ADD A FORMS OR DOCUMENTS INCORPORATED BY REFERENCE (DIBR)
SECTION TO AN RIS PROJECT

Log onto the Regulation Information System.
Click on your agency to display the project list page.

A: If the forms or DIBR section already exists in the Virginia Administrative Code:
1. Click the folder icon under "Open" to open the project.

2. Select Create Entry

3. Click the drop down arrow at "Select Chapter" 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 and click the "Submit" button.
B: If the chapter does not have a forms or DIBR section:
1. Click the folder under "Open" to open the project.
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. Make sure a check mark appears in the box next to the dropdown list. 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.