




Request and Modify Liaison Access for Agency Liaisons

Request Liaison Access to Texas Register

This guide provides instructions for an Agency Liaison to request access for a new Liaison to file submissions for their agency in the Texas Register Liaison Center. All requests are reviewed/approved by the Texas Register editors.

Request Liaison Access

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **Request Liaison Access** from the Liaison Center Home menu.
3. Click the  button in the upper right corner.
4. Enter the **Liaison Email address** that you wish to grant access.
5. Select the **Agency** for which they are requesting access to submit on behalf of and select the **Permissions** that should apply.
 - Can Submit Open Meetings – able to post, revise, and cancel open meetings
 - Can Submit Texas Register Filings –able to submit rulemaking and miscellaneous document submissions to the Texas Register. Note: Some agencies do not have statutory authority to submit rulemaking documents.
6. Click **Close** to close the window. You will now see the newly added liaison access request displayed in the list on the screen. Once our office has approved the request, the liaison will receive an email notification from us. If the request is denied, an email notification will be sent that lists the reason for the denial.