

## STEPS FOR ELECTRONIC FILING

If you have any questions or problems please contact Kerry Radcliff, (360) 786-6697 or Radcliff.Kerry@leg.wa.gov; or Jennifer Meas, (360) 786-6698 or Meas.Jennifer@leg.wa.gov.

**Step 1:** Complete the registration letter and file the hard copy with the office of the code reviser. The letter needs to be either mailed or hand delivered to our office. Faxed or electronic copies will not be accepted. **This must be done before an agency can use the e-file system.**

### PRINT ON AGENCY LETTERHEAD

[Date]

Office of the Code Reviser  
Electronic Filing  
P.O. Box 40551  
Olympia, WA 98504-0551

The [name of agency] would like to participate in the electronic filing of Washington State Register documents. This document serves as the official notification authorizing the electronic filing of documents that will appear in the Washington State Register. I understand that the [name of agency] must electronically affix my name, or the name I designate, to the CR-forms or miscellaneous types of documents as an official signature.

I understand that a document filed electronically must be sent to EFILEWSR@leg.wa.gov. I also understand that an electronically filed document will not be considered received by the office of the code reviser until the document successfully reaches the above e-mail address. The [name of agency] assumes the responsibility of making sure that any time critical documents arrive at the office of the code reviser according to the schedule specified in WAC 1-21-040. The document date and time will reflect when it arrived at the office of the code reviser's e-mail address.

For security purposes the [name of agency] requests that each electronically filed document be returned to the e-mail address listed below. I am requesting this be done so each document can be authenticated by the [name of agency].

\_\_\_\_\_ [e-mail address] \_\_\_\_\_

\_\_\_\_\_ [name of e-mail recipient] \_\_\_\_\_

[phone ( ) \_\_\_\_-\_\_\_\_]

Sincerely,

[Name]

[Title, director, commissioner, president, etc.]

Please return the signed form to the Office of the Code Reviser, P.O. Box 40551, Olympia, WA 98504-0551 by regular or campus mail. Faxed or e-mailed copies of this document will not be accepted. **A copy of this form must be on file before an agency can begin electronic filing.**

**Step 2:** Complete the appropriate CR-form (available on the office of the code reviser's web site at <http://www1.leg.wa.gov/CodeReviser/Washington+State+Register/>). You will need to insert the official signature. The easiest way to do this is to scan the official signature; save that scanned signature as a .tiff file; and then insert that file into the document.

http://cmsstage/CodeReviser/Washington+State+Register/E-Filing.htm - Microsoft Internet Explorer provided by...

Statute Law Committee  
WASHINGTON STATE LEGISLATURE  
Office of the Code Reviser

Legislature Home | Senate | House of Representatives

Print Version | No disponible en español

Office of the Code Reviser > Washington State Register > E-Filing

E-FILING  
File Here!

**E-Filing Instructions:**

- PowerPoint Presentation (under construction)
- E-Filing Procedures (under construction)
- Registration Letter Instructions (under construction)

**CR-Forms (in Microsoft Word):**

- [CR-101](#)
- [CR-102](#)
- [CR-103](#)
- [CR-105](#)

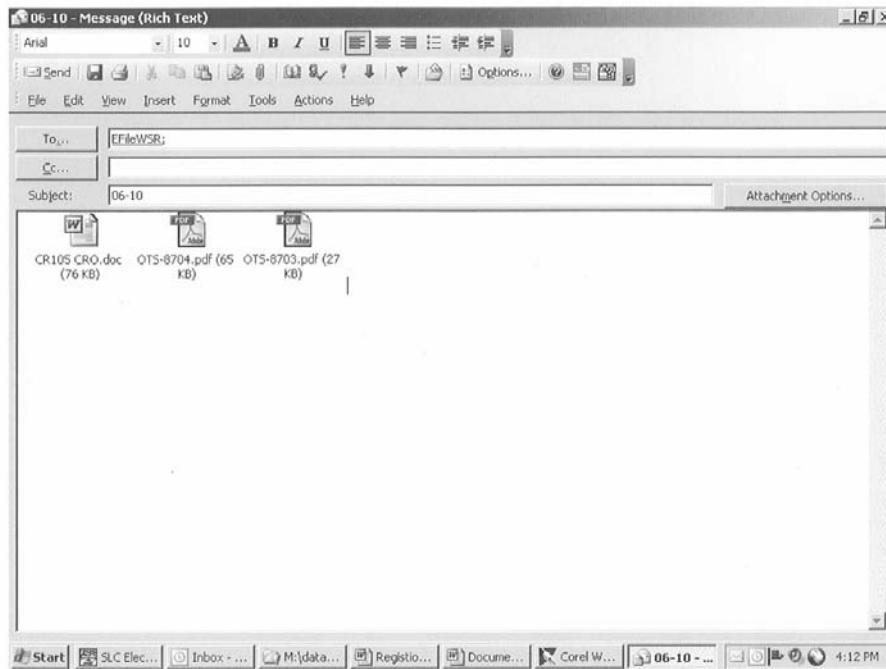
**Templates (in Microsoft Word):**

- [Registration Letter](#)
- Rules Coordinator Designation (under construction)
- Public Records Officer Designation (under construction)
- Notice of Public Meetings (under construction)
- Withdrawals of Proposed, Expedited or Preproposed Rules (under construction)
- Interpretative and/or Policy Statements (under construction)

