



# 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](mailto: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 Nikki Clemons at (804) 698-1885 if you do not receive your new log in information or if you have any questions.