

## Rules Management System: Non-Rule-Making Submissions

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The Rules Management System (RMS) is managed by the Legislative Services Agency and housed in the Legislative Portal. RMS is the system for the electronic submission of administrative rules, as well as public notices and other non-rule-making documents, for publication in the Iowa Administrative Bulletin (IAB).

Use the following links to jump to a section for quick reference, or follow the steps in sequence to log in and process submissions:

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### Important Contacts

#### Technical Questions/Assistance:

LSA Help Desk at 515.281.6506 or [helpdesk@legis.iowa.gov](mailto:helpdesk@legis.iowa.gov)

#### For procedural questions (dates, requested responses, etc.), direct questions to:

- Jack Ewing, Administrative Code Editor and Administrative Rules Review Committee Legal Counsel: 515.281.6048 or [jack.ewing@legis.iowa.gov](mailto:jack.ewing@legis.iowa.gov)
- Publications Editing Office (PEO) editors: 515.281.3355 or [admincodeoffice@legis.iowa.gov](mailto:admincodeoffice@legis.iowa.gov)

**Note: Regulatory analyses are submitted in RMS using the same process as editorial changes and other non-rule filings. If you are unfamiliar with that process, instructions are below.**

## What are non-rule-making submissions?

Non-rule-making submissions include any document that is required to be published in the Iowa Administrative Bulletin and that does not contain rule-making action. An **Editorial Change Document**, while technically not a non-rule-making document, is submitted using the same process as that used for non-rule-making documents. For more information on Editorial Change Documents, see “Nonsubstantative Updates to Rules Outside the Rule-Making Process” in [Part B of the Rule Writer Handbook](#).

Non-rule-making document types include the following:

- Advisory Notices
- Civil Reparations Trust Fund
- Gas and Electric Delivery Rates
- Newspaper Rates
- Notices of Stakeholder Group
- Proclamations
- Public Funds Availability
- Public Funds Interest Rates
- Regulatory Analysis
- Request for Regulatory Analysis
- Usury Rate
- Utilities Notices
- Workers’ Compensation Rates
- Other Authorized Publication (such as an Editorial Change Document or other miscellaneous document)

## Log in to Rules Management System (RMS)

Log in at [www.legis.iowa.gov/portal/rms](http://www.legis.iowa.gov/portal/rms) or click the **Applications** link at the bottom of the website. See below:

The screenshot shows the Iowa Legislature website's 'Legislative Applications' page. At the top, there is a search bar for 'Publications' and a navigation menu with links for SENATE/HOUSE, LEGISLATORS, LEGISLATION, COMMITTEES, IOWA LAW & RULES, LEGISLATIVE AGENCIES, PUBLICATIONS, RESOURCES & CIVIC EDUCATION, LOBBYIST INFORMATION, and ARCHIVES. The main content area is titled 'Legislative Applications' and includes a 'Log In' section with fields for 'Username:\*' (Portal User name) and 'Password:\*' (Portal Password), and a 'Log In' button. A 'New Users' section has a 'Create an account' button. A footer contains contact information and a navigation menu with 'Applications' highlighted in a red box.

Enter your email address as your username and your password and then click the **Log In** button to sign in.

Once logged in, click the link entitled **Rules Management System** from the list of applications in the left navigation pane.

The screenshot shows the 'Applications' navigation pane. The list includes: Portal Home, Capitol Notification System, Lobbyist System (with a PDF icon), Personal Financial Disclosure, Rules Management System (with a PDF icon and highlighted in a red box), Subscriptions (with a PDF icon), - Bills & Rules Watch, - Department Subscriptions, and - Committee Subscriptions. Two callout boxes provide instructions: 'Click the PDF icon to pull up instructions for application.' points to the PDF icon next to 'Rules Management System', and 'Click the Rules Management System link to launch the application.' points to the 'Rules Management System' link.

## Navigate to Non-Rule-Making Submissions

In the Rules Management Navigation pane at left, select **Non-Rule-Making Submissions** (outlined in red below). You will see all of the non-rule-making submissions for your agency for the upcoming publication date.