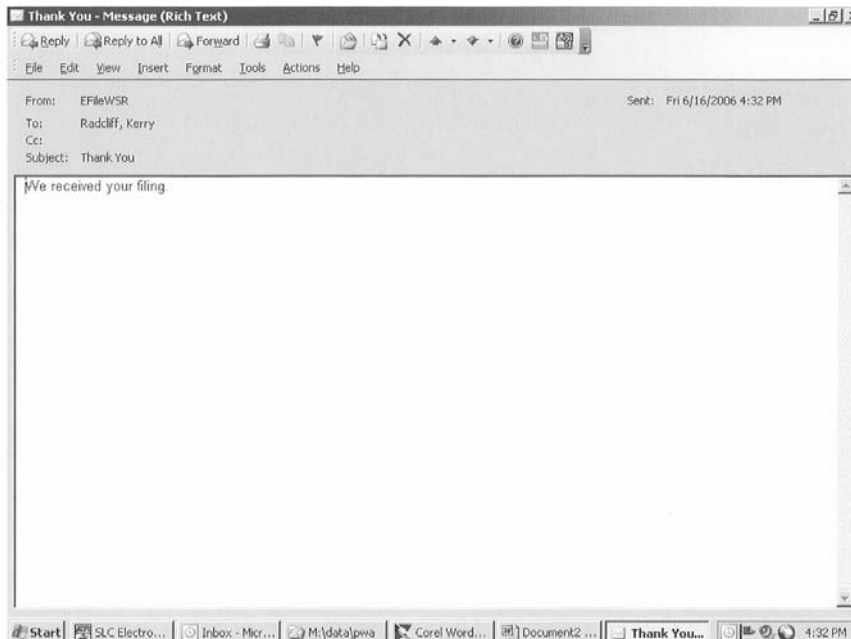
PREPROPOSAL STATEMENT OF INQUIRY		CR-101 (June 2004) (Implements RCW 34.05.310) Do NOT use for expedited rule making
Agency: Office of the Code Reviser		
Subject of possible rule making: Amending WAC 1-06-090 to clarify current copying fees, electronic distribution costs, and faxing policy associated with public records, as defined in WAC 1-06-020.		
Statutes authorizing the agency to adopt rules on this subject: RCW 42.17.300.		
Reasons why rules on this subject may be needed and what they might accomplish: To clarify and set fees in regards to the copying and electronic distribution of public records. These public records are defined in WAC 1-06-020. Fees will include the per page charge for providing paper copies of public records maintained either on paper or electronically; the fee for providing a CD ROM of electronically maintained material; and the fee for formatting a 2-column, publication master copy of electronically maintained information. The amendment to WAC 1-06-090 would also set in rule the office of the code reviser's faxing policy, which is a maximum of ten pages.		
Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: None.		
Process for developing new rule (check all that apply): <input type="checkbox"/> Negotiated rule making <input type="checkbox"/> Pilot rule making <input checked="" type="checkbox"/> Agency study <input type="checkbox"/> Other (describe)		
How interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication: (List names, addresses, telephone, fax numbers, and e-mail of persons to contact; describe meetings, other exchanges of information, etc.) By contacting Kerry Radcliff, Rules Coordinator, P.O. Box 40551, Olympia, WA 98504-0551, (360) 786-6697, e-mail radcliff.kerry@leg.wa.gov.		
DATE April 25, 2006	CODE REVISER USE ONLY	
NAME (Type or print) K. Kyle Thiessen		
SIGNATURE		
TITLE Code Reviser		

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NAME (Type or print) K. Kyle Thiessen		
SIGNATURE 		
TITLE Code Reviser		



**Step 3:** E-mail to EFILEWSR@leg.wa.gov: The CR-form; any Word attachments to the CR-form, such as further explanatory information and small business economic impact statements; and the text of amendatory, new or repealed sections done either in Word or by order typing service (OTS). In the subject line, enter the Register issue number (example 06-10) that you are expecting this document to published. If you have used the OTS service you will be provided a .pdf copy of your final OTS, please attach that .pdf document. If you do not attach the .pdf copy, your document pages will not reflect as being typed by OTS and will need to meet the page requirements in WAC 1-21-040.



**Step 4:** You will receive a confirmation e-mail that your e-mail has been received by our office. This confirmation e-mail will be sent back to the sender's e-mail address. **Please note: If your filing is time-sensitive and you have not received a confirmation e-mail, please contact us immediately for assistance.**



**Step 5:** Once your document has been reviewed for minimum compliance with the Administrative Procedure Act, a stamp will be attached and this Word document and any Word attachment documents will be saved as .pdf documents. These .pdf documents will be sent back to the e-mail address that was provided on the registration letter and all proposals, withdrawals, expedited rules, permanent and emergency rules will also be sent to the joint administrative rules review committee (JARRC). Print these .pdf documents and they will be your official filed document for your rule-making file.

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DATE April 25, 2006	CODE REVISER USE ONLY	
NAME (TYPE OR PRINT) K. Kyle Thiessen	OFFICE OF THE CODE REVISER STATE OF WASHINGTON FILED	
SIGNATURE 	DATE: April 25, 2006	
TITLE Code Reviser	TIME: 4:35 p.m.	
	<b>WSR 06-10-023</b>	

