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 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.
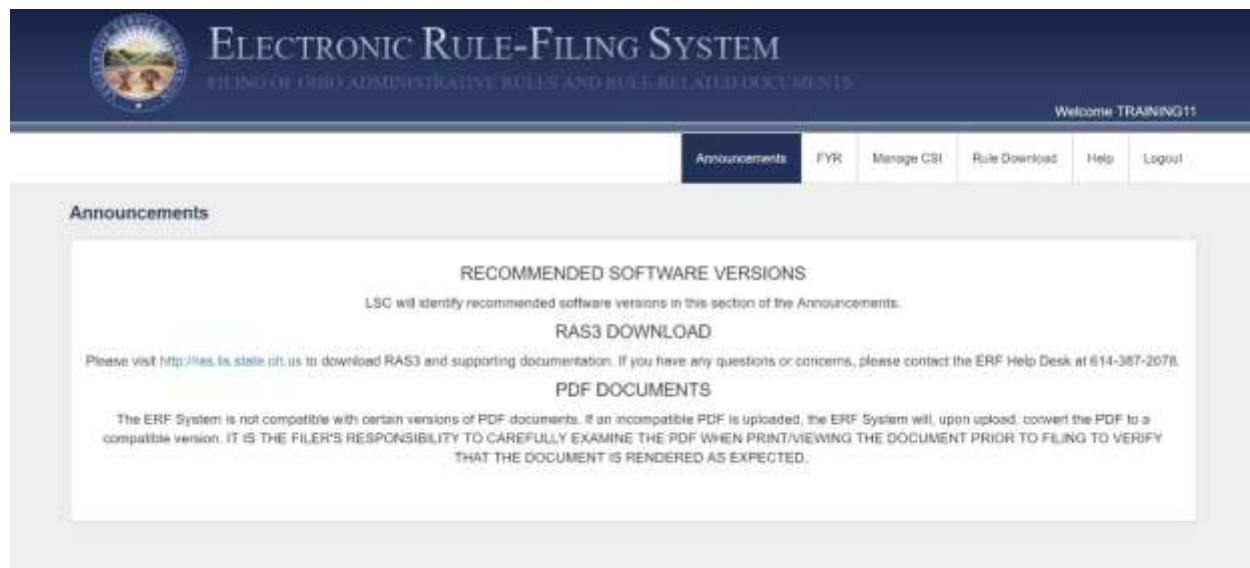
3.2 FYR

The Five Year Review (FYR) page displays FYR dates for an agency's rules. **This option is not applicable for Schools.**

3.3 Manage CSI

The Manage CSI page is used to upload, search for, and access an agency's Common Sense Initiative (CSI) documents. **This option is not applicable for Schools.**

3.4 Rule Download

The Rule Download menu option is only applicable to Schools who currently use RAS to create and edit their rule files. Currently, this menu option 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 later in this section.