You may change the year using the year selector at the top of the screen. Click the arrow (outlined in green below) to select a previous year and view non-rule-making submissions for your agency from that time frame.

You may also change the publication date using the drop-down provided (outlined in blue below). When you change the publication date, the contents of the page will adjust automatically to show non-rule-making submissions for the selected publication date.

See below:

**Non-Rule-Making Submissions**

Year: 2022 (1/1/2022 - 12/31/2022)

Year: 2022 (1/1/2022 - 12/31/2022)  
Year: 2021 (1/1/2021 - 12/31/2021)  
Year: 2020 (1/1/2020 - 12/31/2020)  
Year: 2019 (1/1/2019 - 12/31/2019)  
Year: 2018 (1/1/2018 - 12/31/2018)

Publication Date: 11/02/2022

Agencies: Accountancy Examining Board[193A]

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

## Submit for Publication in IAB

To submit a non-rule-making document for publication in the Iowa Administrative Bulletin (IAB), select **Non-Rule-Making Submissions** in the left navigation pane and then click the yellow **New Submission** button above Rules Management Navigation at left. To reset the form at any time, click the **Reset Form** button above the Rules Management Navigation at left. You will see a screen like the one below:

### Non-Rule-Making Submissions

Complete all the required fields (indicated with red asterisk). Save an unfinished non-rule-making submission at any time, and return to the submission through Non-Rule-Making Submissions in the Rules Management Navigation panel. Submit a completed non-rule-making submission by clicking the verification checkbox and selecting Submit for Publication.

Agency Accountancy Examining Board[193A]

**Publication date\*** 11/02/2022 Submission deadline: 10/14/2022 at 12 NOON

**Submission Type\*** Advisory Notice

**Submission Title\***

**Contact person\*** Select

*To update information for or to add a contact person, use Agency Contacts in Rules Management Navigation.*

Click to add secondary contact person/phone/e-mail(optional)

For fields requiring statutory references, series or ranges of references may be added. To add a series of references, include a comma after each reference. For ranges, include "-" or "to" between the first and last values in the range.

**Statutory requirement for publication** Iowa Code chapter/section 9C.3 Click the + button to save each reference.

**Upload non-rule-making document(s)\*** Choose File No file chosen

**Comments**

**Submit for publication**  Check this box to verify all information is complete and accurate, then click Submit for Publication. The submission will be forwarded to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin.

After submission, if you wish to transmit additional information or change information for this submission, please contact the Publications Editing Office (Admin Code).

Submit for Publication Save Unfinished Draft Cancel

SELECT  
"REGULATORY  
ANALYSIS" IN  
THIS DROP-DOWN

- Select a publication date from the **Publication date** drop-down (outlined in red above). For your information, the submission deadline for the selected publication date will appear.
  - You may also select "Draft only" in the **Publication date** drop-down, if you wish to create a draft. You will need to select a publication date before you will be able to submit for publication.
- Fill in all required fields (denoted with \*), upload the non-rule-making document(s), check the **Submit for publication** checkbox, and then click the **Submit for Publication** button.
- You can save an unfinished Non-Rule-Making Submission draft at any time by clicking the **Save Unfinished Draft** button.

## Edit/Submit an Unfinished Draft

Unfinished drafts are saved in the Agency Submissions table. To edit the draft and submit it, hover over the icon in the Action column. Select the **Edit Submission** icon, complete the form, upload the document, check the checkbox, and click **Submit for Publication**. See below:

### Non-Rule-Making Submissions

Year: 2022 (1/1/2022 - 12/31/2022) ▼

Publication Date: 11/02/2022 ▼

Agencies: Accountancy Examining Board[193A] ▼

#### Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
① Advisory Notice	TEST				  

#### Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
**** No submissions for the selected publication date ****					

Legend:

- Edit Submission
- Submission Tracking
- View PDF

## Confirmation of Submission

Immediately following submission, this message will display:

### Submission Successful

Thank you for your submission. The Publications Editing Office (Admin Code) will receive notice of your submission. Publication status can be viewed in [Agency Submissions](#) for the selected publication date.

