Significant Legislative Rule Making
Interactive Reporting Tool Quick Guide

1. Click the Sign In link located in the upper right corner of the screen

2. Type in the E-mail and Password provided by ORIA and press Sign-In.

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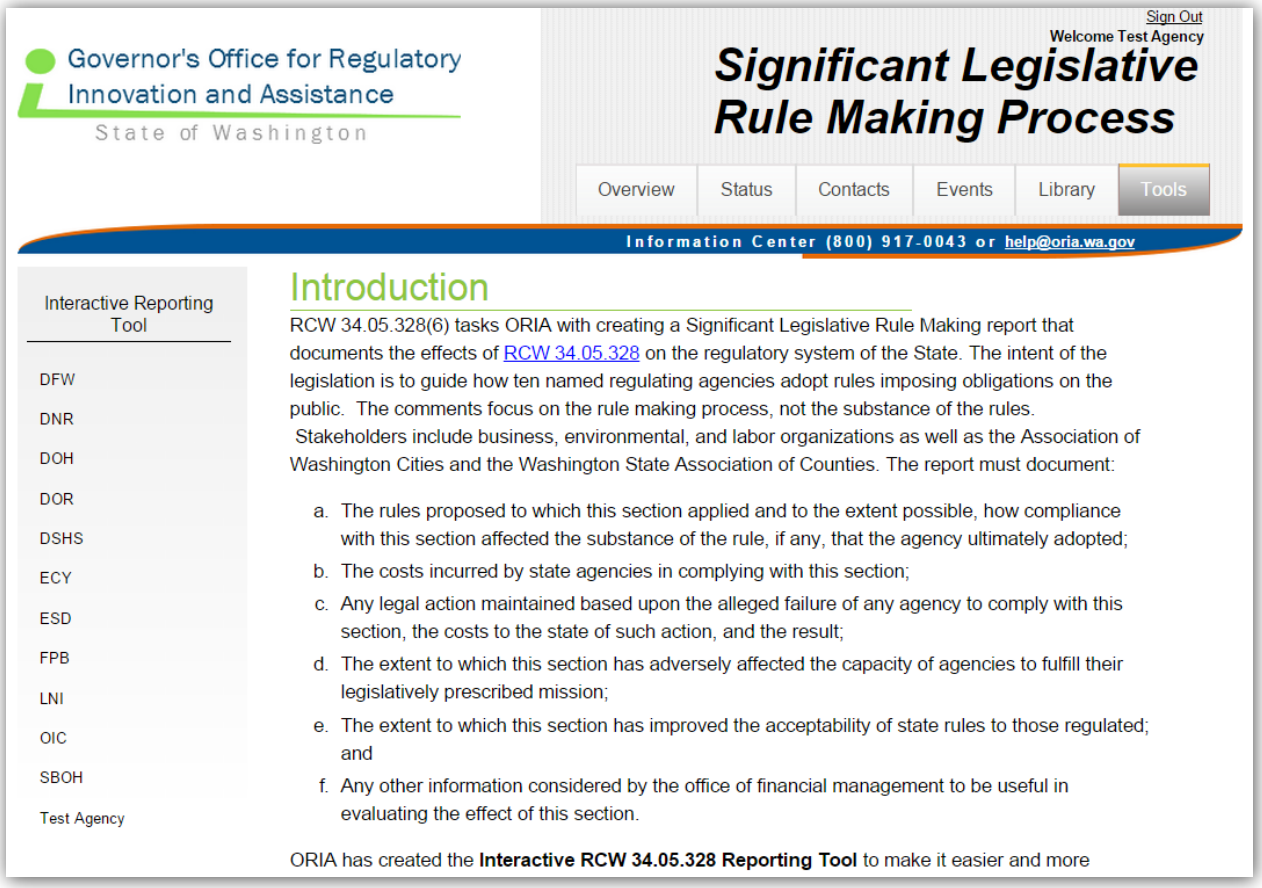
3. Click on the **Tools** menu and select ***Interactive Reporting Tool*** from the list to access the reporting Tool.