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 111.15 prescribed statute and University/Community College 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.
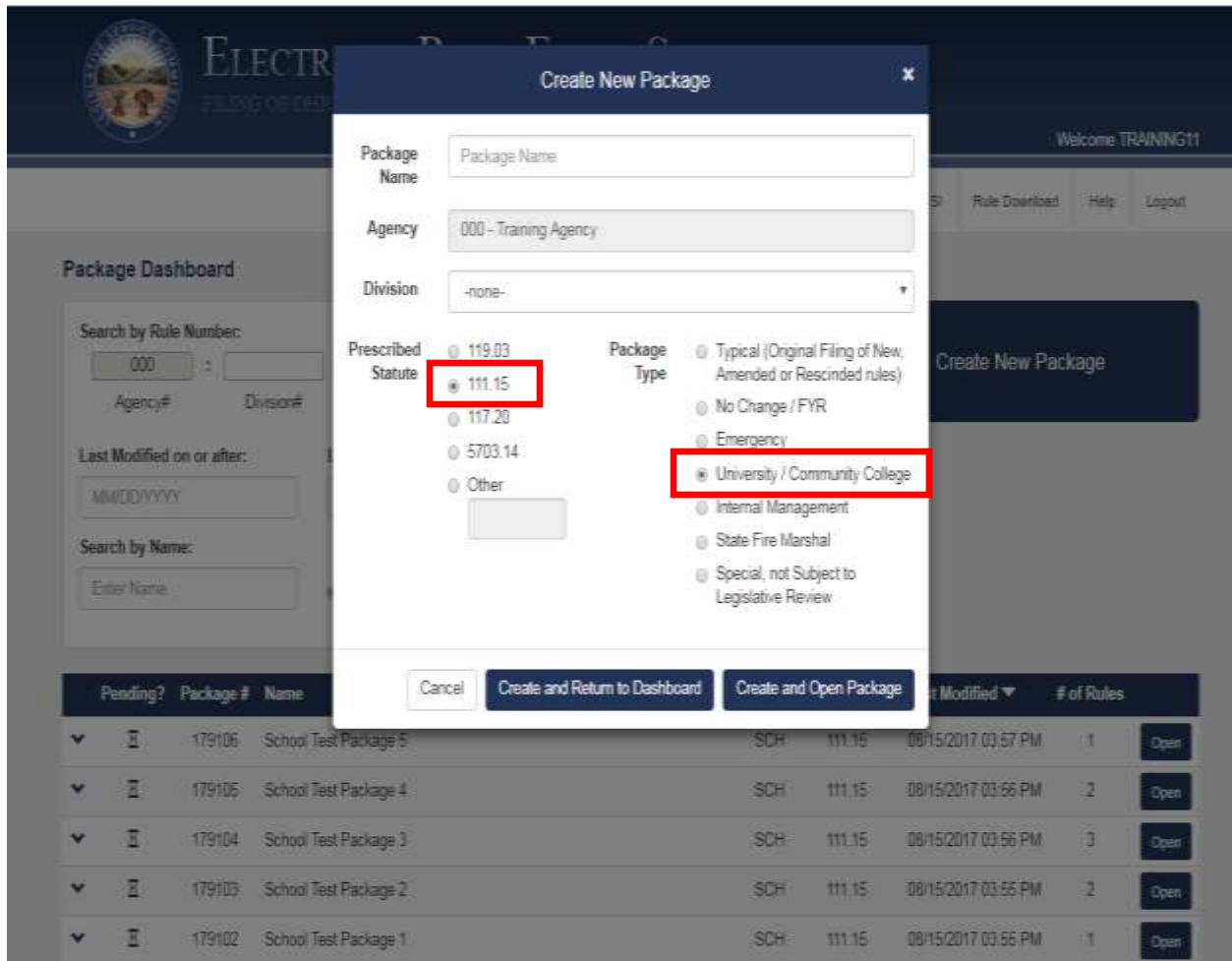
4.4 Package Dashboard – Archive

Authorized Contacts for a School can archive packages which is a way to "hide" packages from the package dashboard, setting aside packages the School 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 an Authorized Contact archives a package, it will appear as archived for all School users.)

If the Authorized Contact is not known for a particular School, 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 (Final File – Pending, for example). If all of the rules in the package are in a filed state (Final 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. A **Prepare button** for staging a Final Withdraw 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. A Package level document such as Additional Communication, if uploaded, appears in its own section. All of the rules in the package are listed below that.

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

The package level document section for Additional Communication will only appear if one has been uploaded.

