



FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

OHIO LEGISLATIVE SERVICE COMMISSION

ERF HELP DESK

614-387-2078

ERFHELPDESK@LSC.OHIO.GOV



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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.



ELECTRONIC RULE-FILING SYSTEM

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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.

A screenshot of the Electronic Rule-Filing System login page. At the top, a yellow box with a red border contains the text: "This is an example of an urgent announcement. LSC can post messages here to communicate to you." Below this is the system logo and title. The login form includes a "Username" field, a "Password" field, and a "Sign In" button. At the bottom, a dark blue box provides contact information for the ERF Help Desk: "If you have any questions or concerns, please contact the ERF Help Desk at 614-387-2078 or send an email to ERFhelpdesk@lsc.ohio.gov."



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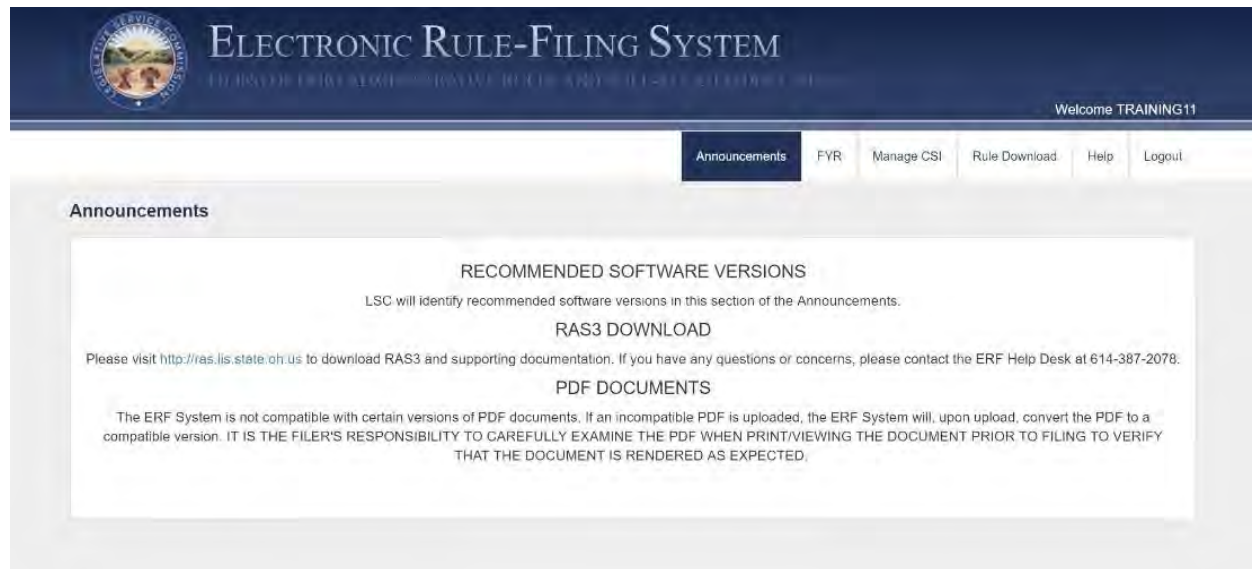
3.0 Menu Items

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.



Welcome TRAINING11

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

For questions regarding these FYR dates, please contact JCARR at 614-466-4086 or jcarr1@jcarr.state.oh.us.

Five Year Review: Agency 103

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

Showing 1 to 6 of 6 rows

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.



Welcome TRAINING11

Announcements FYR **Manage CSI** Rule Download Help Logout

Manage CSI

Search Upload Document

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.

The screenshot shows the 'Electronic Rule-Filing System' interface. The header includes the Ohio State seal and the text 'ELECTRONIC RULE-FILING SYSTEM' and 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS'. A user greeting 'Welcome TRAINING11' is visible. The navigation menu contains 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. The main content area is titled 'CSI Document Information' and displays the following details:

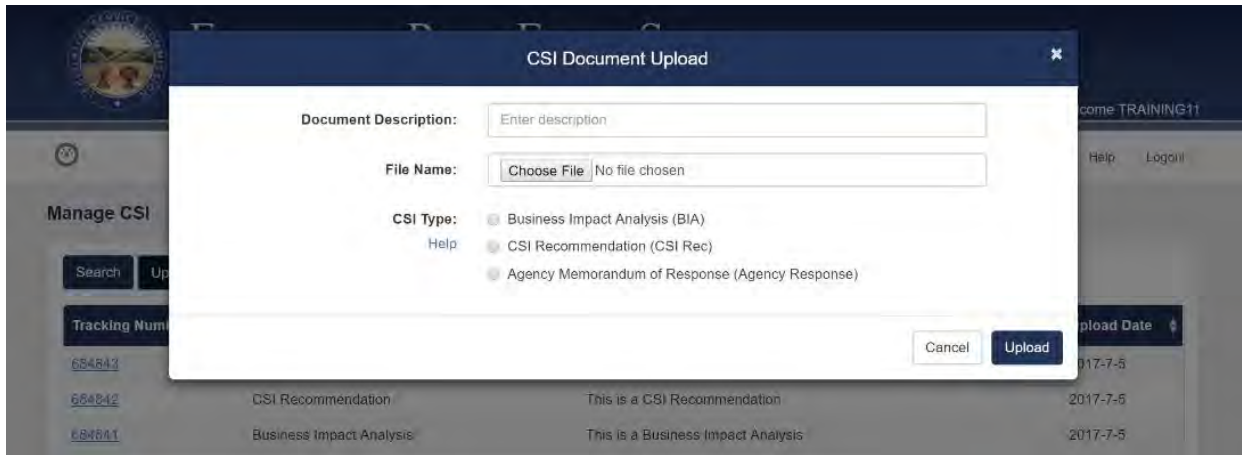
- Tracking Number: 684843
- Document Type: Agency Memorandum of Response (with a 'Delete' button)
- Description: This is an Agency Memorandum of Response
- Change Description to: This is an Agency Memorandum of Response (with a text input field, 'Cancel' button, and 'Update Description' button)

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.

The screenshot shows the 'Manage CSI' section of the 'Electronic Rule-Filing System' interface. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'Manage CSI' and features a 'CSI Document Search' dialog box with the following fields:

- Enter Document Description Keyword: (text input field)
- OR
- Enter Tracking Number: (text input field)
- Buttons: 'Cancel' and 'Search'

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.



ELECTRONIC RULE-FILING SYSTEM

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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.

The screenshot shows the 'Package Dashboard' interface. At the top, there is a navigation bar with 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. A 'Welcome TRAINING11' message is displayed on the right. The main dashboard area features a search panel on the left with fields for 'Select by Rule Number' (Agency#, Division#, Chapter#, Rule#, Supplemental#), 'Last Modified on or after:', 'Last Modified on or before:', 'Search by Package #:', and 'Search by Name:'. A 'Create New Package' button is located on the right. Below the search panel is a table listing packages with columns for 'Pending?', 'Package #', 'Name', 'Type', 'Promulgation', 'Last Modified', and '# of Rules'. The table contains five rows of test packages. Below this is another table with columns for 'Ready?', 'Rule #', 'Type', 'Tagline', 'Action', and 'Status', containing two rows of rule entries. At the bottom, there is a pagination control showing page 1 of 5.

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.

The screenshot shows a search panel with the following elements:

- Select by Rule Number:** A series of input fields for Agency# (containing '000'), Division#, Chapter#, Rule#, and Supplemental#.
- Last Modified on or after:** An input field with a date format placeholder 'MM/DD/YYYY'.
- Last Modified on or before:** An input field with a date format placeholder 'MM/DD/YYYY'.
- Search by Package #:** An input field with a placeholder 'Enter Package#'.
- Search by Name:** An input field with a placeholder 'Enter Name'.
- Radio Buttons:** Three radio buttons labeled 'Active', 'Archived', and 'All'. The 'Active' radio button is selected.
- Buttons:** A 'Clear' button and a dark blue 'Search' button.

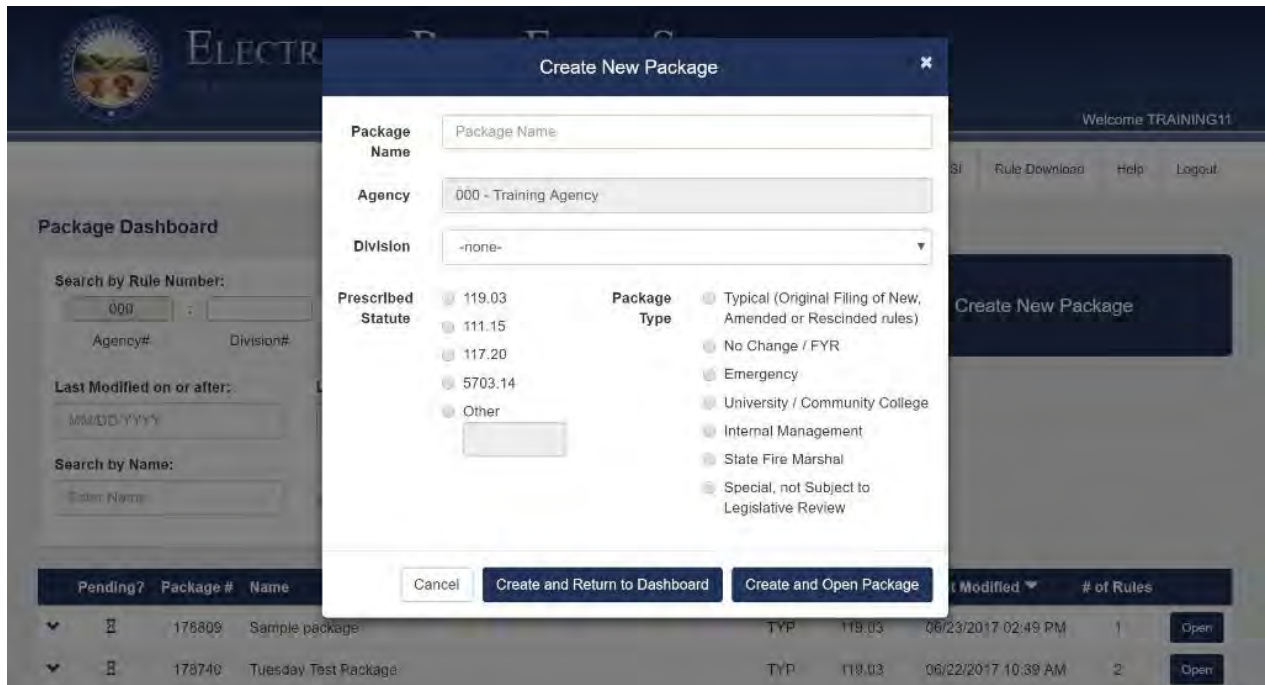
If a filer only wants to see packages that include a specific rule number, they can enter that rule number and search. Or, if they know either the package number or all or part of the package name, they can enter this information and the system will display only those packages matching the criteria.

