

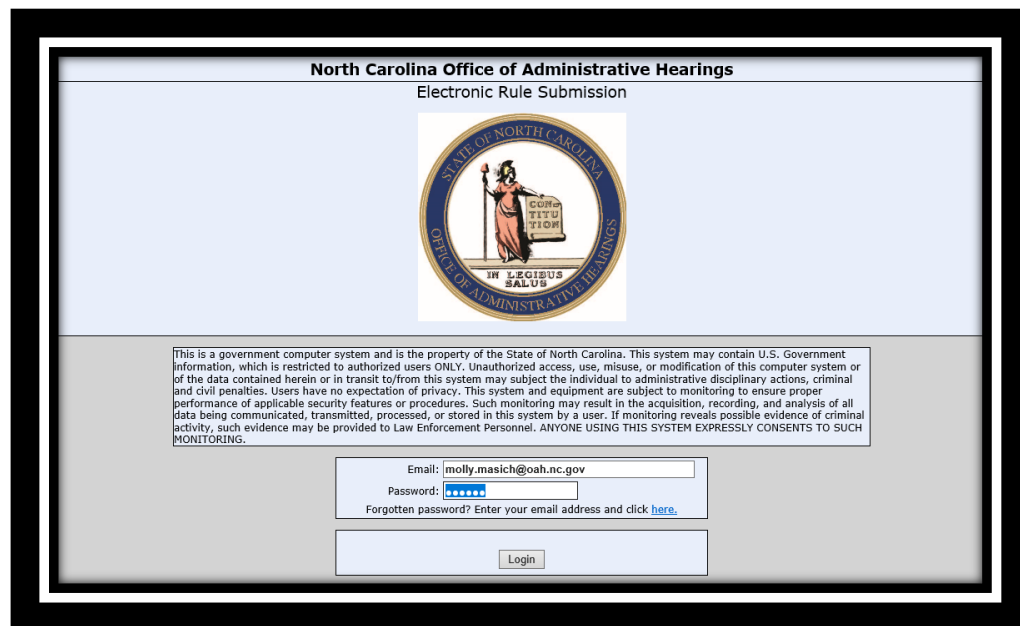
Initial Access to the Electronic Rule Submission System

- Go to the E-Filing site

<https://www.encrats.oah.state.nc.us/Login.aspx>

You may also access the system from the OAH website (<https://www.oah.nc.gov/>) by selecting the Rules Division menu, clicking the "Information For Rulemaking Coordinators" link and pressing the "Rule E-Filing Login Page" link. There is a Frequently Asked Questions link and an E-Filing PowerPoint presentation on the website that provide insight into the project and guidance on how to use the system.

- On the Electronic Rule Submission login page, enter your email address and “oah” (case sensitive – enter lower case 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 words "STATE OF NORTH CAROLINA" and "OFFICE OF ADMINISTRATIVE HEARINGS" around it, and "IN LECIBUS 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 a masked password of six blue dots. Below the password field is a link: "Forgotten password? Enter your email address and click [here](#)." At the bottom of the form 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 the password the first time you log into the system.

The screenshot shows the 'Filer Profile' form within the North Carolina Office of Administrative Hearings system. The form is titled 'Filer Profile' and includes a checkbox for 'Rule Making Coordinator' which is checked. The form fields are as follows:

- 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 with dots], Confirm: [Masked with dots]
- Reminder question: What was my dog's name?
- Answer: [Masked with dots]

A 'Submit' button is located at the bottom of the form. The page header includes 'North Carolina Office of Administrative Hearings' and navigation links for 'My Filings', 'File Document', 'My Profile', and 'Logout'.

- You must enter a reminder question and answer. Your Reminder 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 addresses. These individuals will not be able to log into the system.
- You cannot change the name, address, phone number, or primary email information. That is maintained by OAH. Contact OAH if the information needs to be updated.
- 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. You must change the 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 have been prepared for your agency or agencies will be displayed.