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.
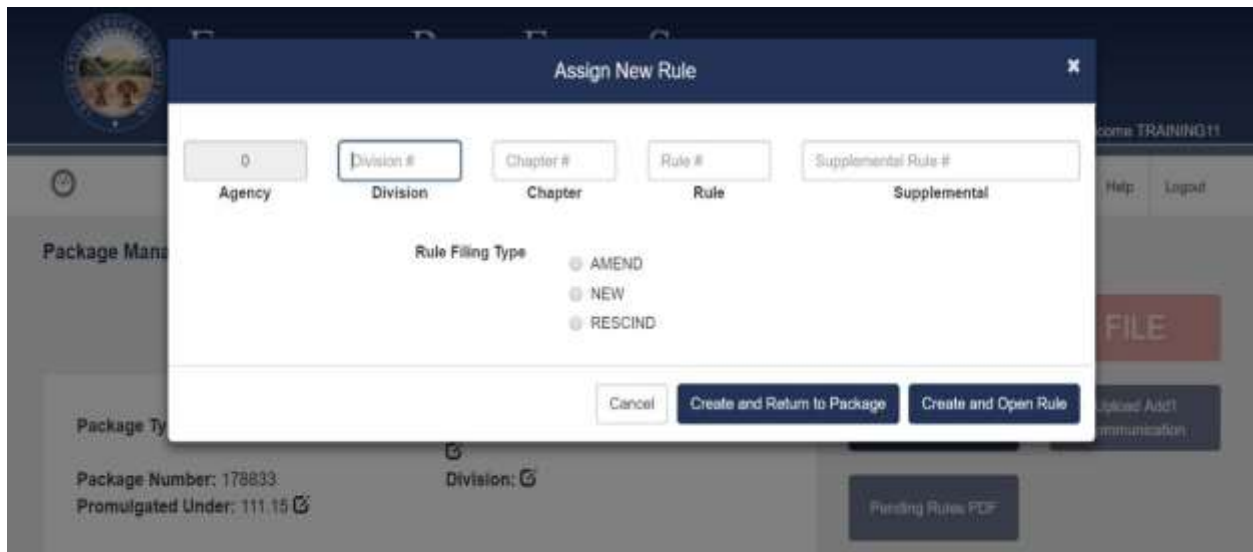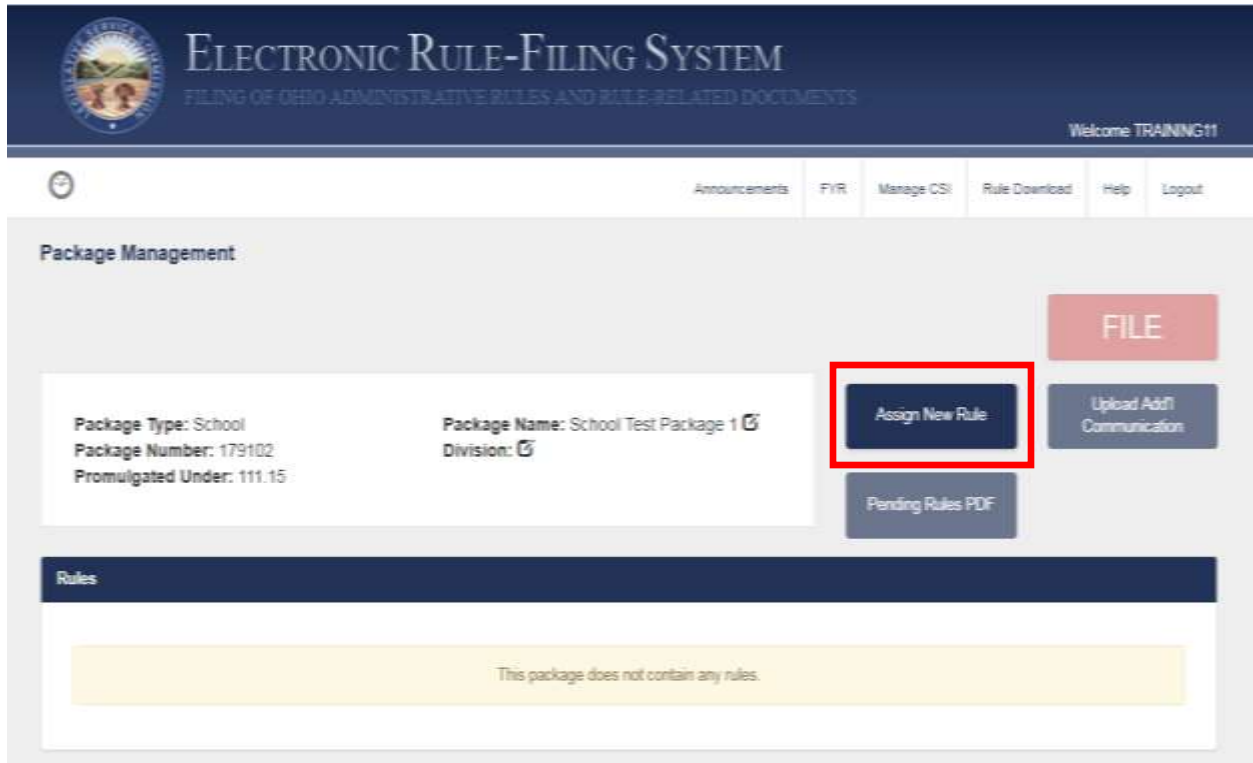
The agency number for the rule is automatically populated based on the number assigned to the filer that is logged in. (The screenshot above was created logged in as the training agency which is agency 0.) The filer can then select the **Create and Return to Package button** or can go directly to the 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.)
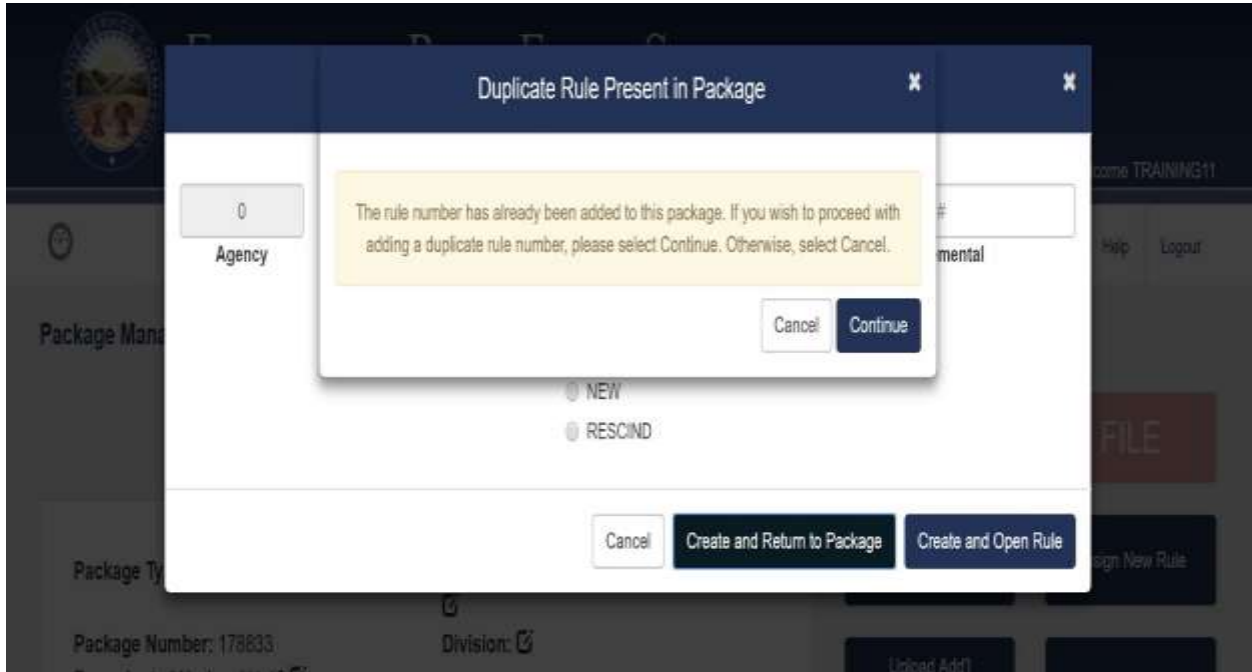
5.3 Package Management – Package Dashboard Navigation Icon