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.

This screenshot is identical to the one above, but with a red rectangular box highlighting the radio buttons for 'Active', 'Archived', and 'All'. The 'Active' radio button is currently selected.

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.)

Package Dashboard

Select by Rule Number:
 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

Buttons: Clear, Search, Create New Package

Pending?	Package #	Name	Type	Promulgation	Last Modified	# of Rules
▼	184581	Thursday's Test Package	TYP	119.03	05/25/2017 04:00 PM	1
▼	184562	Test package 11	EM	111.15	05/23/2017 11:33 AM	1

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.

Pending?	Package #	Name	Type	Promulgation	Last Modified	# of Rules
▼	178809	Sample package	TYP	119.03	06/23/2017 02:49 PM	1
▼	178740	Tuesday Test Package	TYP	119.03	06/22/2017 10:39 AM	2
▼	178789	Another No Change Pre-Population Test Package	NC	119.03	06/21/2017 07:56 PM	1

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.

Package Dashboard

Search by Rule Number:

: - - -

Agency# Division# Chapter# Rule# Supplemental#

Include Supp#

Last Modified on or after:

Last Modified on or before:

Search by Package #:

Search by Name:

Active Archived All

Create New Package

Pending?	Package #	Name	Type	Promulgation	Last Modified	# of Rules	
^	178829	This is a test package	TYP	111.15	07/05/2017 10:10 PM	2	<input type="button" value="Open"/>

Ready?	Rule #	Type	Tagline	Action	Status
✖	000-1-01	New	This is rule 000-1-01.	Original File	Pending
✔	000-1-02	New	This is rule 000-1-02.	Original File	Pending

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.

Rules

Ready?	Rule Number	Type	Tagline	Action	Status
✖	000-1-01	New	This is rule 000-1-01.	Original File	Pending
✔	000-1-02	New	This is rule 000-1-02.	Original File	Pending

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.

1
2
3
4
5
>
>>

ERF Website | Contact Information | Register of Ohio | LSC | JCARR | ORG | OAC
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ELECTRONIC RULE-FILING SYSTEM

FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

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.

Package Management

Prepare Revised or Refiled Filing Prepare TBR (To Be Refiled) Prepare Withdraw Proposed **FILE**

Package Type: Typical Package Name: Tuesday Test Package
 Package Number: 178740 Division:
 Promulgated Under: 119.03

Upload Hearing Summary Report Package History
 Upload Add'l Communication Pending Rules PDF

Public Hearing Notice

Rhodes State Office Building, Room 1101 Delete Download View
 08/16/2017 08:30 AM

Hearing Summary Reports

1. Hearing Summary Report - 2017-06-06 Delete Download View
 2. Hearing Summary Report - 2017-06-13 Delete Download View

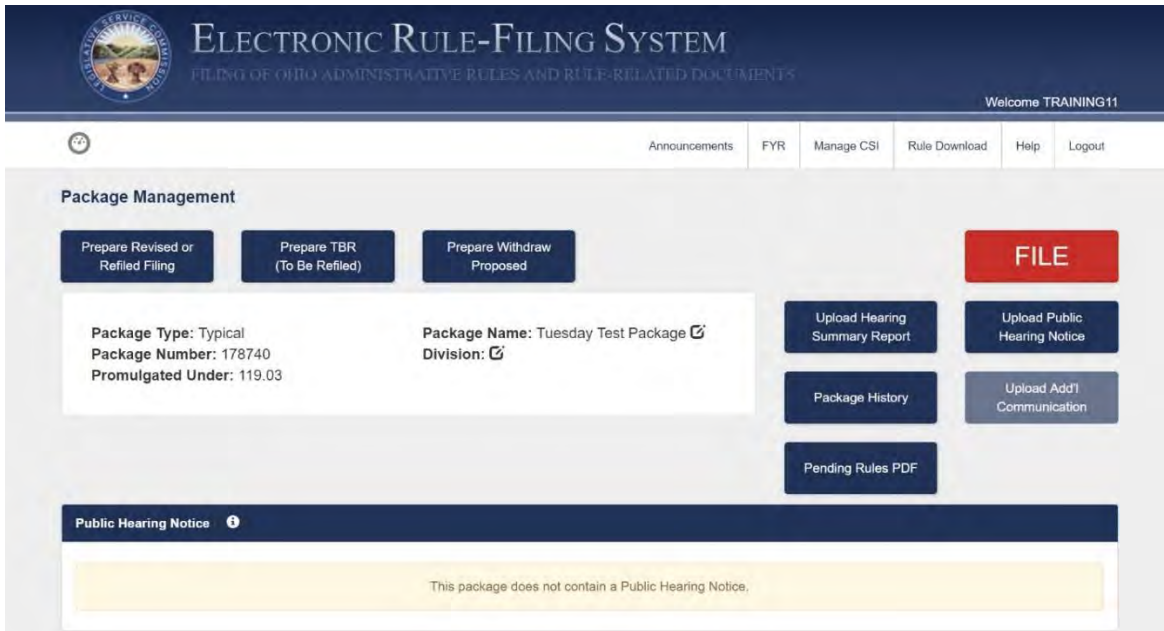
Additional Communication

PDF_addtl_comm.pdf Delete Download View

Rules

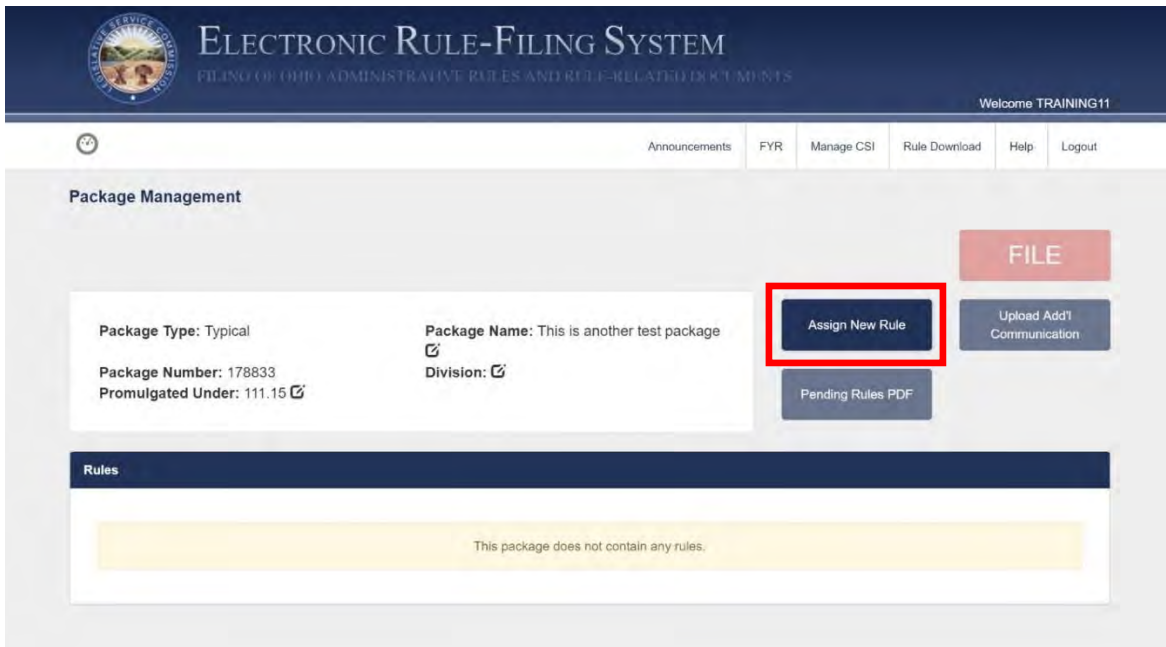
Ready?	Rule Number	Type	Tagline	Action	Status
	000-1-01	Amend	This is the tagline.	Revise	Pending
	000-1-02	New	This is the tagline.	Original File	Filed

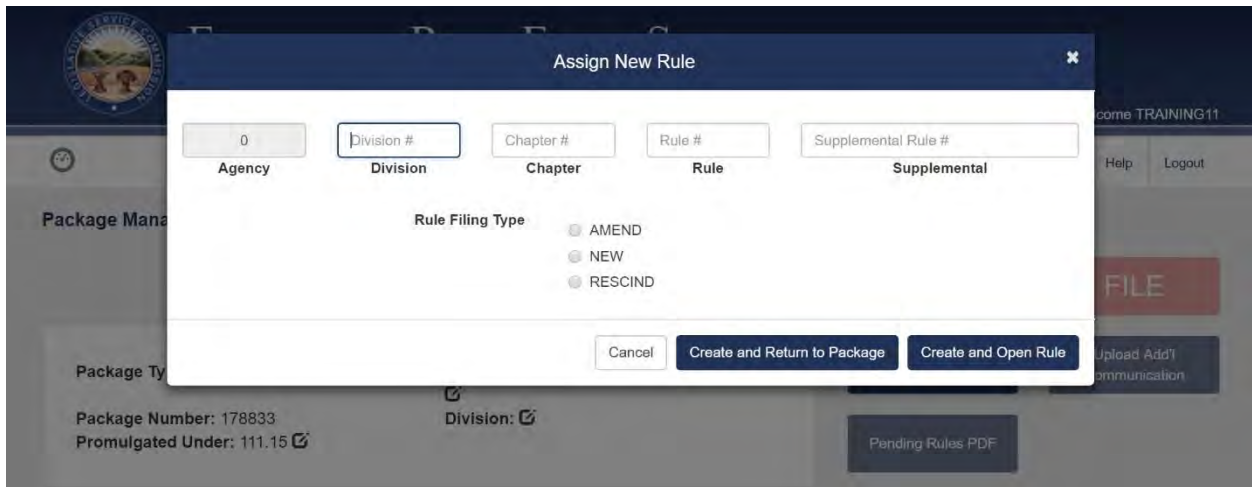
The Public Hearing Notice section will appear for 119.03 documents whether one has been uploaded yet or not. If the public hearing notice has not yet been uploaded, the section will state “This package does not contain a Public Hearing Notice.” The other package level document sections will only appear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



