



VIRGINIA REGISTER OF REGULATIONS

Uploading Forms and Documents Incorporated By Reference (DIBR) in RIS

1. Log into the Regulation Information System.
2. Click on your agency to display the project list page.

A: Uploading a form or DIBR.

1. Select and open the RIS project by clicking on the **folder icon**.
2. Make sure the applicable FORMS or DIBR section is included in your project section list (under the Description header you will see whether the section has a FORMS or DIBR section). Click **Uploads**. The system displays an upload screen.

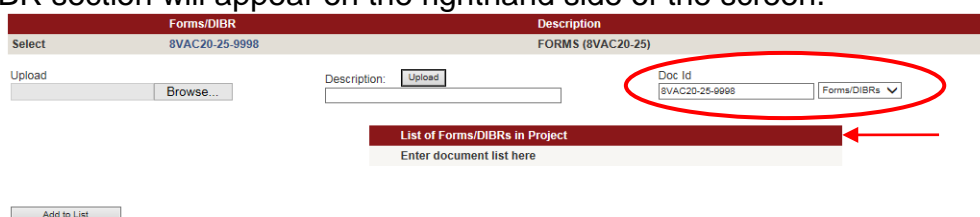


*Note: If you have multiple FORMS and DIBR sections in the project, all will be displayed.

3. Click **Select** in the upper left hand corner beside the desired FORMS/DIBR section that you want to upload files to.

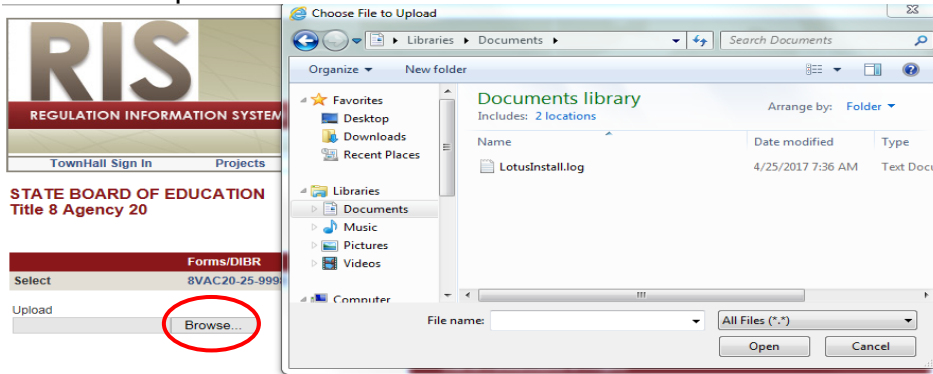


The system lists the FORMS/DIBR section information in the Doc Id field and shows Forms/DIBRs in the dropdown list box. The name of each form or DIBR, if any, currently listed in the selected FORMS or DIBR section will appear on the righthand side of the screen.

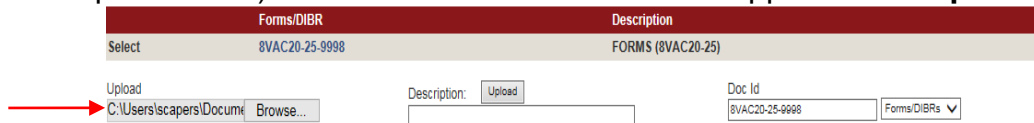


4. Click the **Browse** button to open the directory where the form or DIBR is located on your

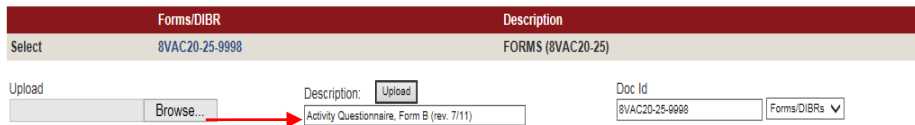
computer. PDF format is required.