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 – Edit Package Name, Edit Division

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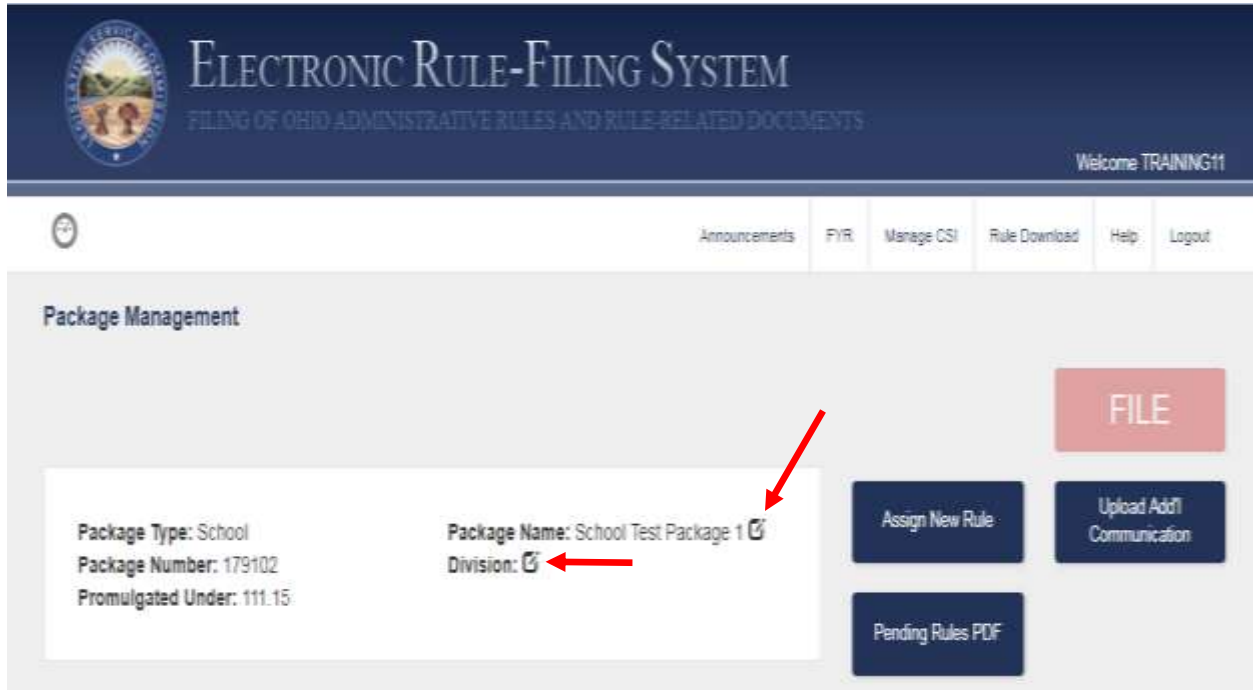
A filer can click the pencil icon next to the Package Name and Division fields to edit the name and division that were selected when the package was created. These changes can be made at any time regardless of status.