			Description	Rule-Making Agency	Register	Document	Status	Status Date	Creator	
▶			Expiration of Existing Rules	Medical Care Commission	33:24	Notice of Text	OAH Processing	10/01/2019	Molly Masich	
▶			Amendment of Rules for July 2019	Medical Care Commission	34:01	Notice of Text	Accepted	10/01/2019	Molly Masich	
▶			Amendment of Rules for June 2019	Medical Care Commission	34:01	Notice of Text	Agency Review	10/01/2019	Molly Masich	
▶			Periodic Review and Expiration of Existing Rules	Medical Care Commission	33:24	Notice of Text	Filed	10/01/2019	Molly Masich	
▶			Review of All Rules	Medical Care Commission	33:24	Notice of Text	Correction(s) Requested by OAH	10/01/2019	Molly Masich	
▶			Any Description that you like	Medical Care Commission	34:03	Notice of Text	Work In Progress	07/10/2019	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.
- Clicking on the duplicate icon (4th column) will create a new filing with the primary information duplicated from the selected row. Rules attached to the original filing will not be duplicated.
- Clicking on the grey arrow on the far left will open the filing form for reviewing or editing (if filing has not been submitted to OAH) of the details of the filing.
- Clicking the trash can icon in the last column will delete the selected filing. You can only delete filings not submitted to OAH.

Filing Status

The filing status allows the operator to determine where the filing is in the process. 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 form.
 - **Filed** – The operator has submitted the filing to OAH and OAH has not taken any action on the filing. Operator may no longer edit form.
 - **Correction(s) Requested by OAH** – OAH has reviewed the filing and has determined that information is incorrect, missing or incomplete. Operator may edit form.
 - **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 form.
 - **Agency Review** – OAH has completed their review of the filing and the completed notice has been sent, via email, to the agency for review. Operator may no longer edit form.
 - **Withdrawal Requested** - The operator has requested to withdraw the filing. Operator may no longer edit form.
 - **Withdrawn** - OAH has approved withdrawal request. Operator may edit form.
- **Completed** – The Agency Review has been completed and the filing is ready for publication by OAH. Operator may no longer edit form.

File Document

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

BETA North Carolina Office of Administrative Hearings BETA

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

Notice of Text (Form 300) [Authority G.S. 150B-21.2(c)]
 Proposed Temporary Rule for Publication on the OAH Website (Form 700)
 Publication on the OAH Website (Form 700A)

Rule-Making Agency: 911 Board Description:

- 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
- To return to your filings, Click the Cancel 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.
- All required 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..."/>	Add

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"/>	Add

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

Notice of Text (Form 300) – Data Entry

- Box 1 – This field is populated when the filing is initially created. It cannot be changed. If incorrect, the filing must be deleted.
- Box 1a – In cases of dual rulemaking, all other rulemaking agencies should be listed here.
- Box 2 – URL of link where the information required by GS 150B-19.1(c) will be posted.
- Box 3 – The 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 click the add button to add the selected rules to the form. The file names must be the official rule citation (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 or check "Proposed effective date not required" and cite the reason.
- Box 5 – List of Public Hearings Scheduled. The operator should enter the date, time, and location of the hearing and then click the add button. Multiple dates may be entered. Hearing date must be at least 15 days from publication.
- Box 6 – If the operator has selected notice without a scheduled 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 entered in the field.
- Box 9 – Name and contact information for the person designated to receive comments about the filing is required.
- 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 checked. At least one box must be checked.
- Box 12 – The rulemaking coordinator and contact information is required and any additional agency contact may 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.

Proposed Temporary Rule for Publication of the OAH Website - Data Entry

- Box 1 – This field is populated when the filing is initially created. It cannot be changed. If incorrect, the filing must be deleted.
- Box 1a – In cases of dual rulemaking, all other rulemaking agencies should be listed here.
- Box 2 – The 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 click the add button to add the selected rules to the form. The file names must be the official rule citation (Title NCAC Chapter/Subchapter Rule Number 01 NCAC 01A .1234).
- Box 3 – List of Public Hearings Scheduled. The operator should enter the date, time, and location of the hearing and then click the add button. Multiple dates may be entered.
- Box 4 – An explanation of why the rules are being adopted under temporary action. At least one box must be checked, and explanation added.
- Box 5 – Name and contact information for the person designated to receive comments about the filing is required.
- Box 6 – Comment Period Start and ending dates are required.
- Box 7 – The rulemaking coordinator and contact information is required and any additional agency contact may be provided.
- Box 8 – Date agency formally proposed the rule text. Must be on or before the date the filing is submitted to OAH.
- Box 9 – Any notes or comments you would like to send to OAH staff can be entered in this box.

