



VIRGINIA

REGISTER OF REGULATIONS

ADD A FORMS OR DOCUMENTS INCORPORATED BY REFERENCE (DIBR) SECTION

To add a FORMS or DIBR section to an RIS project:

- A. If the FORMS or DIBR section already exists in the Virginia Administrative Code:
1. Open the project by clicking on the manila folder.
 2. Select "Create Entry."
 3. Click "Select Chapter" or the drop down arrow to display list of available chapters. Select the appropriate chapter.
 4. A list of the sections for that chapter will appear in the "Select Existing Section or Create New Section" box. Select the FORMS or DIBR section.
 5. Click the "Submit" button.
- B. If the chapter does not have a FORMS or DIBR section or for a new chapter:
1. Open the project by clicking on the manila folder.
 2. Select "Create Entry."
 3. Select "Create New Section."
 4. Select the appropriate chapter title from the dropdown menu or if a new chapter, use the newly created chapter option.
 5. Choose the FORMS or DIBR designation from the dropdown list.
 6. Click the box next to the dropdown list. Make sure a green check mark appears in the box. The appropriate catchline and section number will appear in the description box.
 7. Click on "Create New Section."
 8. Click "Return to Project Details" button.