM 5 Open
182476 Test package 8 TYP 111.15 05/09/2017 02:41 PM 5 Open
3128 Test package 4 IM 111.15 05/09/2017 02:40 PM 1 Open