5.5 Package Management – Delete Package

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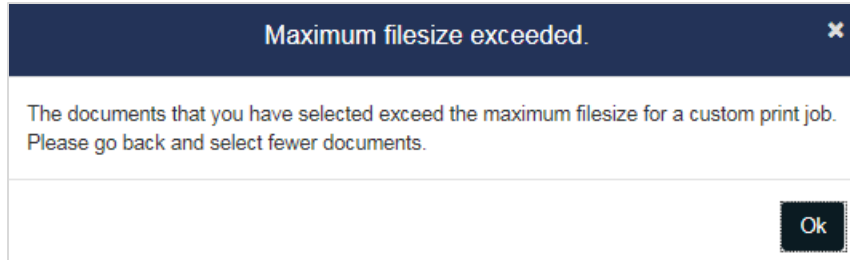
If a filer encounters this message, the filer can go back and select fewer documents. If the filer still needs them combined into one PDF, the filer can generate the smaller PDFs using Pending Rules PDF and then merge the PDFs into one PDF using Adobe Professional or a similar tool.

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 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.

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

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

Package Management

Prepare Withdraw Final

FILE

Package Type: School
Package Number: 179105
Promulgated Under: 111.15

Package Name: School Test Package 4
Division:

Package History

Upload Add'l Communication

Pending Rules PDF

Additional Communication

Response.pdf

Delete | Download | View

Rules

Ready?	Rule Number	Type	Tagline	Action	Status	
✔	000-100-07	Amend	Existing tagline.	Withdraw Final	Pending	History
	000-100-08	Amend	Existing Tagline.	Final File	Filed	History

5.9 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.

5.10 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.

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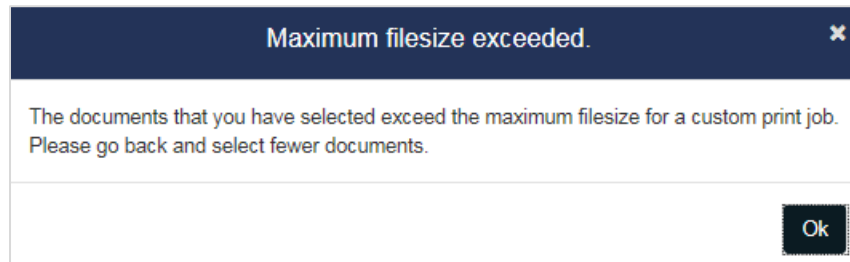
If a filer encounters this message, the filer can go back and select fewer documents. If the filer still needs them combined into one PDF, the filer can generate the smaller PDFs using Custom Print and then merge the PDFs into one PDF using Adobe Professional.

5.11 Package Management – Prepare button

After a package has been Final Filed, the **Prepare Withdraw Final** button will appear at the top of the Package Management page. This prepare button will only appear based on the status of the rule(s) in the package.

Clicking this button will take the filer to a screen to select the rule(s) in the package that should be filed. After the rules have been selected, those rules will appear in the pending state (for example, Withdraw Final – Pending for a rule that has been prepared for a Withdraw Final Filing).