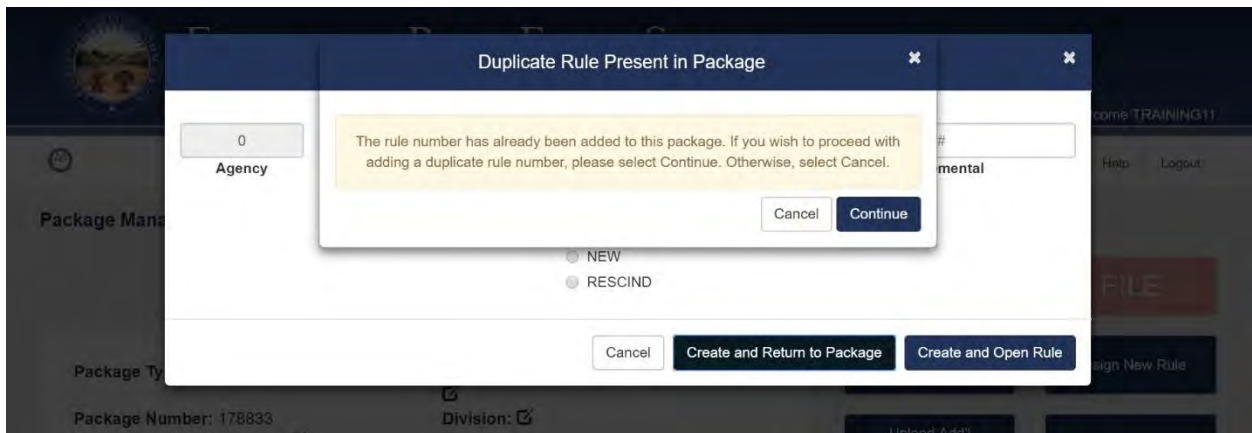
5.2 Package Management – Assign New Rule

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.

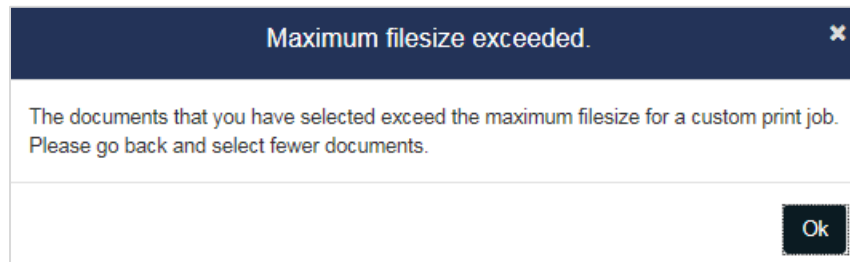
5.6 Package Management – Pending Rules PDF

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.



Select	Rule	Status	RSFA pt. A	RSFA pt. B	Env. Impact	Rule Body	Appendices	IBR	CSI	Attachments	PHN
<input type="checkbox"/>	000-1-01 (Amend)	Original File - Pending	<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>	000-1-02 (Amend)	Original File - Pending	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/>	000-1-03 (Rescind)	Original File - Pending	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	000-1-03 (New)	Original File - Pending	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	000-1-04 (New)	Original File - Pending	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

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

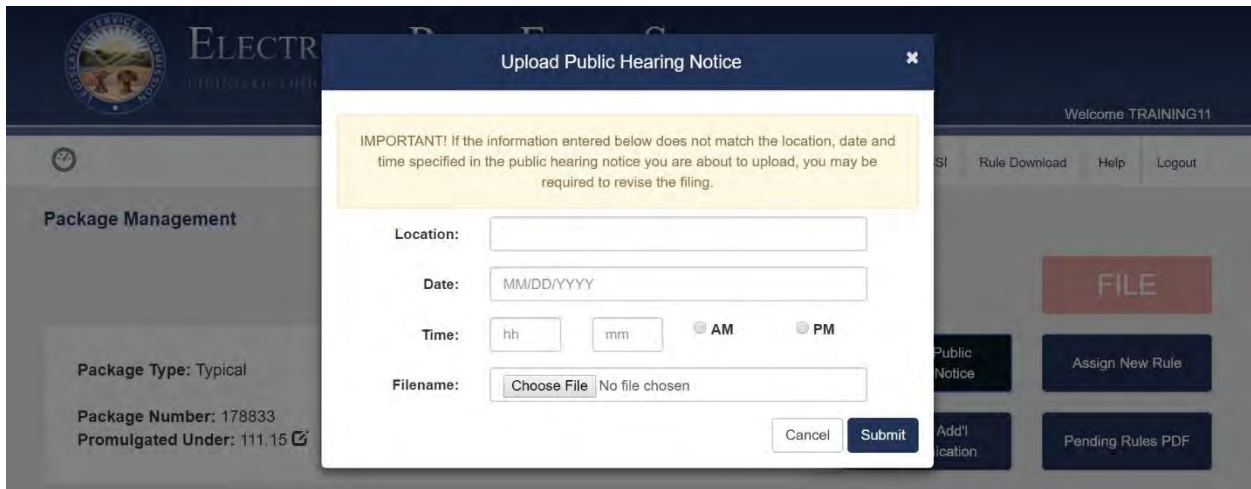
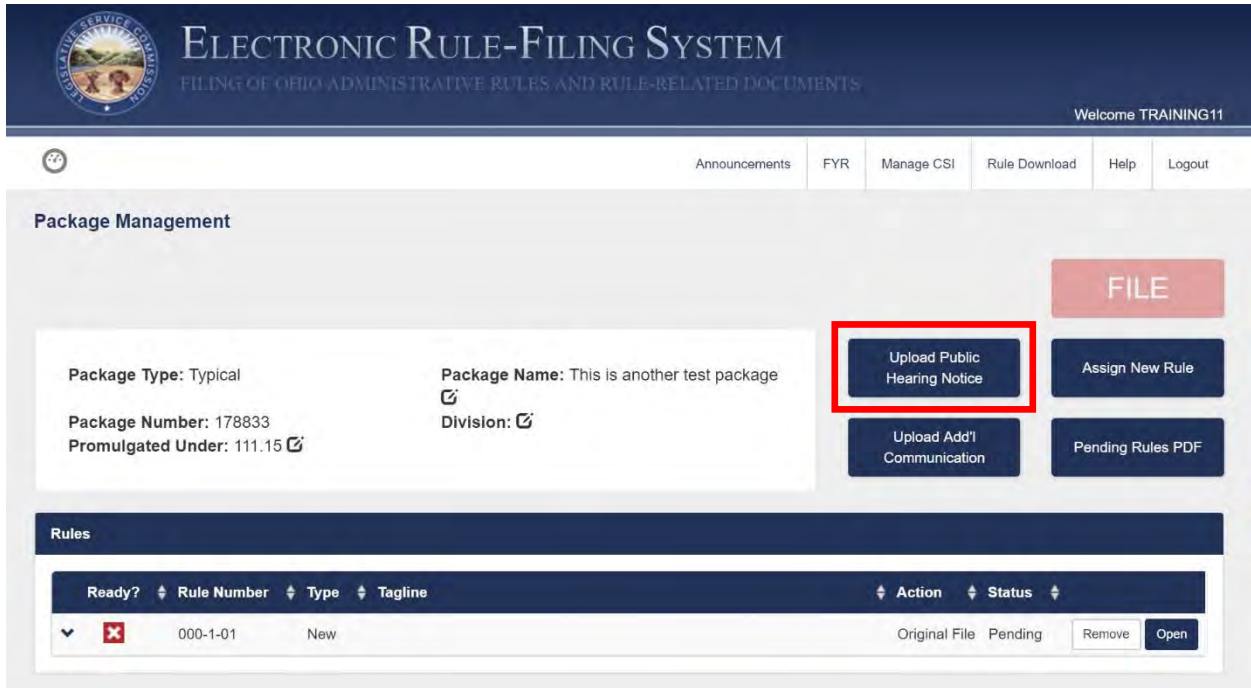
Replacing the Status button in the old ERF System is a quick view of what work remains to be completed for each rule in a package, displayed by clicking the down arrow to the left of the rule number. This expanded display lists each section of the Rule Management page and indicators for each section. 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.)

The screenshot displays the 'ELECTRONIC RULE-FILING SYSTEM' interface. At the top, it says 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS' and 'Welcome TRAINING11'. The main area is titled 'Package Management' and includes a 'FILE' button, package details (Type: Typical, Number: 178740, Promulgated Under: 119.03), and Package Name: Tuesday Test Package. Below this are buttons for 'Upload Public Hearing Notice', 'Assign New Rule', 'Upload Add'l Communication', and 'Pending Rules PDF'. A 'Public Hearing Notice' section indicates that the package does not contain one. The 'Rules' section is highlighted with a red box and contains a table of rule details.

