

NC Office of Administrative Hearings Rules Division



E-Filing System – Overview and Operation

1.0.1

7-10-19

Agenda

- Initial System Access & User Profile
- Notice of Proposed Rules for Publication in the NC Register
- Filing Notices with OAH
- Notice Processing and Review
- Contact Information

Initial Access to the Electronic Rule Submission System

- Go to the e-filing site
<https://www.encrats.oah.state.nc.us/Login.aspx>
- On the Electronic Rule Submission login page, enter your email address and “oah” as the password (you must be a registered rulemaking coordinator to log in)

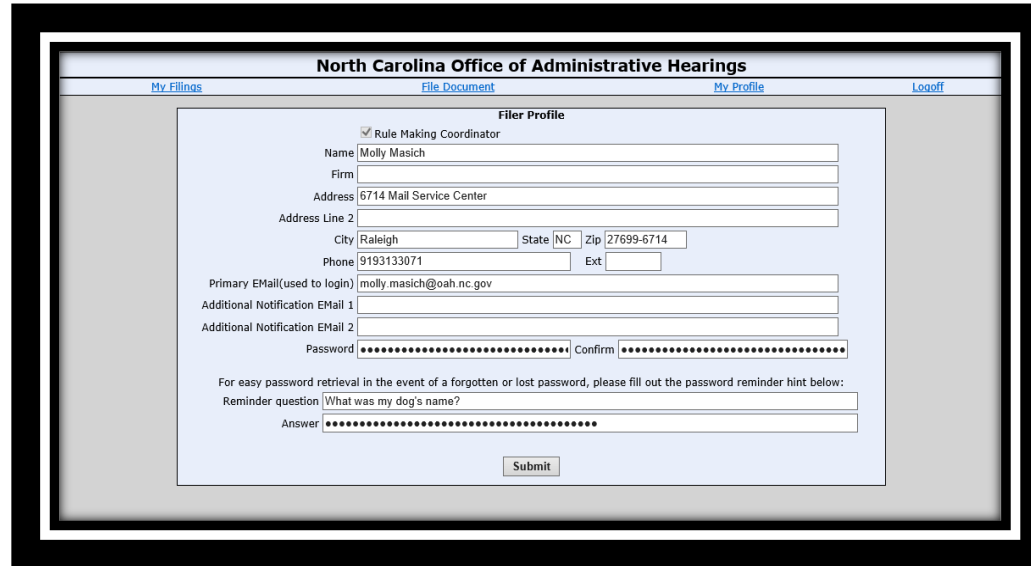


The screenshot shows the login page for the North Carolina Office of Administrative Hearings. At the top, it reads "North Carolina Office of Administrative Hearings" and "Electronic Rule Submission". Below this is the state seal of North Carolina, which features a figure holding a scale and a sword, with the text "STATE OF NORTH CAROLINA" and "OFFICE OF ADMINISTRATIVE HEARINGS" around it, and "IN LEGIBUS SALUS" at the bottom. Below the seal is a disclaimer: "This is a government computer system and is the property of the State of North Carolina. This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to administrative disciplinary actions, criminal and civil penalties. Users have no expectation of privacy. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING." Below the disclaimer are two input fields: "Email:" with the value "molly.masich@oah.nc.gov" and "Password:" with five blue dots. Below the password field is a link: "Forgotten password? Enter your email address and click [here](#)." At the bottom is a "Login" button.

- Click the Login button to enter the system

My Profile

- The Profile window will be displayed and you are required to change your password the first time you log into the system.



The screenshot shows a web browser window titled "North Carolina Office of Administrative Hearings". The page has a navigation bar with links for "My Filings", "File Document", "My Profile", and "Logout". The main content area is titled "Filer Profile" and contains a form with the following fields:

- Rule Making Coordinator
- Name: Molly Masich
- Firm: [Empty]
- Address: 6714 Mail Service Center
- Address Line 2: [Empty]
- City: Raleigh | State: NC | Zip: 27699-6714
- Phone: 9193133071 | Ext: [Empty]
- Primary EMail(used to login): molly.masich@oah.nc.gov
- Additional Notification EMail 1: [Empty]
- Additional Notification EMail 2: [Empty]
- Password: [Masked] | Confirm: [Masked]
- Reminder question: What was my dog's name?
- Answer: [Masked]

A "Submit" button is located at the bottom of the form.

- It is suggested that you enter a password hint question and answer. Your Hint question and answer should not be obvious or easy to guess.
- You may enter two additional email addresses. All system related correspondence will also be sent to these address. These individuals will not be able to log into the system.
- You cannot change the name, address, phone, and primary email information. That is maintained by OAH. Contact OAH if you need changes made to this information.
- You may return to this page at any time to change your password, reminder question and answer.

