



# VIRGINIA

## REGISTER OF REGULATIONS

### LINKING AND SENDING INFORMATION TO TOWN HALL

#### Link to Town Hall:

If you start a project on Town Hall, TH will create a linked project in RIS. If you do not see the action title as a project description in RIS, check the dropdown list in RIS next to "Create Project From Town Hall." Choose the appropriate action title and click "Create Project From Town Hall."

If you start your project in RIS (see next section -- Preparing Regulation Text in RIS) and create a TH action later, you can link the two by choosing the title from the dropdown menu in TH when you create the action/stage.

Once you link a project in RIS to TH, you must use the same RIS project for each stage of the action (NOIRA, Proposed, Final).

#### Send RIS Project Text to Town Hall:

- You must have full regulatory coordinator access in RIS or Town Hall to sync regulation text between the two systems.
- Text is only created in RIS and needs to be pulled into Town Hall in order to submit a TH Action for executive branch review or to the Registrar's Office for publication in the Virginia Register.
- To retrieve regulatory text from an RIS Project into a linked Town Hall Action, go to the Documents tab for the TH Action for the relevant stage and click on "Sync text with RIS."
- This creates a link to an html document that rolls together all sections of the project on Town Hall. The date of each version is in the Documents tab area for the Action in a dropdown list. The text will be automatically updated and will display to the public approximately 10 days prior to publication in the Virginia Register of Regulations.
- To send regulatory text from an RIS Project to a linked Town Hall Action, click on the "Re-sync" button for the particular project on the agency Projects List page. If the word "Post" appears instead of "Re-sync," this means the project is not currently linked with an action on Town Hall.