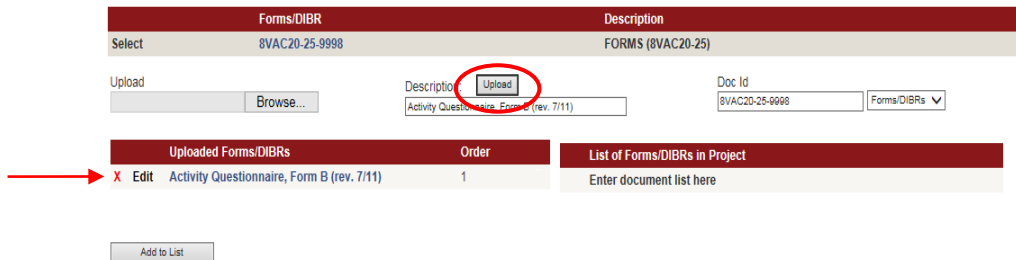
5. Find the corresponding file and double click on the filename (or you can select the document and click the "open" button). The name of the document will appear in the **Upload** field.



6. In **Description** field, type the form or document information in the following format: form/document name, (for a DIBR, authoring entity name), form/document identification number, effective or revision date.



7. Click the **Upload** button located above the description field. The document name and link will appear under "Uploaded Forms/DIBRs" on the left side of the screen.



8. The name of each uploaded form (in the left column) should now be a hyperlink. Click on the hyperlink to make sure the document uploaded correctly.



*Note: Only Forms and DIBRs that are being amended or added are required to be uploaded. However, if you want to add hyperlinks to existing forms that are not being changed, you may upload those forms as well.

Forms/DIBR		Description	
Select	8VAC20-25-9998	FORMS (8VAC20-25)	
Upload	Browse...	Description: Upload Activity Questionnaire, Form B (rev. 7/11)	Doc Id 8VAC20-25-9998 Forms/DIBRs
Uploaded Forms/DIBRs		Order	List of Forms/DIBRs in Project
X Edit	Activity Questionnaire, Form B (rev. 7/11)	1	Enter document list here

9. When you have uploaded all of the forms being newly adding to the FORMS/DIBR list to the project, click the **Add to List** button. All of the forms or DIBRs will be added to the **List of Forms/DIBRs in the Project** in the right hand column.

Uploaded Forms/DIBRs		Order	List of Forms/DIBRs in Project
X Edit	Activity Questionnaire, Form B (rev. 7/13)	1	Enter document list here
X Edit	Activity Questionnaire, Form B (rev. 7/12)	1	Activity Questionnaire, Form B (rev. 7/12)

B. Edit the form or DIBR description.

From the upload screen, click **Edit** beside the form or DIBR that you want to update. Make the necessary changes in the description field, then click **Update** to save the changes. Click **Cancel** to close the edit description section.

Forms/DIBR		Description	
Select	8VAC20-25-9998	FORMS (8VAC20-25)	
Upload	Browse...	Description: Upload Activity Questionnaire, Form B (rev. 7/11)	Doc Id 8VAC20-25-9998 Forms/DIBRs
Uploaded Forms/DIBRs		Order	List of Forms/DIBRs in Project
Edit	Activity Questionnaire, Form B (rev. 7/11)	1	Enter document list here
Update	Cancel	Activity Questionnaire, Form B (rev. 7/11)	
<input type="button" value="Add to List"/>			

C. Deleting an uploaded form or DIBR.

1. From the upload screen, Click the red **X** beside the form or DIBR to be deleted. The system displays a verification message.

Forms/DIBR		Description	
Select	8VAC20-25-9998	FORMS (8VAC20-25)	
Upload	Browse...	Description: Upload Activity Questionnaire, Form B (rev. 7/11)	Doc Id 8VAC20-25-9998 Forms/DIBRs
Uploaded Forms/DIBRs		Order	List of Forms/DIBRs in Project
X	Edit	Activity Questionnaire, Form B (rev. 7/11)	1
Enter document list here			
Update	Cancel	Activity Questionnaire, Form B (rev. 7/11)	
<input type="button" value="Add to List"/>			

Message from webpage

? Are you sure you want to delete this entry?

2. Click OK.

3. The form or DIBR is deleted from the **Uploaded Forms/DIBRs** column.