



VIRGINIA REGISTER OF REGULATIONS

TROUBLESHOOTING THE DOCUMENT UPLOADS PROCESS

A. **Upload to proper location.** The upload feature provides two distinctly different types of uploads. This screenshot shows how the two display differently in RIS.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Amendments to Shipyard regulations (Project 5285) (TH ID: 5024)

Forms/DIBR	Description
Select 8VAC40-140-9999	DOCUMENTS INCORPORATED BY REFERENCE (8VAC40-140)

Upload Browse... Description: Upload Doc Id 8VAC40-140-9999

Uploaded Forms/DIBRs	Order	List of Forms/DIBRs in Project
X Edit Domicile Guidelines, State Council of Higher Education for Virginia, October 25, 2016	1	Domicile Guidelines, State Council of Higher Ed 2016

Add to List

Uploaded Other Document Types
X Edit Emails about changes in project

Other Document

This is a document, such as a letter of certification from the Attorney General's Office or pages from the Federal Register. This document needs to be attached to the project, but it will not appear in a section of the project, that is, it will not be on forms list or a DIBR list. **Do not use this type of upload for forms or DIBRs.**

Form or DIBR

This is a form or document incorporated by reference that needs to display as a hyperlink on a forms list or a DIBR list. **To create that hyperlink on the forms or DIBR list, the document needs to be uploaded by clicking "Select" first before uploading the document as shown below.**

RIS REGULATION INFORMATION SYSTEM

TownHall Sign In Projects Tools Cumulative Table Time Frame Calculator Style Manual RIS Resources

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Amendments to Shipyard regulations (Project 5285) (TH ID: 5024)

Forms/DIBR	Description
Select 8VAC40-140-9999	DOCUMENTS INCORPORATED BY REFERENCE (8VAC40-140)

Upload Browse... Description: Upload Doc Id Other

Uploaded Other Document Types
X Edit Emails about changes in project

C. **Replace or delete uploaded document.** If you upload the wrong document, you can delete the document you want to replace from the project by clicking the "X" next to the document name. Either for an uploaded DIBR or form or an uploaded other document. (See the screenshot)

D. **Uploaded document list disappears from screen.** If your uploaded forms or DIBR list disappears from the screen at any time, click "Select" to display the screen.

E. **Back button.** Avoid using your browser's "Back" button. If you inadvertently use the "Back" button and cannot get back to the upload screen, refresh the page (F5 key).

F. **Size limit.** If the document is over 8 mb, it will not upload. You can (i) break down the document into several smaller documents and upload each one to the project individually, (ii) attach the document to an email and send to VARegs@dls.virginia.gov, or (iii) bring us the document on CD or paper.

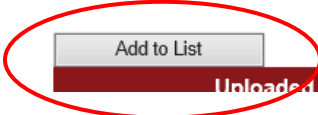
G. **Add to list button.** Each time the "Add to List" button is clicked all forms on the left side of the screen are added to the forms or DIBR list. Wait to click "Add to List" until you have uploaded ALL the forms or documents you want to add to the list.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Amendments to Shipyard regulations (Project 5285) (TH ID: 5024)

Forms/DIBR	Description
Select 8VAC40-140-9999	DOCUMENTS INCORPORATED BY REFERENCE (8VAC40-140)

Upload Description: Doc Id

Uploaded Forms/DIBRs	Order	List of Forms/DIBRs in Project
X Edit Domicile Guidelines, State Council of Higher Education for Virginia, October 25, 2016	1	Domicile Guidelines, State Council of High 2016



If you have any trouble with RIS or questions about the upload process, call the Registrar's office.
Alexandra Stewart-Jonte 804-698-1885
Anne Bloomsburg 804-698-1884
Karen Perrine 804-698-1883