The screenshot displays the BETA North Carolina Office of Administrative Hearings website interface. The main heading is "Proposed Temporary Rule for Publication on the OAH Website (Form 700)". The form includes several sections:

- File Description:** A text area for describing the filing.
- 1. Rule Making Agency:** A dropdown menu to select the agency.
- 2. Proposed Action:** A table with columns for "Filing Action", "Title", "Chapter", "Rule No.", and "Document". It includes a "Choose Files" button and an "Add" button.
- 3. Public Hearing Dates:** A table with columns for "Date", "Time", and "Location". It includes an "Add" button.
- 4. Reason for agency adopting subject under temporary action:** A section with checkboxes for various reasons:
 - A service and enforcement threat to the public health, safety or welfare.
 - The effective date of a record act of the General Assembly or of the U.S. Congress.
 - A recent change in federal or state budgetary policy.
 - A recent federal regulation.
 - A recent court order.
 - Other.
- 5. Comments from the public and be placed in:** A text area for public comments.
- 6. Comment Period Dates:** A section for entering the start and end dates of the comment period.

Publication on the OAH Website – Data Entry

Type of Publication must be checked at top of form.

*If other is checked, the authority for the rulemaking must be provided.

- Box 1 – This field is populated 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 – The 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 click the add button to add the selected rules to the form. The file names must be the official rule citation (Title NCAC Chapter/Subchapter Rule Number 01 NCAC 01A .1234).
- Box 3 – List of Public Hearings Scheduled. The operator should enter the date, time, and location of the hearing and then click the add button. Multiple dates may be entered.
- Box 4 – An explanation for the agency action is required.
- Box 5 – Name and contact information for the person designated to receive comments about the filing is required.
- Box 6 – Comment Period Start and ending dates are required.
- Box 7 – The rulemaking coordinator and contact information is required and any additional agency contact may be provided.
- Box 8 – Date agency formally proposed the rule text. Must be on or before the date the filing is submitted to OAH.
- Box 9 – Any notes or comments you would like to send to OAH staff can be entered in this box.

Publication on the OAH Website (Form 700A)

Save Preview Document Submit to OAH Save and Close Cancel

Filing Description: 01/12/2022

Permanent Rule with substantial change [O.S. 150B-21.12(c)]
 Department of Revenue [O.S. 105-262.1]
 State Ethics Commission [O.S. 120C-101]
 Other:

1. Rule-Making Agency: Office of Administrative Hearings

1a. Dual Rule-Making Agencies:

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

Filing Action	Title	Chapter	Rule No.	Document
No Actions have been entered.				
Adoption				Choose Files No file chosen

3. Public hearing dates: OAH has 5 business days to process and post your submission and a Hearing may not be held until 5 calendar days after posting

Date	Time	Location
No Hearing Dates have been entered.		

4. Reason for agency action:

Filing Form - 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 the official rule citation (Title NCAC Chapter/Subchapter 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 dark border. 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 two small, empty rectangular input boxes. Further right is a larger, empty rectangular input box. On the far right of the form, 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.

Filings - Action Buttons

All forms have 5 action buttons at the top. The buttons may be clicked at any time. The buttons perform the following actions:

Save	Saves all data entered on the form. 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	Prepares a PDF version of the form and any attached rules. The filing can be previewed at any time. This can be very useful when distributing the filing for review before submitting to OAH.
Submit to OAH	Validates the data 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 automated email stating that the filing has been received by OAH.
Save and Close	All data on the form is saved and the form is closed. You will be returned to the “My Filings” window.
Cancel	Closes the form without saving any data and returns you to the “My Filings” window.

Filings – Tips

- Form – If you have auto text turned on for your browser, you can select information that was previously entered when you move to a field on the form.
- 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 any attached 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 the 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 a file. You simply select that filing action, enter the Title Chapter/Subchapter and rule number and press add. 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.
- Box 3 –
0700/0700A Public Hearing information can be changed by clicking the Form pencil beside the date. (click the disk icon to save the change(s)).
- Box 5 –
0300 Public Hearing information can be changed by clicking the Form pencil beside the date. (click the disk icon to save the change(s)).

Completed Notices

- The "Completed" status on the My Filings window displays a list of all filings that are ready for publication or have already been published.
- The Microsoft Word icon immediately to the left of the filing description allows the operator to download a completed Notice, including the text of all rules.



The screenshot shows the BETA North Carolina Office of Administrative Hearings BETA interface. At the top, there are navigation links for "My Filings", "File Document", "My Profile", and "Logout". Below these, there are filters for "Status: Completed" and "Creator: Molly Masich", along with a "Refresh" button. The main content is a table with the following data:

			Description	Rule-Making Agency	Register	Document	Status	Status Date	Creator	
			Readoption of Rule 10A NCAC 13C .1404	Medical Care Commission	33:24	Notice of Text	Completed	05/23/2019	Molly Masich	

- This document should be used by the agency in preparing the permanent or temporary rules 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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