Ready?	Rule Number	Type	Tagline	Action	Status																																
⬆️	000-1-01	Amend	This is the tagline.	Original File	Pending																																
<table border="1"><thead><tr><th>Section</th><th>Questions</th><th>Documents</th><th>Tracking #s</th></tr></thead><tbody><tr><td>Rule details and document</td><td>✓</td><td>✓</td><td></td></tr><tr><td>Rule Summary and Fiscal Analysis</td><td>✗</td><td></td><td></td></tr><tr><td>RSFA Part B - Local Governments</td><td>✗</td><td></td><td></td></tr><tr><td>Environmental Impact</td><td>✗</td><td></td><td></td></tr><tr><td>RSFA - Adverse Impact Questions</td><td>✗</td><td></td><td></td></tr><tr><td>CSI</td><td>✗</td><td></td><td></td></tr><tr><td>IBR</td><td>✗</td><td></td><td></td></tr></tbody></table>						Section	Questions	Documents	Tracking #s	Rule details and document	✓	✓		Rule Summary and Fiscal Analysis	✗			RSFA Part B - Local Governments	✗			Environmental Impact	✗			RSFA - Adverse Impact Questions	✗			CSI	✗			IBR	✗		
Section	Questions	Documents	Tracking #s																																		
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CSI	✗																																				
IBR	✗																																				
⬇️	000-1-02	New	This is the tagline.	Original File	Pending																																

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.



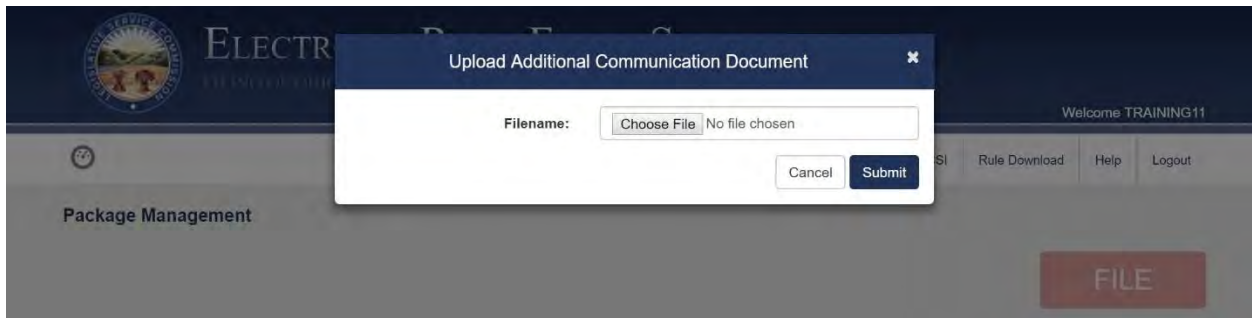
Once uploaded, the public hearing notice information appears in the Public Hearing Notice section of the Package Management page and the notice can be deleted, downloaded, or viewed.

The screenshot shows the 'ELECTRONIC RULE-FILING SYSTEM' interface. The header includes the system name and 'Welcome TRAINING11'. The main section is 'Package Management'. On the right, there is a large red 'FILE' button. Below it are buttons for 'Assign New Rule', 'Upload Add'l Communication', and 'Pending Rules PDF'. The package details show: Package Type: Typical, Package Number: 178833, Promulgated Under: 111.15, Package Name: This is another test package, and Division: [icon]. A 'Public Hearing Notice' section is highlighted with a red box, containing the text 'Rhodes State Office Tower' and '08/17/2017 03:00 PM', with 'Delete', 'Download', and 'View' buttons. Below this is a 'Rules' table with columns: Ready?, Rule Number, Type, Tagline, Action, Status. A row shows a rule with Rule Number '000-1-01' and Type 'New', with 'Original File', 'Pending', 'Remove', and 'Open' actions.

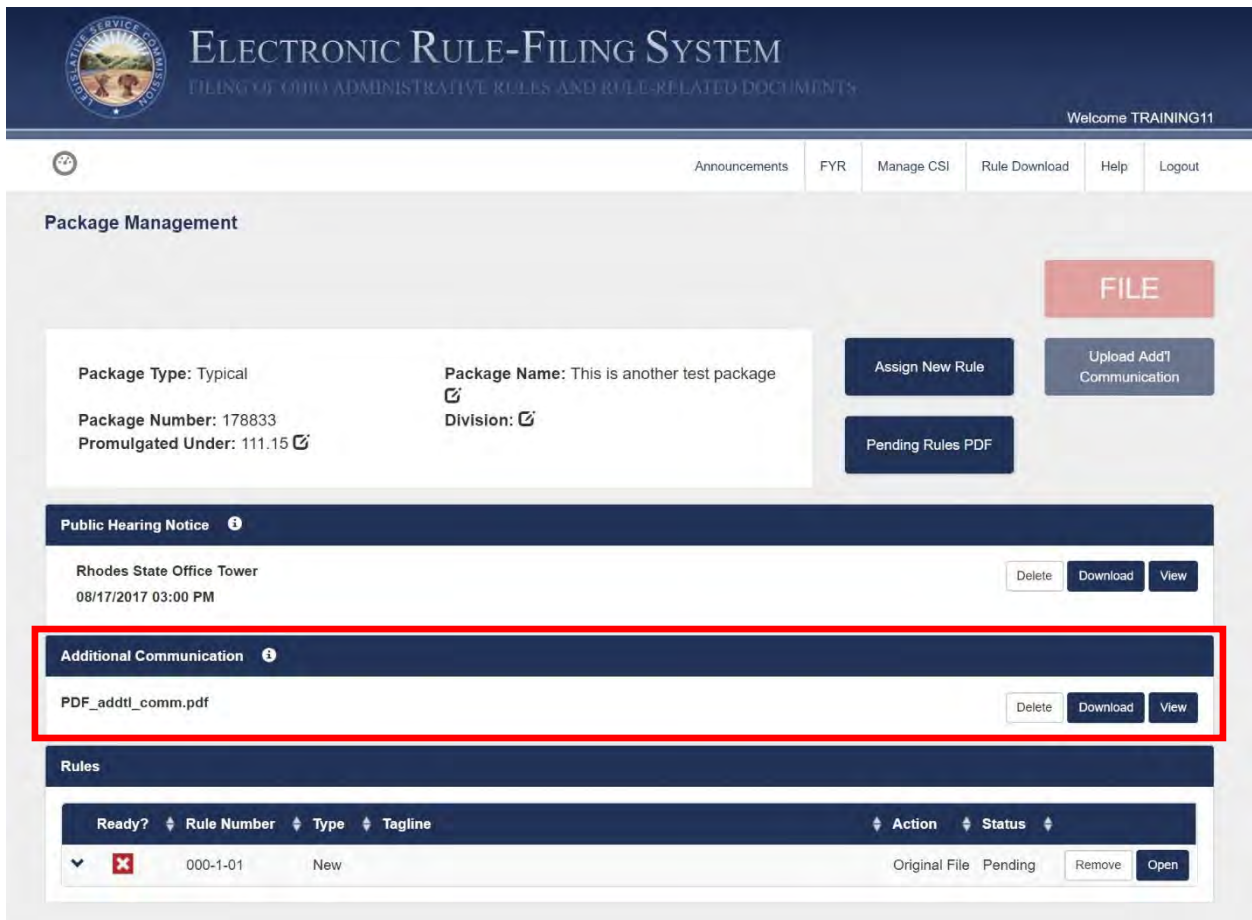
5.9 Package Management – Upload Additional Communication

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

This screenshot is similar to the previous one, showing the 'ELECTRONIC RULE-FILING SYSTEM' interface. The 'Package Management' section is visible. The package details are the same. In this view, the 'Upload Add'l Communication' button is highlighted with a red box. Other buttons include 'Upload Public Hearing Notice', 'Assign New Rule', and 'Pending Rules PDF'. The 'Rules' table at the bottom is also visible, showing the same rule entry as in the previous screenshot.



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 screenshot displays the Electronic Rule-Filing System interface. At the top, the header includes the system name and a welcome message for user TRAINING11. A navigation bar contains links for Announcements, FYR, Manage CSI, Rule Download, Help, and Logout. The main content area is titled "Package Management" and features several action buttons: "Prepare Revised or Refiled Filing", "Prepare TBR (To Be Refiled)", "Prepare Withdraw Proposed", and a prominent red "FILE" button. A summary box shows package details: "Package Type: Typical", "Package Number: 178740", "Promulgated Under: 119.03", "Package Name: Tuesday Test Package", and "Division: [icon]". To the right of this box are buttons for "Upload Hearing Summary Report", "Upload Public Hearing Notice", "Upload Add'l Communication", and "Pending Rules PDF". A red box highlights the "Package History" button, with a red arrow pointing to it from the label "Package History". Below this is a "Public Hearing Notice" section with a message: "This package does not contain a Public Hearing Notice." The "Hearing Summary Reports" section lists two reports with "Delete", "Download", and "View" buttons. The "Additional Communication" section shows a PDF file with similar action buttons. The "Rules" section contains a table with columns for "Ready?", "Rule Number", "Type", "Tagline", "Action", and "Status". The table has two rows. The first row has a dropdown arrow, a green checkmark, rule number "000-1-01", type "Amend", tagline "This is the tagline.", and actions "Revise", "Pending", and "Open". The second row has rule number "000-1-02", type "New", tagline "This is the tagline.", and actions "Original File" and "History". A red box highlights the "History" button, with a red arrow pointing to it from the label "Rule History".

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: [icon]

Upload Hearing Summary Report Upload Public Hearing Notice
Upload Add'l Communication
Pending Rules PDF

Package History

Public Hearing Notice

This package does not contain a Public Hearing Notice.

Hearing Summary Reports

- Hearing Summary Report - 2017-06-06 [Delete] [Download] [View]
- Hearing Summary Report - 2017-06-13 [Delete] [Download] [View]

Additional Communication

PDF_adddtl_comm.pdf [Delete] [Download] [View]

Rules

Ready?	Rule Number	Type	Tagline	Action	Status
▼ [checkmark]	000-1-01	Amend	This is the tagline.	Revise	Pending
	000-1-02	New	This is the tagline.	Original File	[History]

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 screenshot shows the 'Electronic Rule-Filing System' interface. At the top, there is a header with the system name and 'Welcome TRAINING11'. Below the header is a navigation menu with options: Announcements, FYR, Manage CSI, Rule Download, Help, and Logout. The main content area is titled 'Package: Tuesday Test Package' and includes a 'Custom Print' button. The package history is divided into two sections: 'Rule: 000-1-01 (Amend)' and 'Rule: 000-1-02 (New)'. Each section contains a table of activities with columns for 'Activity', 'Date', and a link to 'print/view confirmation report'.

