REQUEST RIS ACCESS

RIS is a web-based application and all users must have a User ID and Password.

To request a user id/password:

1. Fill in the RIS User ID/Password Request Form.

2. Be sure to designate the desired RIS access level on the form.

- For "Read only" or "Update" access, the form must be signed by the agency's Regulatory Coordinator.

- For "Regulatory Coordinator" access, the form will be approved by the Registrar's Office.

3. Fax the completed form to (804) 692-0625 or scan and email the signed form to abloomsburg@dls.virginia.gov.

4. You should receive an email from the Division of Legislative Automated Services within a couple of days with your user id and password.

5. Call Anne Bloomsburg at (804) 786-3591 x259 if you do not receive your new log in information or if you have any questions.