Significant Legislative Rule Making
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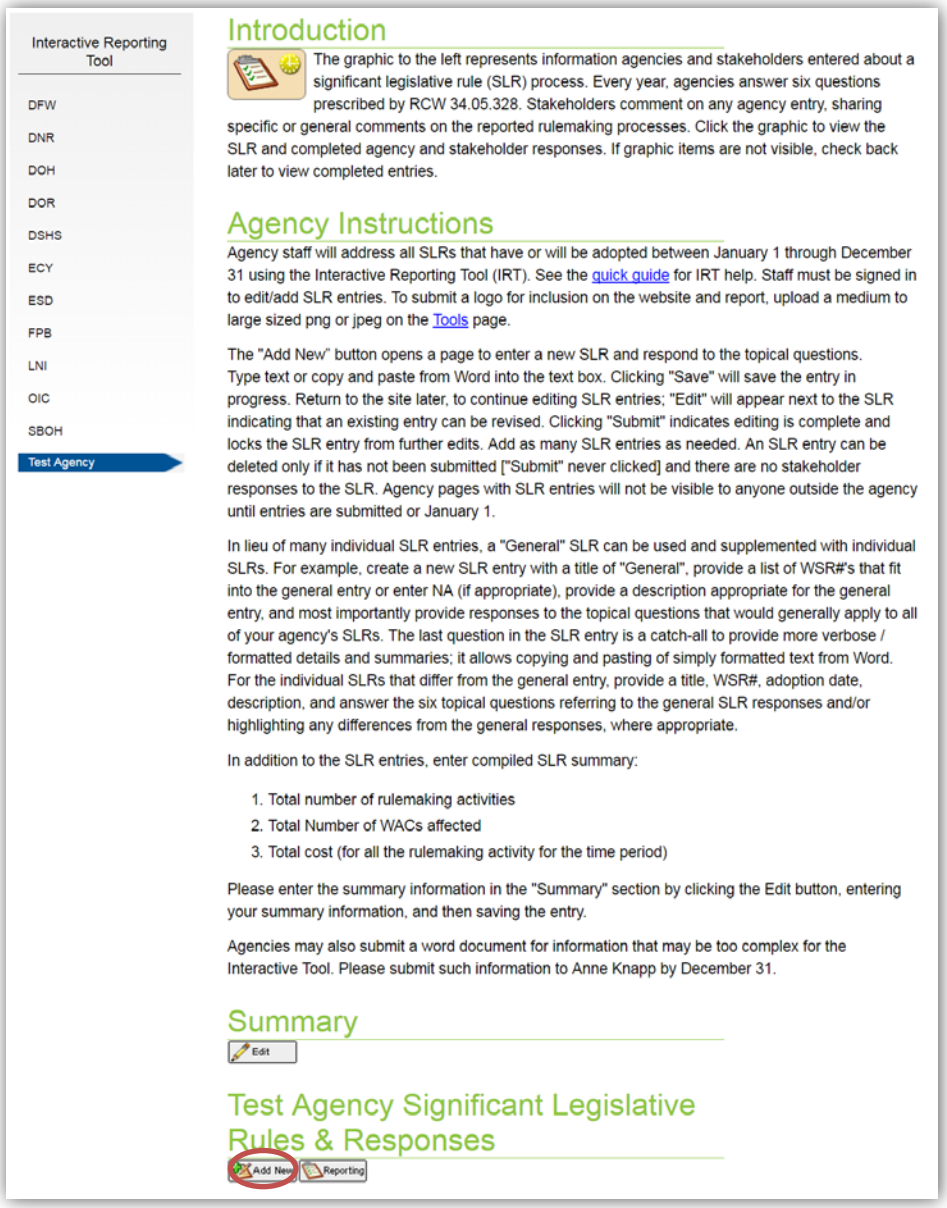
For Agencies

1. To add a new Significant Legislative Rule and provide responses to the topical questions prescribed by RCW 34.05.328:
   - Select your agency from the ***Interactive Report Tool*** list by clicking on its name
   - Press the **Add New** button located in the ***Significant Legislative Rules & Responses*** section



Note: Agencies may also submit a word document for information that may be too complex for the Interactive Tool. Please submit such information to Marie Splaine by December 31.