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

Activity	Date	
Original File	06/14/2017 1:24 PM	print/view confirmation report

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

The screenshot shows the 'Rule History' page. The header is identical to the previous screenshot. The main content area is titled 'Rule History' and shows the rule '000-1-02 (New) - Original File - 06/14/2017 1:24 PM'. Below this, there is a table listing documents filed with this rule, with columns for 'Document' and 'Type'.

Document	Type
Rule Body	PDF
Rule Summary and Fiscal Analysis (Part A)	XML
Public Hearing Notice	PDF

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
Refile 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

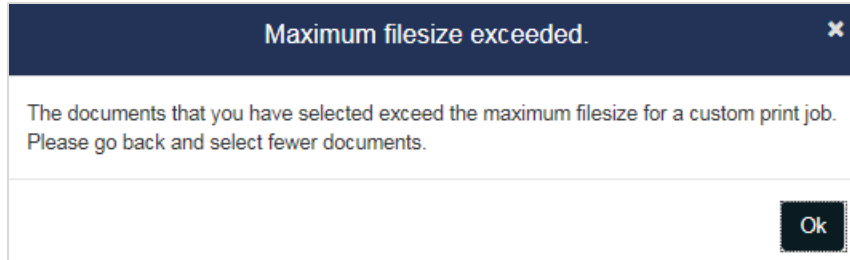
After clicking the **Custom Print button**, the filer will see a list of all filed actions and must select the desired action.



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.

The screenshot shows the Electronic Rule-Filing System interface. At the top, there is a header with the system name and a navigation menu. Below the header, the 'Package Management' section is visible, featuring a row of buttons: 'Prepare Revised or Refiled Filing', 'Prepare TBR (To Be Refiled)', 'Prepare Withdraw Proposed', 'Prepare Withdraw Final', 'Prepare Final Filing', and a large red 'FILE' button. Below these buttons, package details are displayed, including Package Type, Package Number, Promulgated Under, Package Name, and Division. To the right, there are buttons for 'Upload Hearing Summary Report', 'Package History', 'Upload Add'l Communication', and 'Pending Rules PDF'. At the bottom, a 'Rules' table lists individual rules with columns for Ready?, Rule Number, Type, Tagline, Action, Status, and History.

Ready?	Rule Number	Type	Tagline	Action	Status	History
	000-1-01	New	This is the first rule in the package.	Final File	Filed	History
	000-1-02	New	This is the second rule in the package.	Original File	Filed	History
	000-1-03	New	This is the third rule in the package.	Original File	Filed	History
	000-1-04	New	This is the fourth rule in the package.	Original File	Filed	History
	000-1-05	New	This is the fifth rule in the package.	Original File	Filed	History

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).

Prepare Rules for Revise or Refile

select	Rule Number	Tagline
<input type="checkbox"/>	000-1-01 (Amend)	This is the tagline.
<input type="checkbox"/>	000-1-02 (New)	This is the tagline.

Cancel Submit

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.

Package Management

Prepare Revised or Refiled Filing Prepare TBR (To Be Refiled) Prepare Withdraw Proposed FILE

Package Type: Typical Package Name: Hearing Summary Report
Package Number: 178771 Test Package Division: 0
Promulgated Under: 119.03

Upload Hearing Summary Report History
Upload Add'l Communication Pending Rules PDF

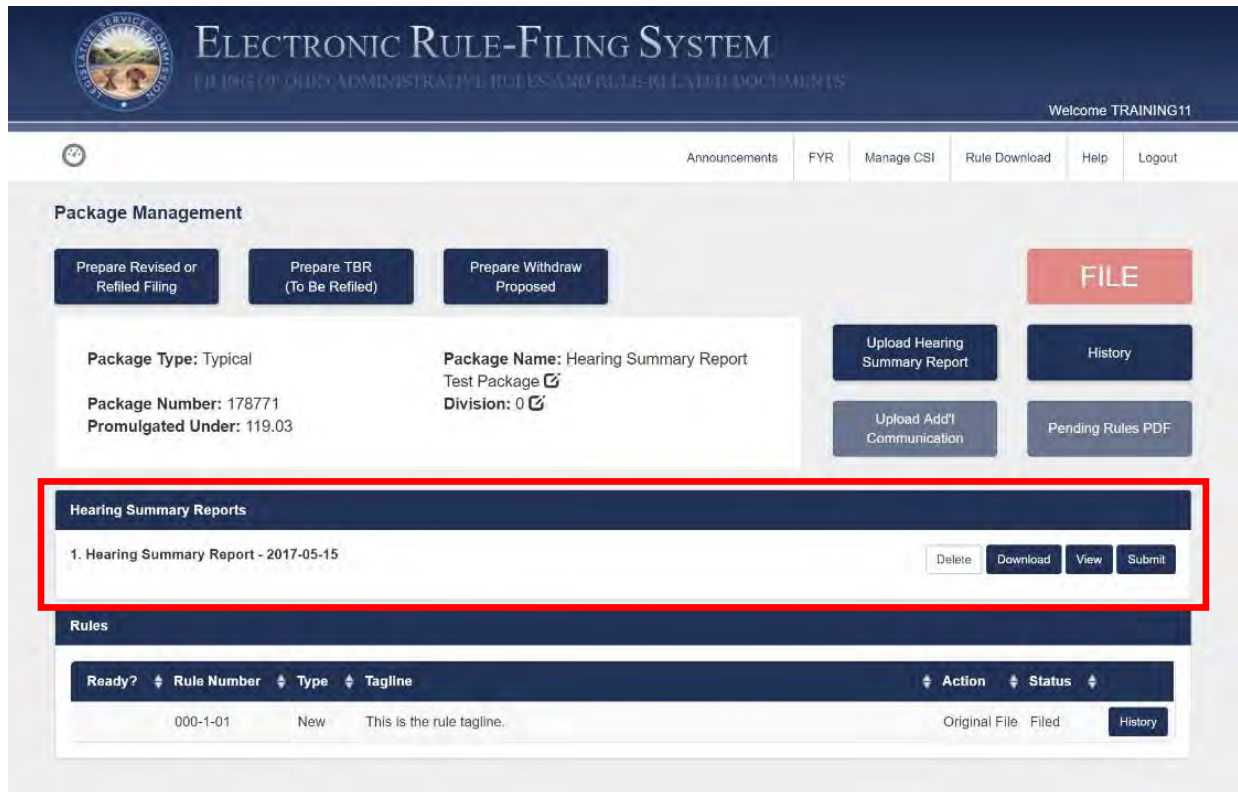
Rules

Ready?	Rule Number	Type	Tagline	Action	Status
	000-1-01	New	This is the rule tagline.	Original File	Filed History

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**.



ELECTRONIC RULE-FILING SYSTEM

FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

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.

Rule Management

▼	✓	Rule Detail	
▼	✗	RSFA Part A - General Questions	View Combined RSFA
▼	✓	RSFA Part B - Local Governments Questions	
▼	✓	RSFA Part C - Environmental Impact Questions	
▼	✓	RSFA - Adverse Impact Questions	
▼	✗	Common Sense Initiative (CSI) Tracking Numbers	
▼	✓	RSFA - Incorporation by Reference (IBR) Questions	

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

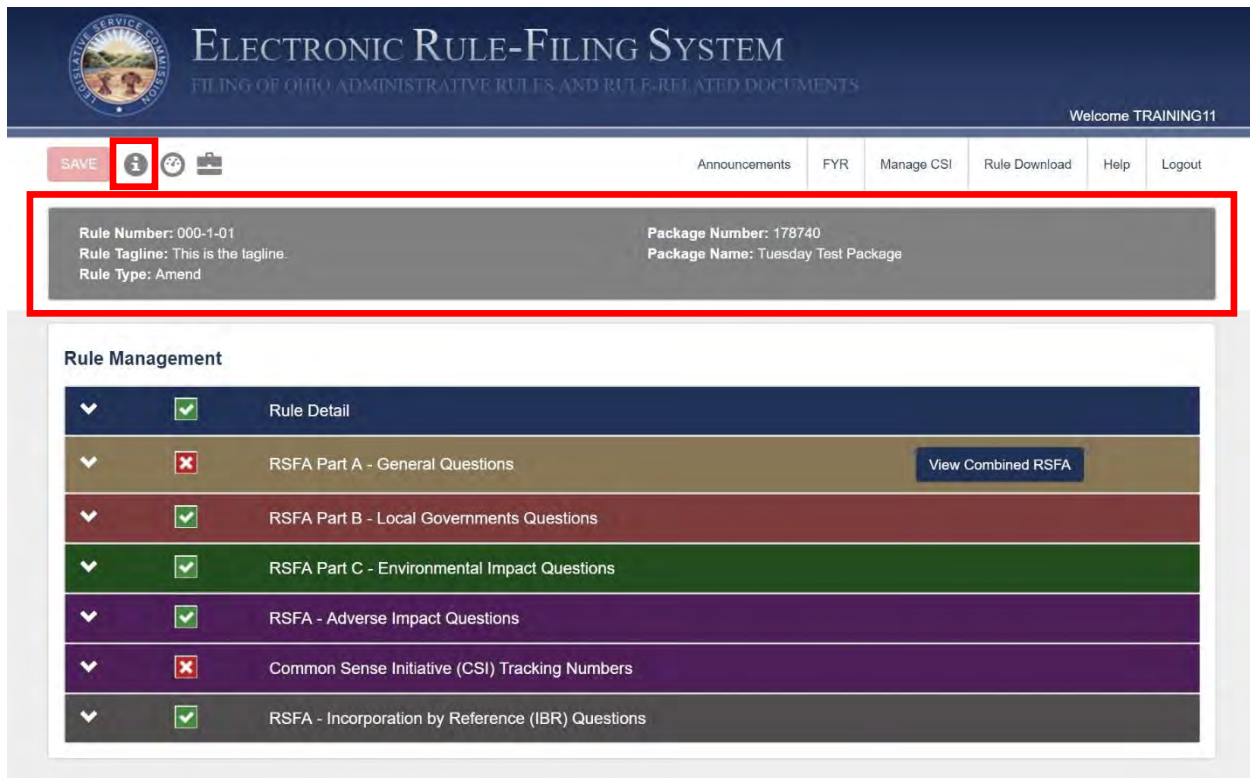
The **Save button** appears in the upper left, under the state seal in the banner graphic. The **Save button** is either inactive (muted red) or active (bright red). It responds to actions taken by the filer while working in a section. If the button is active, the filer has entered new answers that have 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.



