



VIRGINIA

REGISTER OF REGULATIONS

REQUEST RIS ACCESS

RIS is a web-based application and all users must have a User ID and Password.

To request a user id/password:

1. Fill in the [RIS User ID/Password Request Form](#).
2. Be sure to designate the desired RIS access level on the form.
 - For "Read only" or "Update" access, the form must be signed by the agency's Regulatory Coordinator.
 - For "Regulatory Coordinator" access, the form will be approved by the Registrar's Office.
3. Email the signed form to varegs@dls.virginia.gov.
4. You should receive an email from the Division of Legislative Automated Services within a couple of days with your user id and password.
5. Call Alexandra Stewart at (804) 698-1885 if you do not receive your new log in information or if you have any questions.