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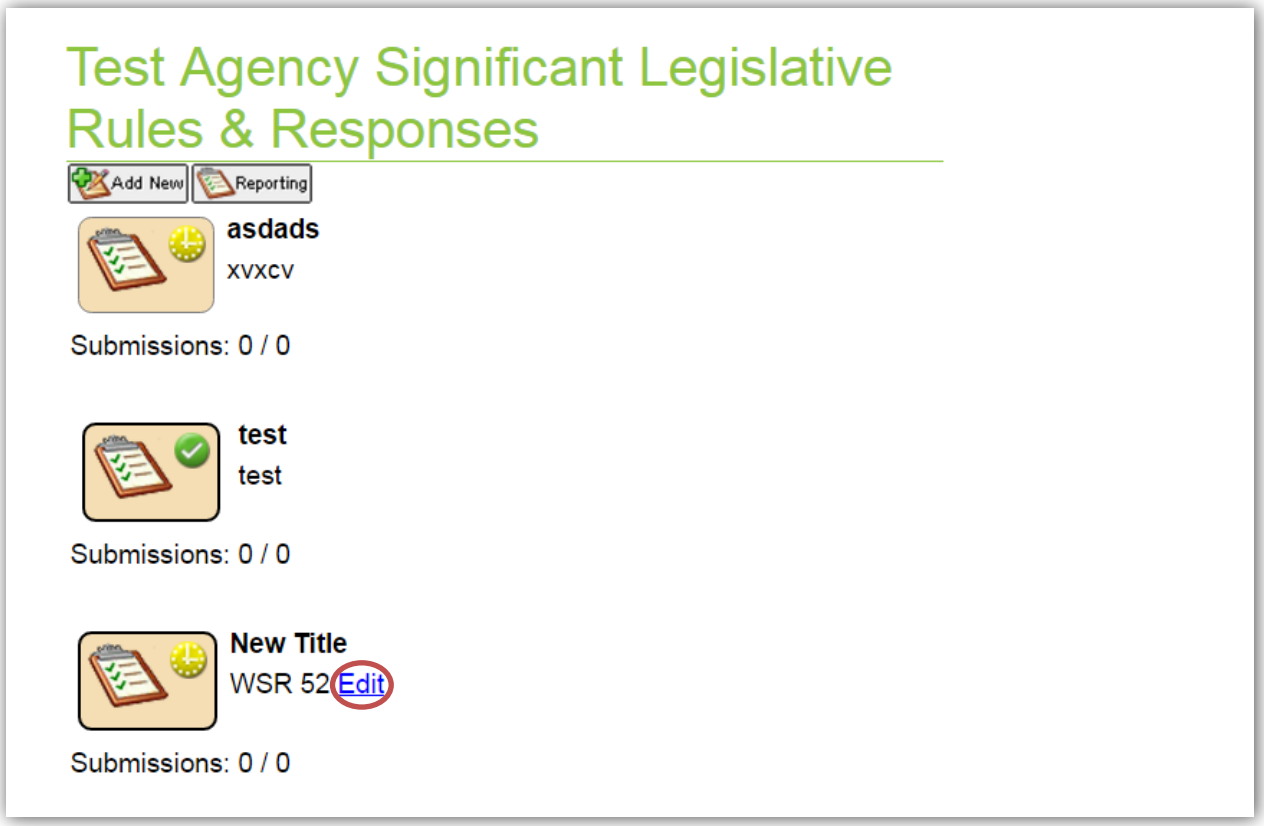
For Agencies (continued)

2. To modify an entry, click the **Edit** link next to a saved entry (***Note**: stakeholder entries are not viewable until they are submitted; however, agency entries are viewable once they are saved*)



Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies (continued)