In addition, a confirmation email should be received:

Fri 11/6/2020 3:06 PM

 linc-alerts@legis.iowa.gov  
SUBMITTED - Non-rule-making submission in RMS

To: LSAProjectTeam

Thank you for your submission of TEST. The Publications Editing Office (Admin Code) will receive notice of your submission. Publication status can be viewed in the [Rules Management System](#) in the Agency Submissions table for the selected publication date.

If you wish to transmit additional information or change information for this submission, please contact the [Publications Editing Office](#) directly.

This message is intended for:

- To: [REDACTED]
- CC:

Please do not reply to this email as this email account is not monitored.

Upon submission of the non-rule-making document for publication, PEO will receive an email alert, download the PDF, and incorporate the document in the Iowa Administrative Bulletin for the indicated publication date. If PEO has questions about the document intended for publication, you may receive an email indicating that feedback awaits your attention. See an example email below:

Fri 11/6/2020 3:15 PM  
 linc-alerts@legis.iowa.gov  
**ACTION REQUIRED - Feedback in RMS**

To: LSAProjectTeam

The Publications Editing Office (Admin Code) has submitted a request for information on the following non-rule-making submission:

Submission Title: TEST

**Comments: Here is the feedback...**

To view the feedback/request, return to [RMS](#). Ensure the publication date for which the non-rule-making submission was submitted is selected in the publication date dropdown.

Locate the non-rule-making submission in the Agency Submissions table. In the Action column:

1. Select the Submission Tracking icon to view the feedback/request.
2. Select the Edit Submission icon to edit form fields or change the attachment.
3. Resubmit the non-rule-making submission.

This message is intended for:

- To: [REDACTED]
- CC:
- BCC:

Please do not reply to this email as this email account is not monitored.

### Submission Returned with Feedback

If PEO returns the submission record with feedback or a request, return to RMS, click **Non-Rule-Making Submissions** in the left navigation pane, and make sure the publication date for which the document was submitted is selected in the **Publication date** drop-down. See example below:

**Non-Rule-Making Submissions**

Year: 2020 (1/1/2020 - 12/31/2020) ▼

**Publication Date:** 12/02/2020 ▼

Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Advisory Notice	TEST	12/02/2020	Comments/Feedback	Test Person	

Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

Locate the document in the Agency Submissions table (above). Hover over the Action icon next to the submission and then click the **Submission Tracking** icon to view the comments/feedback.

Submission tracking for the example non-rule-making document is shown below:

### Non-Rule-Making Submissions

Year: 2020 (1/1/2020 - 12/31/2020) ▼

Publication Date: 12/02/2020 ▼

Agencies: Transportation Department[761] ▼

#### Agency Submissions

Type	Title	Publication Date	Status	Contact	Action
Advisory Notice	TEST	12/02/2020	Comme	   	
Status	Comments	Updated Date	Updated by		
Drafting	Updated by Agency	11/06/2020 10:54 AM			
Administrative Code Office	Updated by Agency	11/06/2020 03:05 PM			
Comments/Feedback	Here is the feedback...	11/06/2020 03:14 PM			

#### Publications Editing Office (Admin Code)

Type	Title	Publication Date	Status	Contact	Action
*** No submissions for the selected publication date ***					

Click the **Edit Submission**  icon to edit form fields or change the attachment.

When finished, check the **Submit for publication** checkbox (after which the **Submit for Publication** button will become active) and then click the **Submit for Publication** button to resubmit. See below:

**Submit for publication**  Check this box to verify all information is complete and accurate, then click **Submit for Publication**. The submission will be forwarded to the Publications Editing Office (Admin Code) for publication in the Iowa Administrative Bulletin.

After submission, if you wish to transmit additional information or change information for this submission, please contact the Publications Editing Office (Admin Code).

**Submit for Publication** Save Unfinished Draft Cancel