YOU MUST PRESS THE SUBMIT BUTTON TO SAVE YOUR CHANGES

Reset Password

- Forgotten password? – enter your email in the log on screen and click the “forgotten password” link, a temporary password will be sent to your email once you answer the hint question.
 - “Forgotten password” temporary passwords are only valid one time, change your permanent password immediately after logging in.
 - Your account will be blocked for 30 minutes if you enter an incorrect password 5 times. The correct password, or the “forgotten password” temporary password will not work during the 30 minute interval.
- Note:** If your account gets locked for multiple wrong password attempts, the forgotten password feature is also locked. Wait 30 minutes for the lock to expire, then use the forgotten password feature.

My Filings

- When you log in, you will see the “My Filings” information screen. By default all Open Filings that you have prepared will be displayed.

BETA North Carolina Office of Administrative Hearings BETA

[My Filings](#) [File Document](#) [My Profile](#) [Logoff](#)

Status: Creator:

		Description	Rule-Making Agency	Register	Document	Status	Status Date	Creator	
▶		Review of All Rules	Medical Care Commission	33:24	Notice of Text	Correction(s) Requested by OAH	07/10/2019	Molly Masich	🗑️
▶		Any Description that you like	Medical Care Commission	34:03	Notice of Text	Work In Progress	07/10/2019	Molly Masich	🗑️
▶	📄	Amendment of Rules for June 2019	Medical Care Commission	34:01	Notice of Text	Agency Review	06/10/2019	Molly Masich	
▶	📄	Amendment of Rules for July 2019	Medical Care Commission	34:01	Notice of Text	Accepted	06/10/2019	Molly Masich	
▶	📄	Readoption of Rule 10A NCAC 13C .1404	Medical Care Commission	33:24	Notice of Text	Completed	05/23/2019	Molly Masich	
▶	📄	Expiration of Existing Rules	Medical Care Commission	33:24	Notice of Text	OAH Processing	05/23/2019	Molly Masich	
▶	📄	Periodic Review and Expiration of Existing Rules	Medical Care Commission	33:24	Notice of Text	Filed	05/23/2019	Molly Masich	

- General filing information is displayed and includes the filing description, the rulemaking agency, the register, the filing type, the status of the filing, the date last modified and the creator. For filings that have been submitted to OAH, a PDF icon appears which will display a PDF version of the filing. The column headings can be clicked and the view will sort by that column. Clicking on the Register link will display the Register page from the OAH website. A trashcan appears beside filings that you may delete.
- Clicking on the grey arrow to the far left of the form will open the filing form and allow review or editing (if filing is still in agency possession) of the details of the filing.

Filing Status

The filing status allows the operator to determine where in the process the filing is. The following list briefly describes each status:

- **Open** – A combination status which displays all filings listed below:
 - **Work In Progress** – The operator has begun to work on the filing. Operator may edit file.
 - **Filed** – The operator has submitted the filing to OAH and that OAH has not taken any action on the filing. Operator may no longer edit file.
 - **Correction(s) Requested by OAH** – OAH has reviewed the filing and has determined that information is incorrect, missing or incomplete. Operator may edit file.
 - **Accepted** – OAH has accepted the filing. Work on the filing will begin shortly. Operator may no longer edit file.
 - **OAH Processing** – OAH has begun working on the filing. A detailed review and editorial corrections are being performed. Operator may no longer edit file.
 - **Agency Review** – OAH has completed their review of the filing and the resulting document has been returned, via email, to the agency for review. Operator may no longer edit file.
- **Completed** – The Agency Review has been completed and the filing is ready for publication by OAH. Operator may no longer edit file.

File Document

To prepare a new filing, click on the “File Document” link from the e-filing site.



- Select the appropriate type of filing
- Select the Rulemaking Agency
- Type a description that will help you identify this specific filing
- Click the Next Button

Notice of Text

- If the operator selects the Notice of Text filing type, the Notice of Text form will be displayed.
- The operator should ensure that the desired Register Issue is selected and that the correct Notice type is selected at the top of the form.
- The appropriate fields on the form should be filled in. The system validates dates that are entered and ensures that all required information is provided.

North Carolina Office of Administrative Hearings

My Filings File Document My Profile Logout

Notice of Text
[Authority G.S. 150B-21.2(c)]

Save Preview Document Submit to OAH Save and Close Cancel

Filing Description:

Register:

Notice with a scheduled hearing
 Notice without a scheduled hearing (selecting this option will delete any hearing information already entered)
 Republication of text.