3. Complete each field as required:

   - Press **Save** to save the information for editing later and then **Return** to return back to the **Tools** page
   - Press **Submit** and **Yes, please submit** to submit the rule for comments, lock the entry and return to the **Tools** page
   - Press **Delete** and then **OK** to delete the entry (***Note**: Cannot delete an entry if stakeholder responded to the Significant Legislative Rule or if the Significant Legislative Rule was submitted*)

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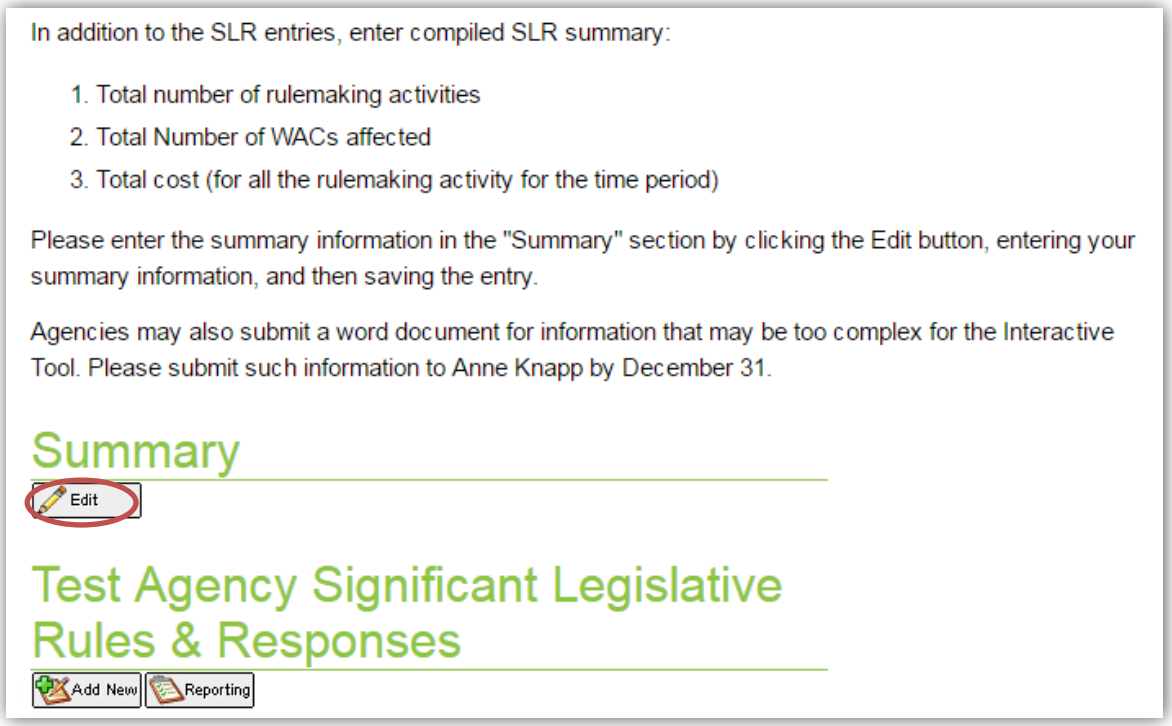
For Agencies (continued)