5.12 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.
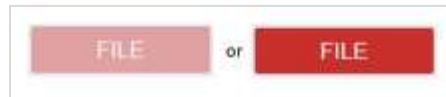
The lighter, muted shade of red is the inactive mode and the brighter shade of red is the active mode. The **File button** is active when one or more rules in a package are eligible to be filed – all questions have been answered and all documents have been uploaded and the time is within eligible filing 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
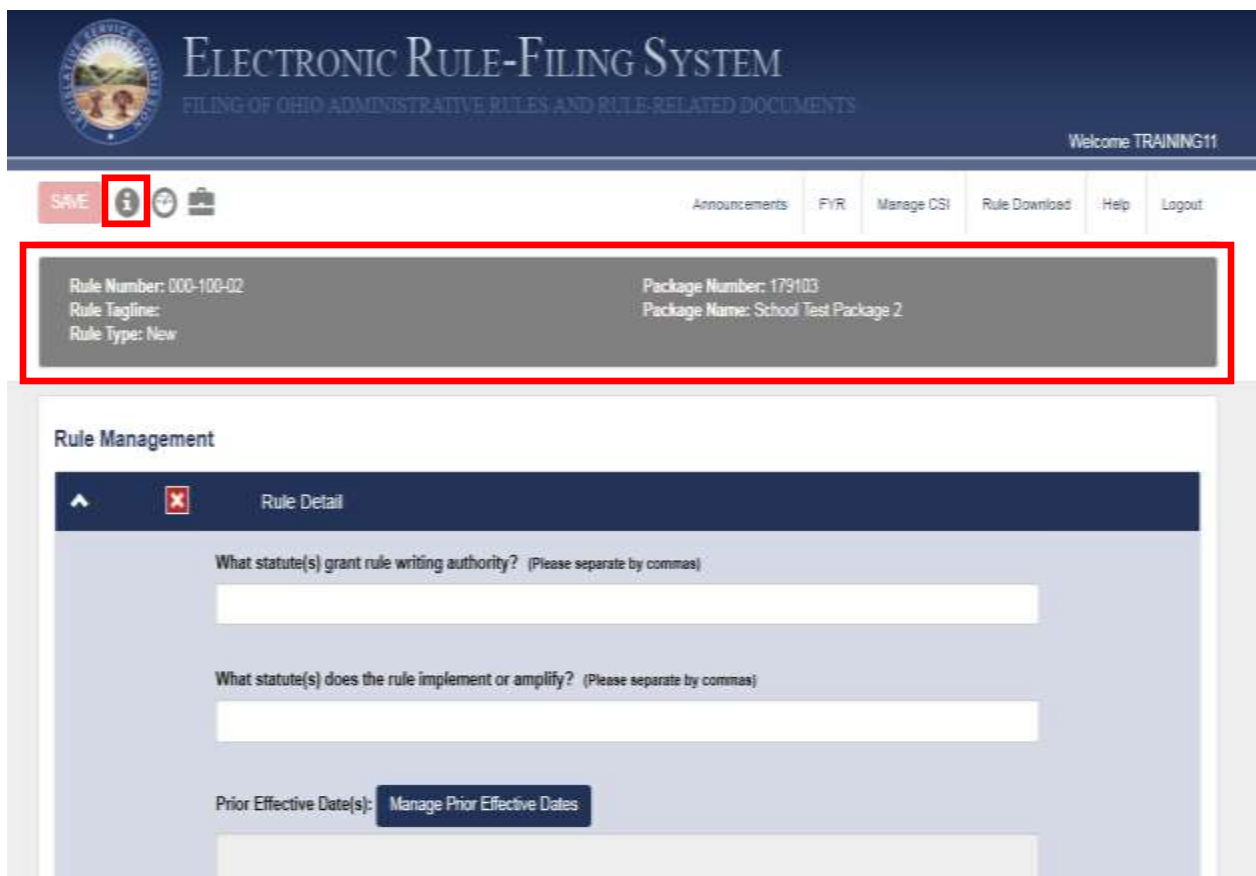
6.3 Rule Management – Save Button

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 on a rule. 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. When a document is uploaded, the submission of that document 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 box. Clicking the information icon again will display the information.

6.5 Rule Management – Section Header and Ready Indicators

For users filing University/Community College package types, the Rule Management page only displays the Rule Detail section.

When the Rule Management page is first opened for a rule added to a newly created package, the Rule Detail section is automatically expanded and the section header displays a red X indicator on the left hand side. 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 – 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, if applicable.

6.7 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.

6.8 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.

6.9 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, 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.

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 school. From here, the Authorized Contact can add new user accounts or edit existing user accounts.
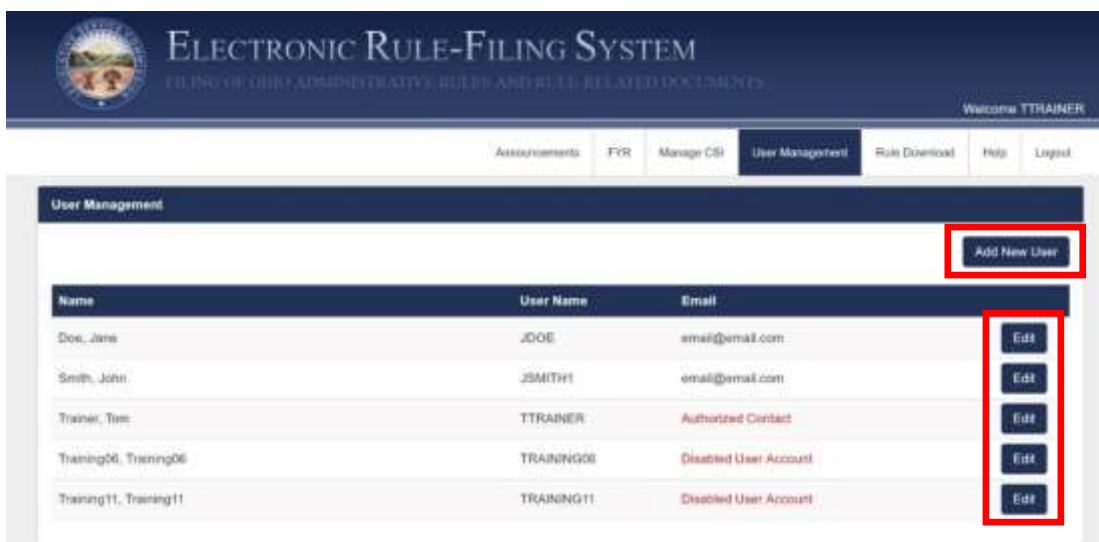
The "Add New User" screen requires the following information: first name, last name, email address, address, phone number, username, and password. The Authorized Contact will also select the privilege level for that user account – read-only, edit, or file. Checkboxes are also present to disable the user 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.