The screenshot displays the 'ELECTRONIC RULE-FILING SYSTEM' interface. At the top, there is a header with the system name and a 'Welcome TRAINING11' message. Below the header, a navigation bar contains a 'SAVE' button (highlighted with a red box), an information icon (also highlighted with a red box), and other icons. The main content area is divided into two sections. The first section, highlighted with a red border, displays rule information: 'Rule Number: 000-1-01', 'Rule Tagline: This is the tagline.', 'Rule Type: Amend', 'Package Number: 178740', and 'Package Name: Tuesday Test Package'. The second section, titled 'Rule Management', lists various rule categories with expandable dropdown menus and status indicators (checkmarks or X's).

Category	Status	Options
Rule Detail	✓	
RSFA Part A - General Questions	✗	View Combined RSFA
RSFA Part B - Local Governments Questions	✓	
RSFA Part C - Environmental Impact Questions	✓	
RSFA - Adverse Impact Questions	✓	
Common Sense Initiative (CSI) Tracking Numbers	✗	
RSFA - Incorporation by Reference (IBR) Questions	✓	

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.

The screenshot displays the 'ELECTRONIC RULE-FILING SYSTEM' interface. At the top, there is a header with the system name and 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS'. A user greeting 'Welcome TRAINING11' is visible on the right. Below the header is a navigation bar with buttons for 'SAVE', 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. A central information box shows 'Rule Number: 000-1-01', 'Rule Tagline:', 'Rule Type: New', 'Package Number: 178833', and 'Package Name: This is another test package'. The main content area is titled 'Rule Management' and contains a list of seven sections, each with a dropdown arrow and a red 'X' indicator in a red box on the left side of the header:

- 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
- RSFA - Incorporation by Reference (IBR) Questions

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.

Rule Number: 000-1-01 Package Number: 184690
 Rule Tagline: Package Name: Tuesday Test Package
 Rule Type: Amend

Rule Management

- ▼ ✖ 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

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

- ▼ ✖ RSFA - Incorporation by Reference (IBR) 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

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

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.

Rule Detail

What statute(s) grant rule writing authority? (Please separate by commas)

What statute(s) does the rule implement or amplify? (Please separate by commas)

Prior Effective Date(s): [Manage Prior Effective Dates](#)

Does this rule have a replacement line? Yes No

Pursuant to R.C. 173.01(C), if adopted will this rule primarily affect persons sixty years of age or older? (If you indicate YES, then this filing will be filed with the Ohio Department of Aging).

Yes No

Please select the contact for this rule.

Training11 Training11

Agency: 0 - Training Agency
Division: -none-
Agency Mailing Address: Riffe Center
Phone: 728-0711
Fax:
Email: ertesting@lis.state.oh.us

If the contact information is incorrect, please contact the ERF Help Desk at 614-387-2078 or email ERFhelpdesk@isc.ohio.gov

Filename	File Type
Add Rule Body	

Filename	Sequence Index	Appendix Type	File Type
Add Appendix			

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.

The screenshot displays the 'ELECTRONIC RULE-FILING SYSTEM' interface. At the top, there is a navigation bar with a 'SAVE' button and several utility icons. Below this, a header section contains 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout' links. A central information box shows 'Rule Number: 000-1-01', 'Rule Tagline:', 'Rule Type: Amend', 'Package Number: 184581', and 'Package Name: Thursday's Test Package'. The main content area is titled 'Rule Management' and contains a 'Rule Detail' form. The form includes several text input fields for 'What statute(s) grant rule writing authority?' and 'What statute(s) does the rule implement or amplify?'. A 'Prior Effective Date(s)' field is present, with a 'Manage Prior Effective Dates' button highlighted by a red box. Below this, there are radio buttons for 'Does this rule have a replacement line?' (Yes/No) and a question about R.C. 173.01(C) regarding the age of affected persons. At the bottom, a dropdown menu for 'Please select the contact for this rule.' is set to 'Training11 Training11'.

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.

Manage Prior Effective Dates ✕

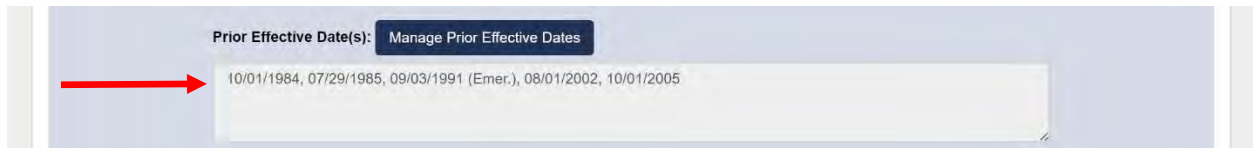
Rule: 000-1-01

Date	Type ?	Delete
10/01/1984		✕
07/29/1985		✕
09/03/1991	Emer.	✕
08/01/2002		✕
10/01/2005		✕

Cancel
Restore to LSC Dates
Add Date
Submit

Dates initially populated here are the prior effective dates on record with LSC. If you believe there is a discrepancy, please contact the ERF Help Desk at [614-387-2078](tel:614-387-2078) or email ERFHelpDesk@lsc.ohio.gov.

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.

The screenshot shows a web form titled "RSFA Part A - General Questions". At the top left, there is a red 'X' icon in a square. The form contains several questions with radio button options and text input fields:

- Is this a five year rule review?** (Note: This question refers to the five year review and is always "No" for New rules.)
Options: Yes, No, Exempt
- Is this rule the result of recent legislation?**
Options: Yes, No
- What are the reasons for proposing the rule?**
Text input field
- Summarize the rule's content, and if this is an amended rule, also summarize the rule's changes.**
Text input field
- As a result of this proposed rule, please estimate the increase / decrease in revenues or expenditures affecting this agency, or the state generally, in the current biennium or future years. If the proposed rule is likely to have a different fiscal effect in future years, please describe the expected difference and operation.**
Dropdown menu
- What is the dollar amount for this estimate?**
Text input field
- Provide an explanation:** (If the question does not apply to the filing, type in "Not Applicable.")
Text input field
- What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule?** (If the question does not apply to the filing, type in "Not Applicable.")
Text input field
- Was a search conducted to determine if liability insurance, bond, or other financial responsibility instrument was readily available in the amounts required as a condition of licensure?** [Help](#)
Options: Yes, No, Not Applicable

At the bottom, there is a dark blue header with "Title" and "File Type" labels. Below it is a white button labeled "Upload 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 re-filing, 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.

← Answer to current revision

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

← Answers to previous revisions
[these answers appear with the file date of the revised/refiled filing]

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

New Equipment or Other Capital Costs

Operating Costs

Any Indirect Central Service Costs

Other Costs

Ability to Pay and Impact on Development

Please explain how the local government(s) will be able to pay for the increased costs associated with the rule.

What will be the impact on economic development, if any, as the result of this rule?

Title ⓘ	File Type
Upload RSFA Attachment	

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.

⬆️ ✖ RSFA Part C - Environmental Impact Questions

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

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 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
<input type="button" value="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 [Icons]

Announcements EXP Manage CSI User Management Rule Download Help Logout

Rule Number: 103-1-01
Rule Tagline:
Rule Type: Amend

Rule Management

- Rule Da
- RSFA P
- 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

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

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	
Business Impact Analysis	684914	BIA for all Category 5 rules	View

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.

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	
Business Impact Analysis	684914	BIA for all Category 5 rules	View

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?”

The screenshot shows the 'ELECTRONIC RULE-FILING SYSTEM' header with the Ohio State seal and 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS'. A 'Welcome TRAINING11' message is in the top right. Below the header are navigation links: 'SAVE', 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. A summary bar displays 'Rule Number: 000-1-01', 'Rule Tagline: This is the tagline.', 'Rule Type: Amend', 'Package Number: 178740', and 'Package Name: Tuesday Test Package'. The 'Rule Management' section lists several options with expand/collapse arrows and status icons (checkmarks or red X's): 'Rule Detail' (checked), 'RSFA Part A - General Questions' (red X, with a 'View Combined RSFA' button), 'RSFA Part B - Local Governments Questions' (checked), 'RSFA Part C - Environmental Impact Questions' (checked), 'RSFA - Adverse Impact Questions' (checked), 'Common Sense Initiative (CSI) Tracking Numbers' (red X, highlighted by a red arrow), and 'RSFA - Incorporation by Reference (IBR) Questions' (checked).