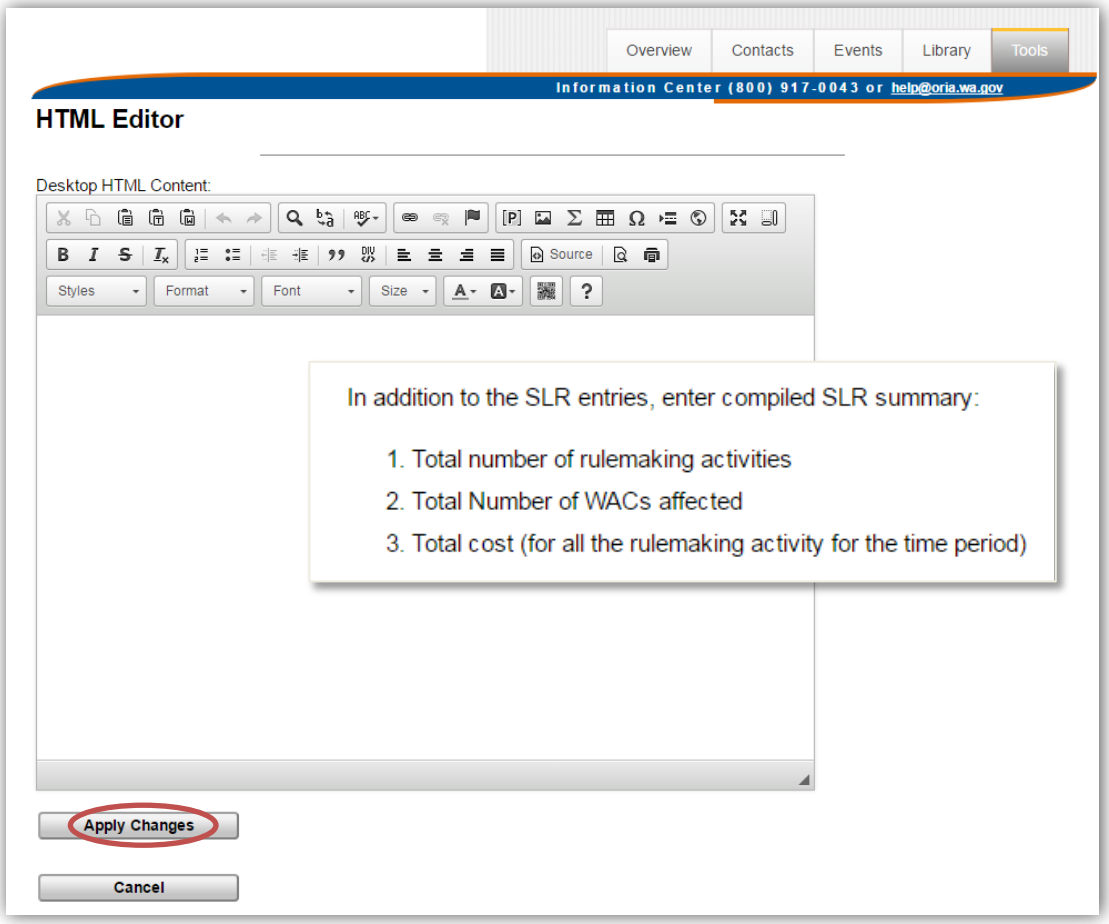
4. To enter summary information, press the **Edit** button located in the Summary section, which is just above the Significant Legislative Rules & Responses section.



Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies (continued)

5. Follow the Agency Instructions for the SLR Summary (shown below):
   - Press **Apply Changes** to save and return back to the **Tools** page
   - Press **Cancel** to return back to the **Tools** page without saving.