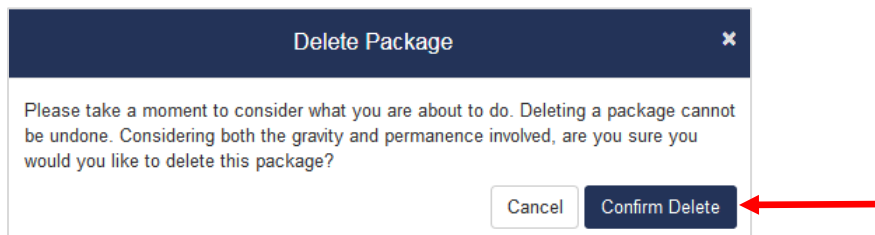## 7.2 Authorized Contacts – Delete Packages

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.
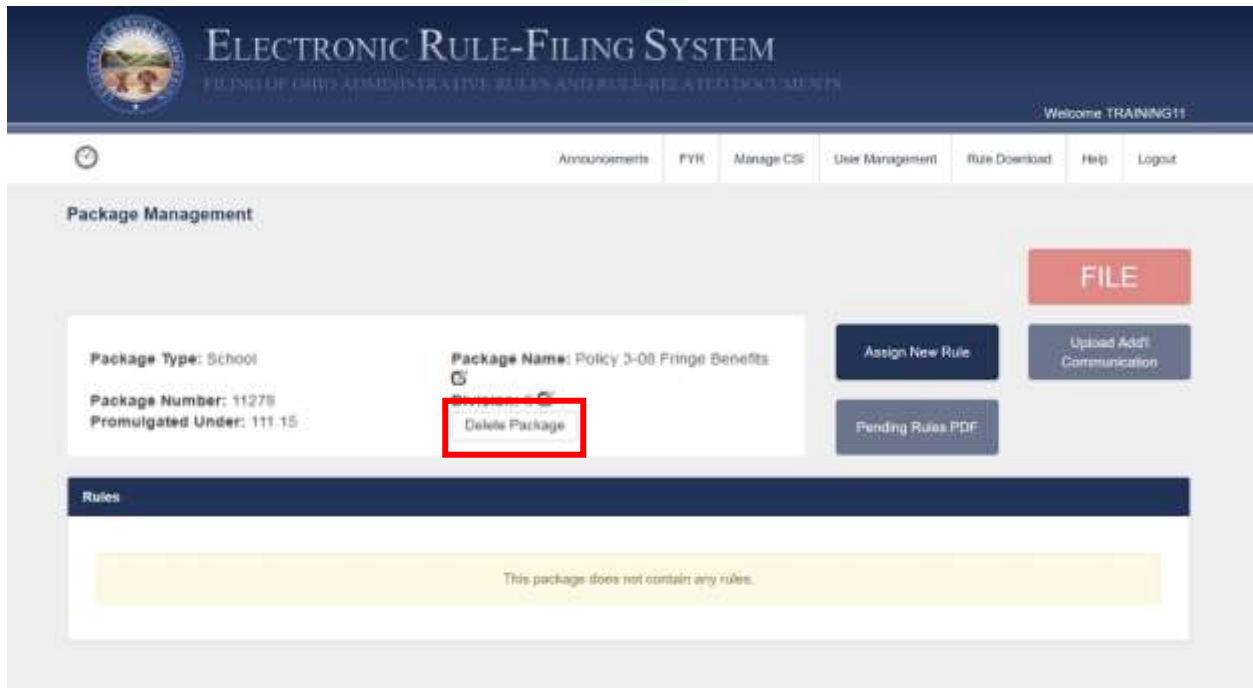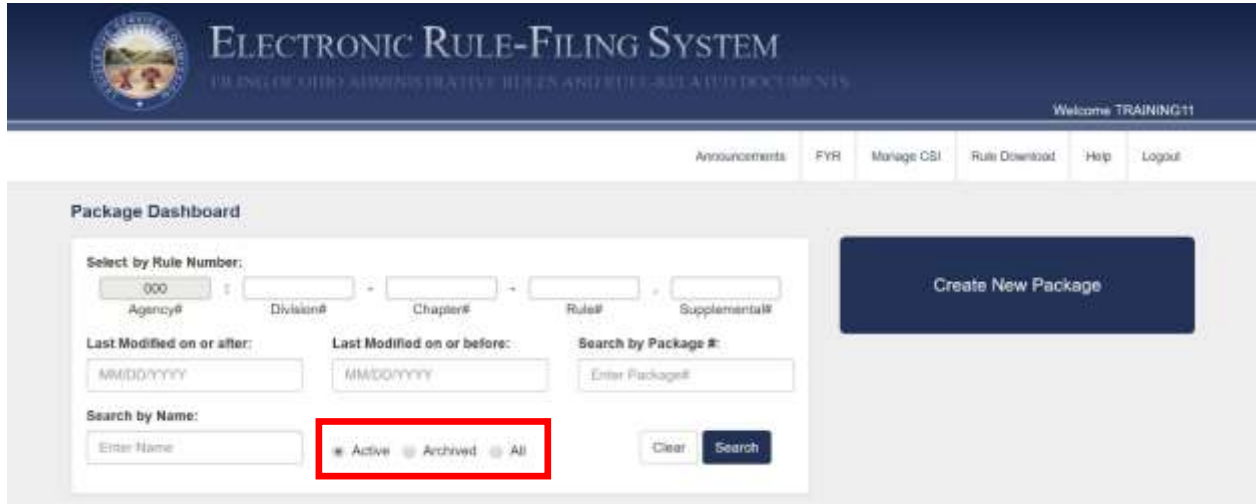