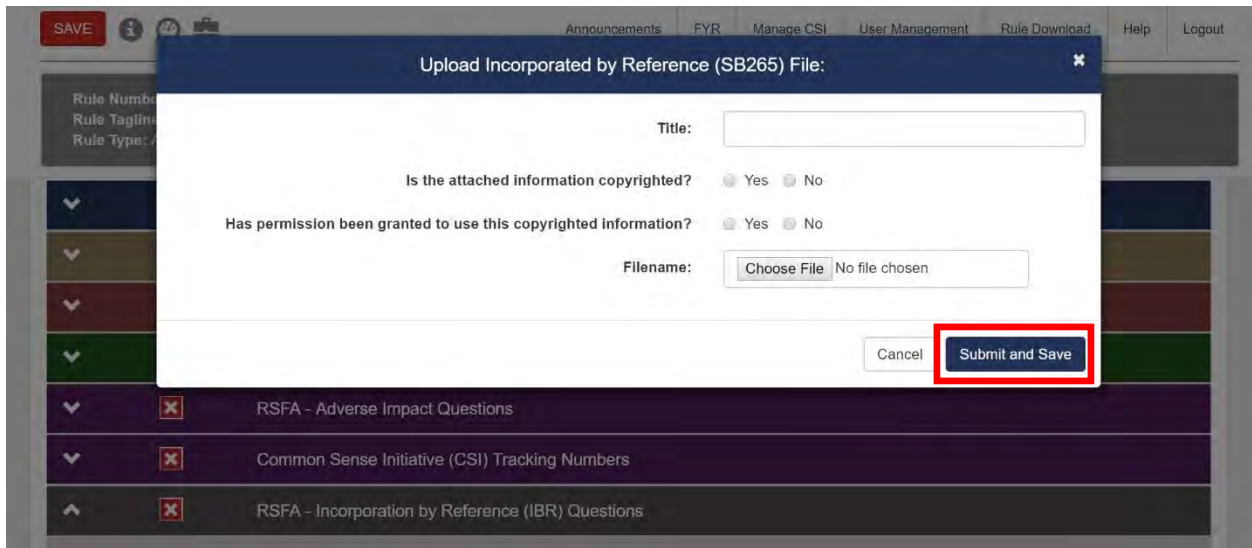
6.14 Rule Management – Incorporated by Reference (IBR) Questions

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.

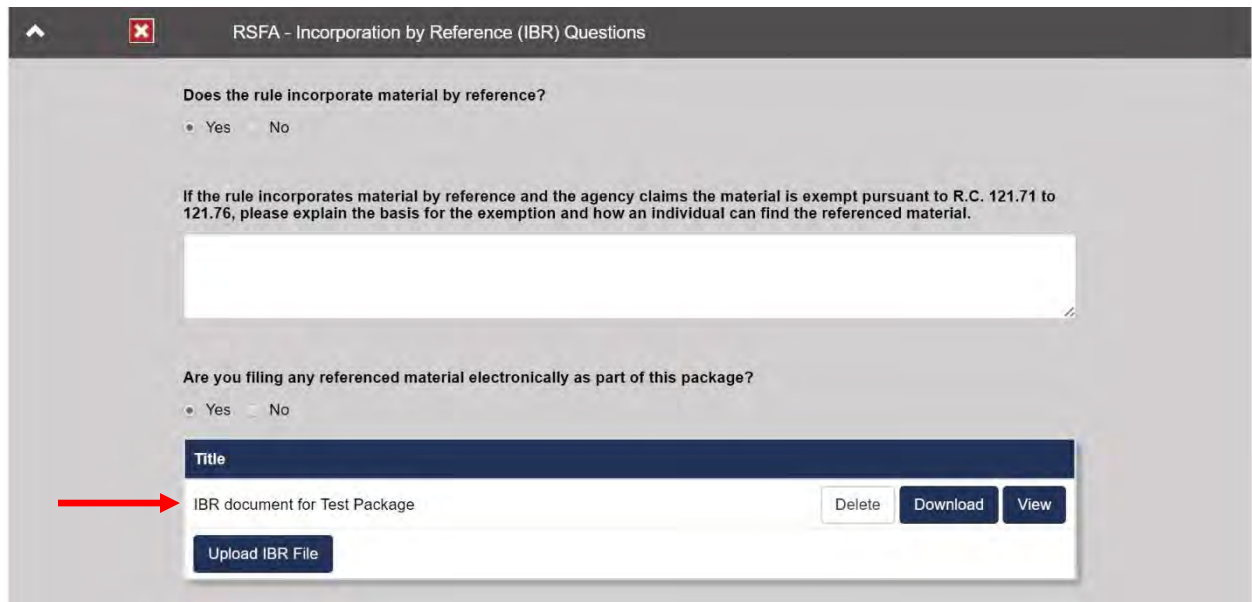
The screenshot shows the 'RSFA - Incorporation by Reference (IBR) Questions' form. At the top, there is a header with a red X icon and the title. The main question is 'Does the rule incorporate material by reference?' with two radio button options: 'Yes' and 'No'.

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.

This screenshot shows the expanded 'RSFA - Incorporation by Reference (IBR) Questions' form. It includes the same question and radio buttons as the previous screenshot. Below, there is a text area with the instruction: 'If the rule incorporates material by reference and the agency claims the material is exempt pursuant to R.C. 121.71 to 121.76, please explain the basis for the exemption and how an individual can find the referenced material.' This is followed by another question: 'Are you filing any referenced material electronically as part of this package?' with 'Yes' and 'No' radio buttons. At the bottom, there is a 'Title' input field and a blue 'Upload IBR File' button, which is highlighted with a red rectangular box.



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.

SAVE ⓘ 🗨️ 📁

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

Rule Number: 000-1-01 Package Number: 178833
 Rule Tagline: Package Name: This is another test package
 Rule Type: New

Provide an explanation: (If the question does not apply to the filing, type in "Not Applicable.")

What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule? (If the question does not apply to the filing, type in "Not Applicable.")

Was a search conducted to determine if liability insurance, bond, or other financial responsibility instrument was readily available in the amounts required as a condition of licensure? [Help](#)

Yes No Not Applicable

Title ⓘ	File Type
Upload RSFA Attachment	

RSFA Part B - Local Governments Questions

Title ⓘ	File Type	Delete	Download	View
This is the RSFA attachment for the test package	PDF			

Upload RSFA Attachment

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.

ELECTRONIC RULE-FILING SYSTEM
 FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

Welcome TRAINING11

SAVE ⓘ 🗨️ 📁

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

Rule Number: 000-1-01 Package Number: 184690
 Rule Tagline: This is the tagline. Package Name: Tuesday Test Package
 Rule Type: Amend

Rule Management

▼	✓	Rule Detail	
▼	✓	RSFA Part A - General Questions	View Combined RSFA
▲	✓	RSFA Part B - Local Governments Questions	

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.

The screenshot displays the 'ELECTRONIC RULE-FILING SYSTEM' header with the Ohio State seal and the text 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS'. A navigation bar includes 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. The 'Rule Filing' section contains a red warning message: 'By pressing the Submit button below you are officially making this filing with LSC, and when appropriate, JCARR and the Secretary of State. If you are here in error, please click the Cancel button.' Below this is a 'Certification' section with a red-bordered box containing the text: 'I CERTIFY THE DOCUMENTS SUBMITTED WITH THIS FILING ARE COMPLETE AND ACCURATE. If you want to preview the document(s) before they are filed, click to view the pending rules PDF.' A table lists five rules with their taglines, and 'Cancel' and 'Submit' buttons are at the bottom right.

Rule	Tagline
000-1-01 (Amend)	This is the tagline of the first rule.
000-1-02 (Amend)	This is the tagline of the second rule.
000-1-03 (Rescind)	This is the tagline of the third rule.
000-1-03 (New)	This is the tagline of the fourth rule.
000-1-04 (New)	This is the tagline of the fifth rule.

6.19 Rule Management – Populate with answers from prior filing

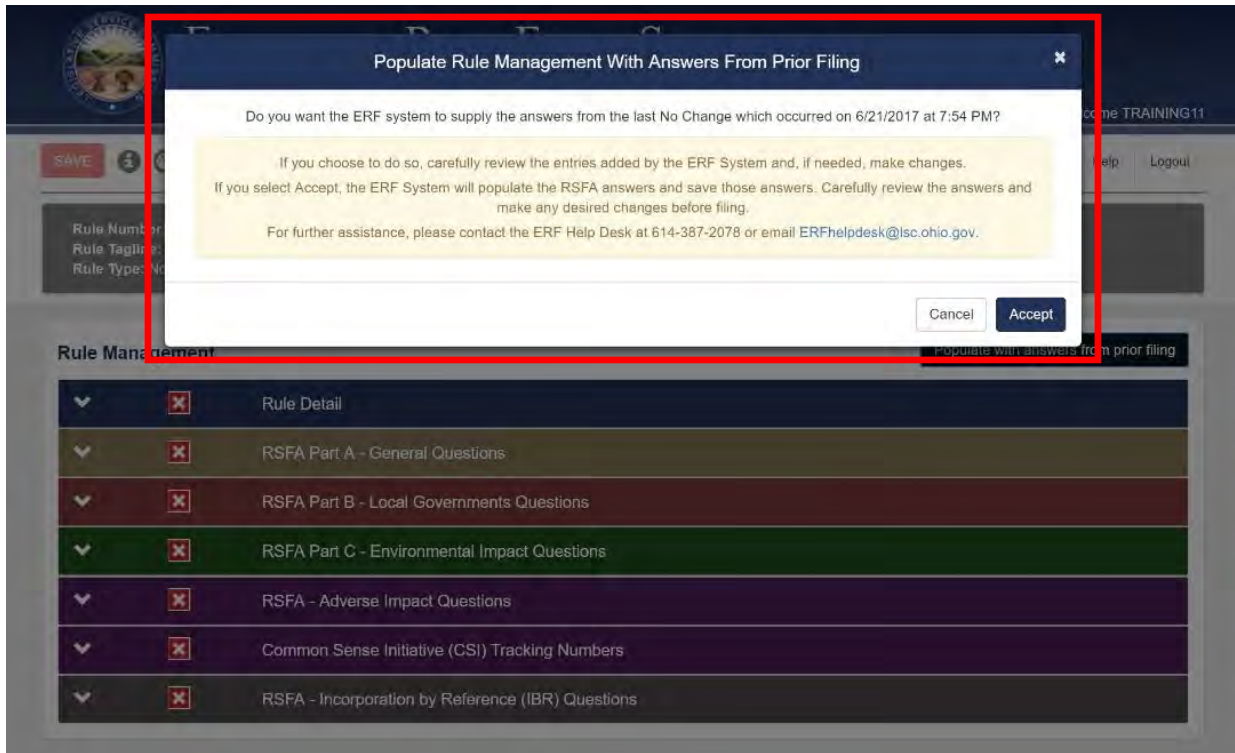
When adding a rule to a newly created No Change package, the ERF System will make it faster and more efficient to complete the Rule Management page. (NOTE: this function is only available if a rule is undergoing its second filing in the updated ERF System.)