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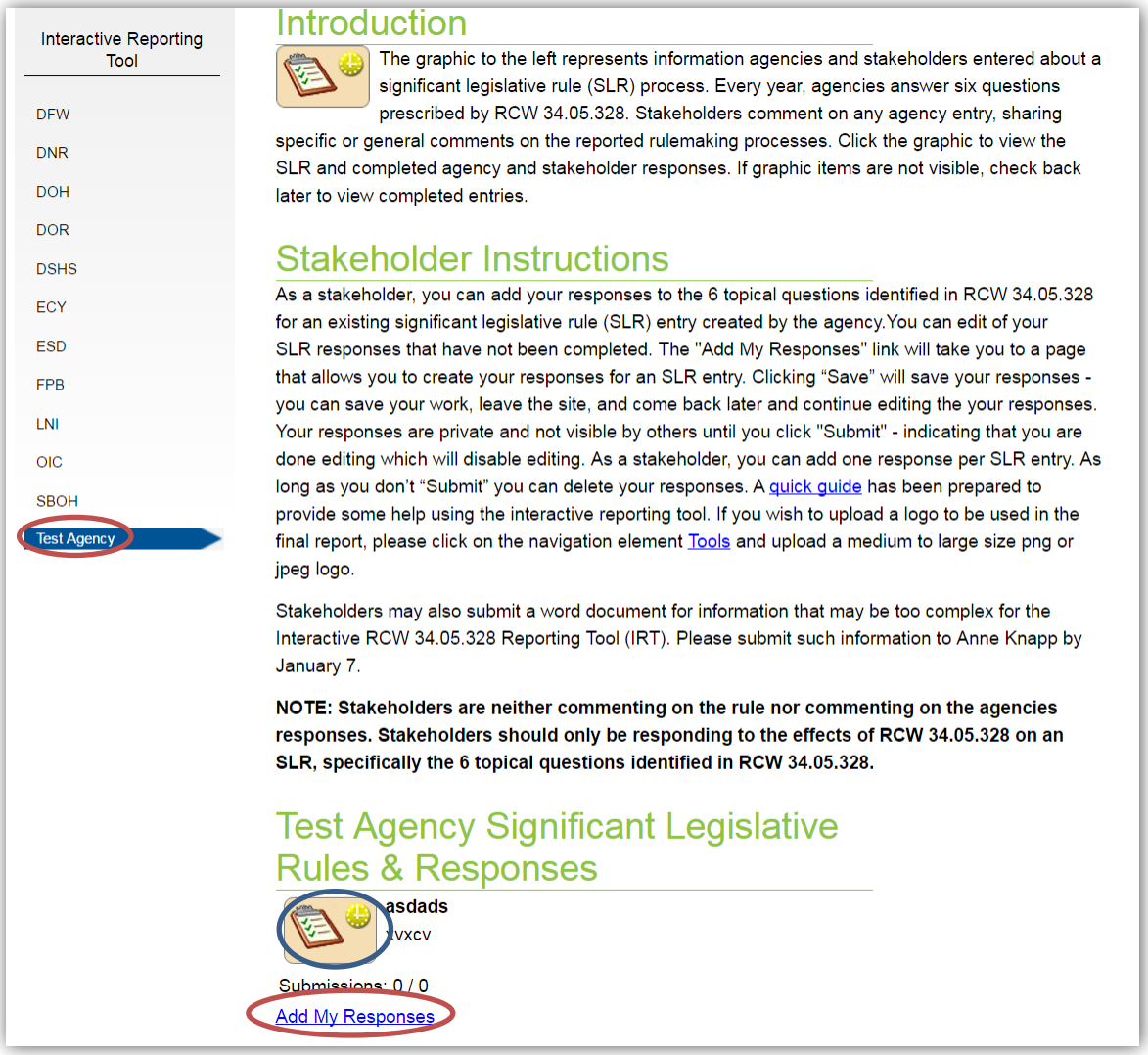
For Stakeholders

1. To add a response to the topical questions prescribed by RCW 34.05.328 for an Agency Identified Significant Legislative Rule:
   - Select an agency from the ***Interactive Report Tool*** list by clicking on its name
   - Click on the **clipboard** icon located next to the rule name to review the rule
   - Click the **Add My Responses** link located under the rule to add your responses (*only one set of responses per rule*)



Note:
- Stakeholder's responses are not viewable by others until they are submitted; agency responses are always viewable
- Stakeholders may also submit a word document for information that may be too complex for the Interactive Tool. Please submit such information to Marie Splaine by January 7.

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For Stakeholders (continued)