When the Authorized Contact clicks the **Delete Package button**, a warning message appears. When the Authorized Contact clicks the **Confirm Delete button**, the package is deleted from the system. This action cannot be undone.
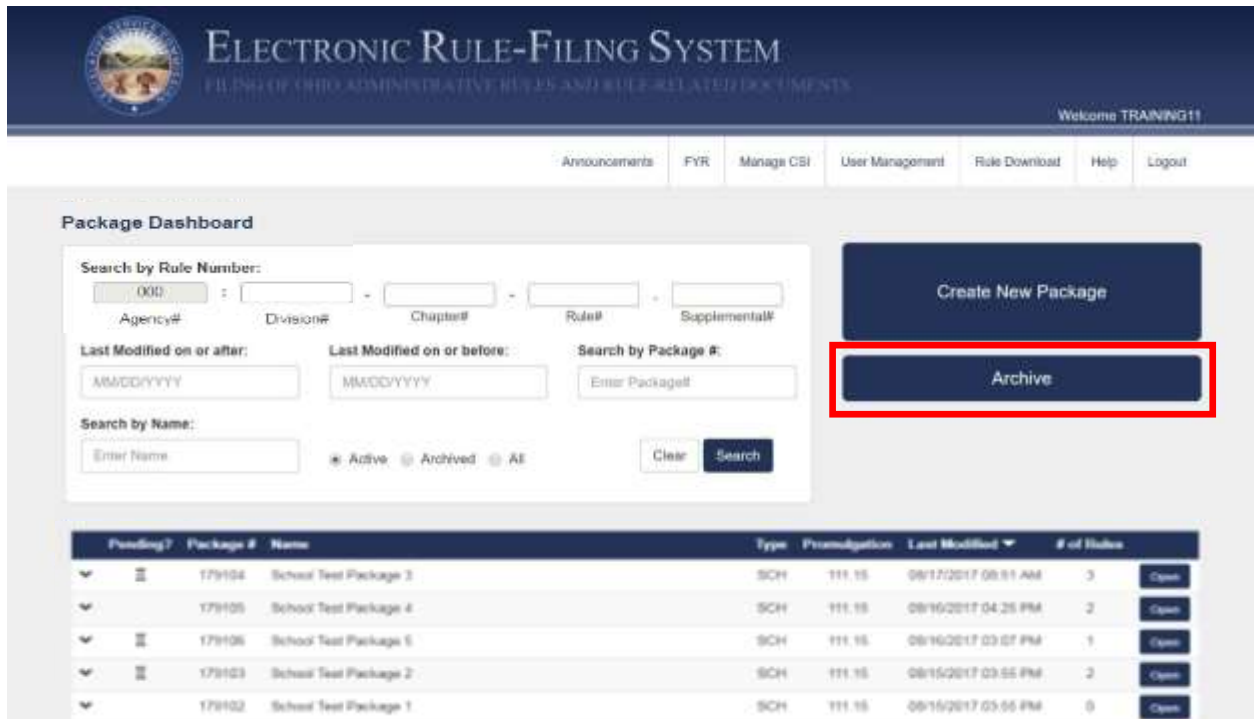
7.3 Authorized Contacts – Archive/Unarchive Packages

Authorized Contacts can archive packages which is a way to "hide" packages from the package dashboard, setting aside packages the school 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 school 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.