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**.

The screenshot displays the Electronic Rule-Filing System interface. At the top, there is a header with the system name and a welcome message for 'TRAINING11'. Below the header is a navigation bar with a 'SAVE' button and several icons. A secondary bar shows 'Rule Number: 000-1-01', 'Rule Tagline:', 'Rule Type: No Change', 'Package Number: 178787', and 'Package Name: No Change Pre-Population Test Package'. The main content area is titled 'Rule Management' and contains a list of sections: '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'. A button labeled 'Populate with answers from prior filing' is highlighted with a red box in the top right corner of the Rule Management section.

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.



ELECTRONIC RULE-FILING SYSTEM

FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

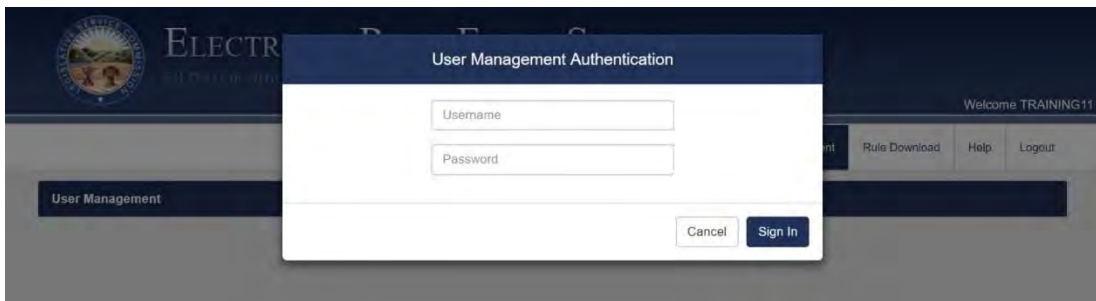
7.0 Authorized Contact Functionality

7.1 Authorized Contacts – User Management

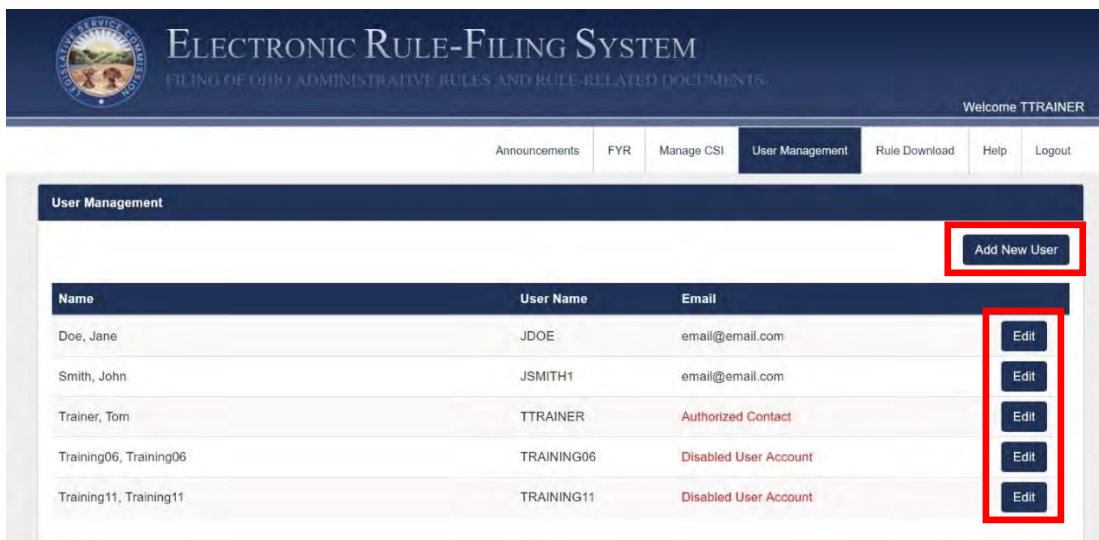
Authorized Contacts will see a “User Management” menu option. The user management area is used by an authorized contact to create new user accounts, edit existing user accounts, or disable user accounts that are no longer needed. If a filer’s address or other contact information needs to be edited, this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

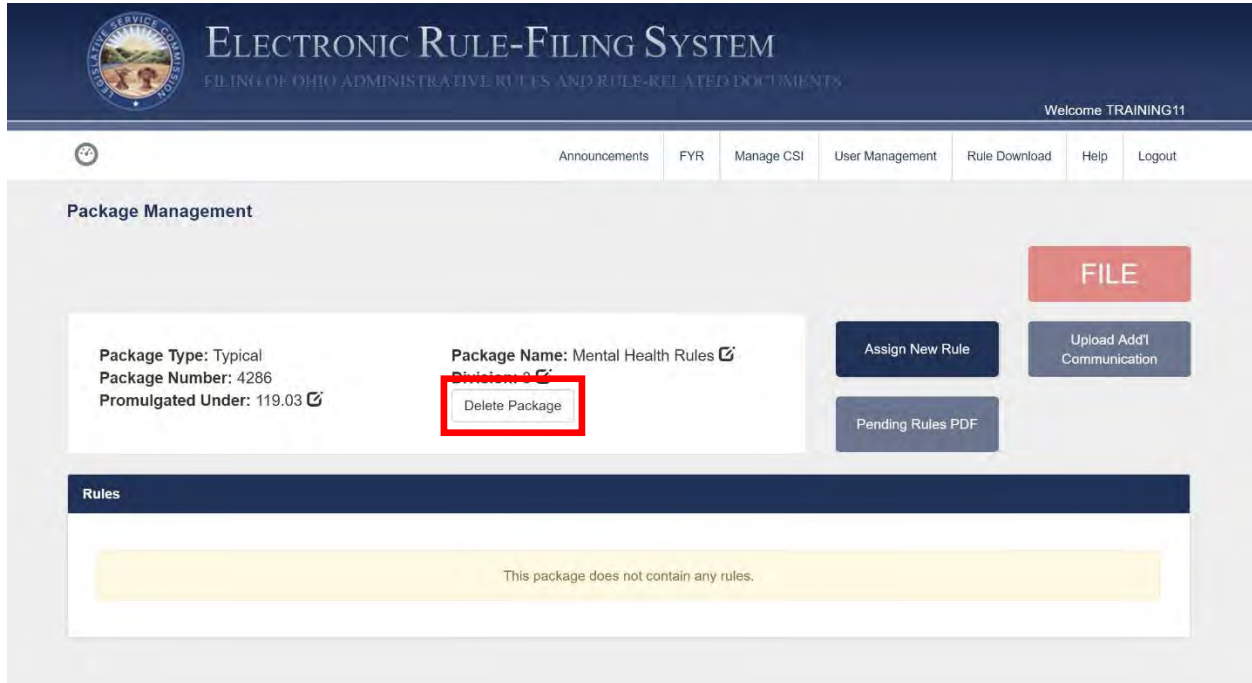
If the Authorized Contact box is checked, the above User will have the ability to create new ERF website users, disable ERF website users, and specify the divisions for which the website users can read, edit or file packages on the ERF website.

Authorized Contact

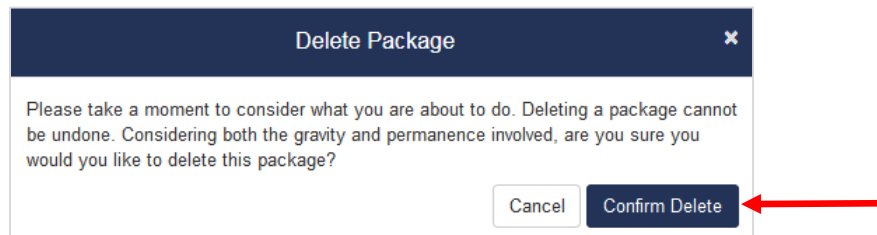
Cancel Reset Submit

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.)

The screenshot shows the 'Package Dashboard' interface. At the top, there is a header with the logo and title 'ELECTRONIC RULE-FILING SYSTEM'. Below the header, there are navigation links: 'Announcements', 'FYR', 'Manage CSI', 'Rule Download', 'Help', and 'Logout'. The main content area includes search filters for 'Select by Rule Number' (Agency#, Division#, Chapter#, Rule#, Supplemental#), 'Last Modified on or after/before' (MM/DD/YYYY), and 'Search by Package #' (Enter Package#). There are also radio buttons for 'Active', 'Archived', and 'All', with 'Active' selected. A 'Create New Package' button is visible on the right. Below the filters is a table of packages:

Pending?	Package #	Name	Type	Promulgation	Last Modified	# of Rules	
▼	184581	Thursday's Test Package	TYP	119.03	05/25/2017 04:00 PM	1	Open
▼	184562	Test package 11	EM	111.15	05/23/2017 11:33 AM	1	Open

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.

This screenshot shows the 'Package Dashboard' interface with the 'Archive' button highlighted in a red box. The search filters are similar to the previous screenshot, but the 'Active' radio button is selected. The table of packages is as follows:

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



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:

: - - -
Agency# Division# Chapter# Rule# Supplemental#

Last Modified on or after:

Last Modified on or before:

Search by Package #:

Search by Name:

Active Archived All

Create New Package

Archive Selected Package(s)

Cancel

<input type="checkbox"/>	Pending?	Package #	Name	Type	Promulgation	Last Modified	# of Rules	
<input checked="" type="checkbox"/>		181547	Test package 11	TYP	111.15	05/09/2017 02:53 PM	6	Open
<input checked="" type="checkbox"/>		182730	Test package 6	TYP	111.15	05/09/2017 02:47 PM	5	Open
<input checked="" type="checkbox"/>		182717	Test package 2	TYP	111.15	05/09/2017 02:46 PM	5	Open
<input checked="" type="checkbox"/>		182476	Test package 8	TYP	111.15	05/09/2017 02:41 PM	5	Open
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3128	Test package 4	IM	111.15	05/09/2017 02:40 PM	1	Open