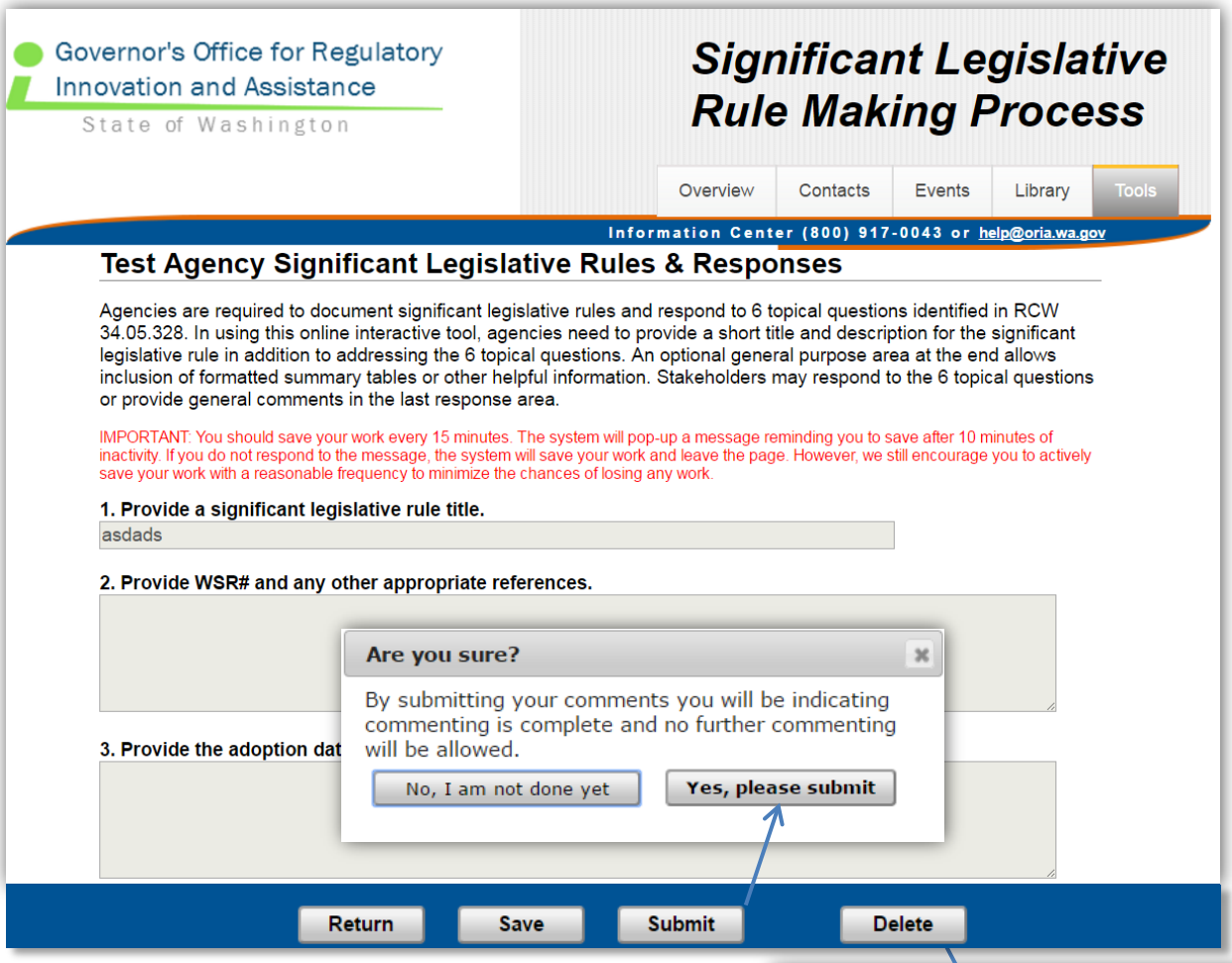
2. To modify your response, click the **clipboard** icon with your name (***Note:*** *stakeholder entries will not be viewable by agencies until they are submitted*)

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Stakeholders (continued)

3. Complete each field as needed:

   - Press **Save** to save the information for editing later and then **Return** to return to the **Tools** page
   - Press **Submit** and **Yes, please submit** to submit your response, lock the entry and return to the **Tools** page
   - Press **Delete** and then **OK** to delete the entry (***Note:*** *Cannot delete an entry if response to a Significant Legislative Rule was submitted*)



Note:
Stakeholders are neither commenting on the rule nor commenting on the agencies responses. Stakeholders should *only* be responding to the effects of RCW 34.05.328 or on a SLR, specifically the 6 topical questions identified in RCW 34.05.328.