1. Rule-Making Agency: [Medical Care Commission](#)

1a. Dual Rule-Making Agencies:

2. Link to agency website pursuant to G.S. 150B-19.1(c):

3. Proposed Action - Add appropriate action and rule citation to grid

Filing Action	Title	Chapter	Rule No.	Document
No Actions have been entered.				
<input type="text" value="Adoption"/>				<input type="text" value="Browse..."/>

4. Proposed effective date: (ex. mm/dd/yyyy)

5. Is a public hearing planned? Yes No

If yes, add all planned dates to the grid.

Date	Time	Location
No hearing dates provided.		
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. If no public hearing is scheduled, provide instructions on how to demand a public hearing:

Notice of Text – Data Entry

- Box 1 – This field is selected when the filing is initially created. It cannot be changed. If incorrect, the filing must be deleted.
- Box 1a – In cases dual rulemaking, all other rulemaking agencies should be listed here.
- Box 2 – URL of Agency Website where rule actions will be posted.
- Box 3 – List of Rules being submitted as part of this filing. The operator should select the appropriate action type for the rule, then click the “Choose Files” button to select the prepared rules from the file system. After selecting the files, the operator must select the add button to place the selected rules in the list. The file names must conform to the OAH citation for the rule (Title NCAC Chapter Subchapter Rule Number 01 NCAC 01A .1234).
- Box 4 – Proposed Effective Date – On or after first day of the month following the earliest RRC meeting for that issue of the Register.
- Box 5 – List of Public Hearings Scheduled. The operator should enter the time, date and location of the hearing and then press the add button. Multiple dates may be entered. Hearing date must be at least 15 day from publication.
- Box 6 – If the operator has selected the notice type that does not include a public hearing, there must be information in Box 6 to notify the public how to demand a public hearing.
- Box 7 – An explanation of why the rules are being proposed is required.
- Box 8 – If a rule is automatically subject to legislative review, the check box should be checked and the citation field entered.
- Box 9 – Name and contact information for the person designated to receive comments about the filing must be provided.
- Box 10 – The ending date of the comment period is required. It must be at least 60 days after publication.
- Box 11 – Any fiscal impacts must be marked by a check. At least one box must be checked.
- Box 12 – The rulemaking coordinator and any additional contact information must be provided.
- Box 13 – Date agency formally proposed the rule text. Must be on or before the date the filing is submitted to OAH.
- Box 14 – Any notes or comments you would like to send to OAH staff can be entered in this box.

Notice of Text – Rules Associated with a Filing

- Attaching Rules to a filing is easy if you follow a few simple steps:
 - The rule documents must be in Microsoft Word format
 - The rule documents should be stored in a single folder on your computer
 - The rule documents must be named according to OAH rule naming guidelines;
Title *space* NCAC *space* Chapter SubChapter *space period* rule number
01 NCAC 01A .1234
- After attaching the Rules, you may edit the proposed action by clicking on the pencil icon, making your change and then clicking the disk icon to save the change.
- You may delete a rule from the proposed action list by clicking the trash can icon.
- Readoptions without Substantive Changes do not require that you attach a copy of the rule with your filing, but you need to enter the rules into the system by typing the Title, Chapter/Subchapter and Rule Number. When you select the “Readoptions without Substantive Changes” action, the data entry window will change to allow for the entry of the data.



The image shows a horizontal data entry form with a grey background. On the left, there is a dropdown menu with the text 'Readoption without substantive changes' and a downward arrow. To the right of the dropdown are three empty input fields: a small square, a medium square, and a long rectangular box. On the far right, there is a blue button with the word 'Add' in white text.

Type in the title, chapter/subchapter and the rule number or rule range (.1234-.1240) and press add.

Notice of Text – Action Buttons

The Notice of Text form has 5 action buttons at the top of the form. They may be pressed at any time and perform the following actions:

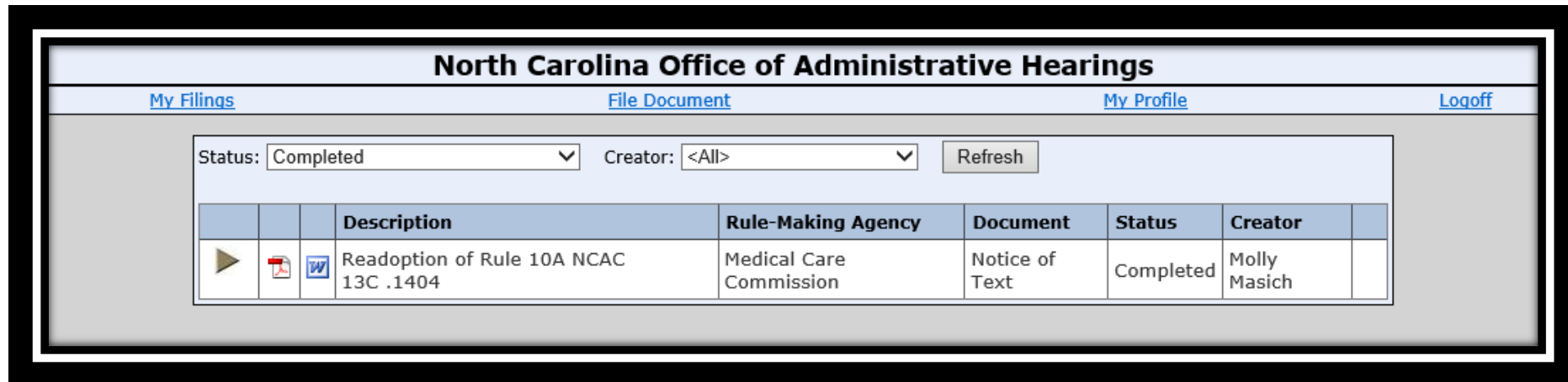
- Save – If this button is pressed, all data on the form will be saved. Some validation is performed at this stage and if anything is incorrect, you will receive an error message. No other action is performed. Given the nature of browser based applications, it is recommended that you save often. Some data is saved automatically, as it is entered, such as Proposed Actions and Hearing information.
- Preview Document – A PDF version of the filing, including the completed Notice of Text form and all associated rules, is prepared when this button is pressed. Some validation is performed at this stage and if anything is incorrect, you will receive an error message and you must correct the data before the PDF can be displayed. This can be very useful when distributing the filing for review before submitting to OAH.
- Submit to OAH – This button validates the information entered on the form and if everything is correct, electronically submits the filing to OAH. If there are any validation errors, you must correct them. You will receive an email stating that the filing has been received by OAH.
- Save and Close – Upon pressing this button, all data on the form is saved and the form will be close and you will be returned to the “My Filings” window. Some validation is performed at this stage and if anything is incorrect, you will receive an error message.
- Cancel – Closes the Notice of Text form without saving any information and returns you to the “My Filings” window.

Notice of Text – Tips

- Form – If you have autotext turned on for your browser, you can select information that was previously entered when you move to a field on the form. For example, if the website (box 2) is generally the same, when you enter the field, press the down arrow and you will see your previous entries and may select an entry to be placed in the field.
- Form – Never use the back button on the browser. Any changes you made will not be saved.
- Form – Use the Preview Document button to generate a PDF version of the form and all associated rules to distribute for review before submitting the filing to OAH.
- Box 3 – If you enter the wrong filing action for a rule, you can press the red pencil to left of the filing action and change the action. Make sure to press the save icon after you change the filing action.
- Box 3 – If you are entering rules with a filing action of “Readoption without Substantive Change”, you do not have to attach the file. You simply select that filing action, enter the Title and Chapter information and type a 4 digit rule number and then press the add button. If you are entering a consecutive range of rules, you may enter the range as .0101-0110 and the system will generate the individual rule entries in the table.

Notice of Text – Completed Notices

- If the operator selects the “Completed” Status on the My Filings window, a listing of all filings that have been through the OAH editorial review will be displayed.
- For these filings, there will be a Microsoft Word icon immediately to the left of the filing description.
- Clicking on that icon will allow the operator to download the OAH copy of the filing, including the text of all rules included.



The screenshot displays the North Carolina Office of Administrative Hearings website interface. At the top, the title "North Carolina Office of Administrative Hearings" is centered. Below the title, there are four navigation links: "My Filings", "File Document", "My Profile", and "Logoff". The main content area features a search filter section with a "Status" dropdown menu set to "Completed", a "Creator" dropdown menu set to "<All>", and a "Refresh" button. Below the filter section is a table with the following columns: "Description", "Rule-Making Agency", "Document", "Status", and "Creator". The table contains one row of data:

Description	Rule-Making Agency	Document	Status	Creator
Readoption of Rule 10A NCAC 13C .1404	Medical Care Commission	Notice of Text	Completed	Molly Masich

- This document should be used by the agency to make in preparing the permanent rule for filing with OAH or RRC. The “OAH Agency Template”, available for download on the OAH website, provides valuable tools for transforming this document into individual rules that can be used for further processing.

Contact Info

Questions, comments and suggestions should be directed to:

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