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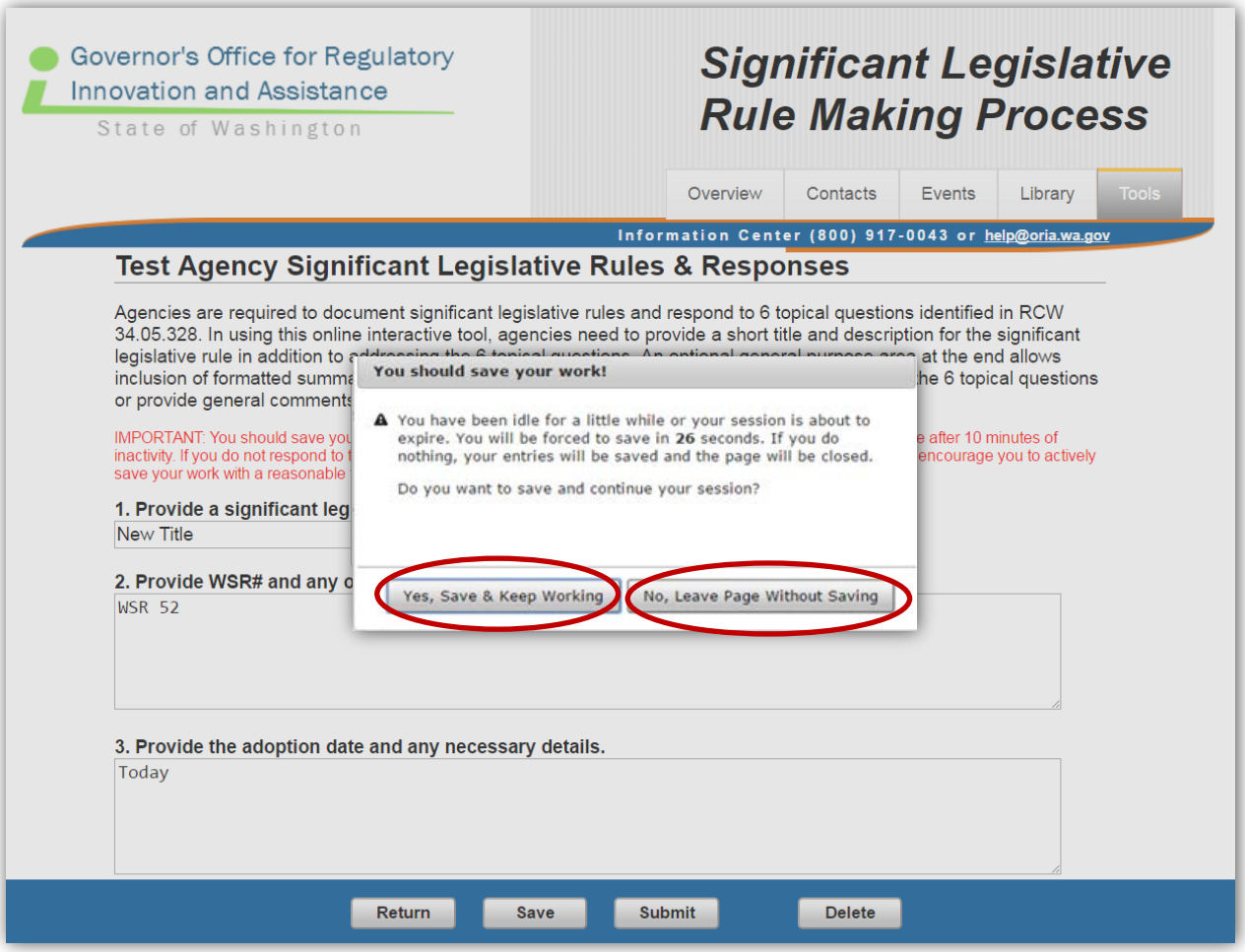
Final Reminder for Agencies and Stakeholders

To minimize loss of information, save your work at a reasonable frequency (every 10-15 minutes); however, after 10 minutes of inactivity a message will pop-up to remind you to save your work:

- Press **Yes, Save & Keep Working** to save the information and continue working
- Press **No, Leave Page Without Saving** to return to the **Tools** page without saving
- Do nothing and the system will save your work and return you to the **Tools** page