



Create an Account in OIM

A video of these instructions can be found on the [Oregon State Archives YouTube channel](#)

To access the Oregon Administrative Rules Database (OARD) you are required to have an account set up in OIM (Oregon Identity Management).

1. Sign up here <https://secure.sos.state.or.us/oim/login>
Select "Sign Up now" on the left

Oregon Secretary of State

Oregon Secretary of State Secure Access System

Login
Sign Up now
Forgot Password
Forgot User Name
FAQs
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Enter your user name and password to login

User Name

Password

Login

Welcome to the Oregon Secretary of State Secure Access System. You have been directed here because you are trying to perform functions within the Secretary of State applications that require us to authenticate you before allowing you to access data.

The Sign Up Now button on the navigation bar to the left allows new customers to register and create a user name and password.

Returning customers can login by entering their user name and password above.

- Fill in your information. Fields in bold are required. Click "Submit" at the bottom of the form when complete:

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Sign Up Now Required fields are **BOLD**

First Name MI
Last Name
Address

City, State Oregon
Zip -
Work Phone Ext
Home Phone
E-mail Address
User Name
Minimum of six characters from A-Z and 0-9. No spaces or special characters. Your username is your unique identifier to all Secretary of State applications. Once registered, it cannot be changed.
Password
Case sensitive. Minimum of eight characters with at least one numeric digit.
Confirm Password
The following information will help us verify your identity if you call for assistance with your account. We will read the question to you and expect you to respond with the answer entered.

- Submit the [Rules Coordinator and Delegation of Rulemaking Authority Form](#) to the Oregon State Archives. You can mail the form to 800 Summer Street NE Salem, OR 97310. Or, fax it to 503-378-4118. Or, scan the form and attach it as a PDF to an email and send it to adminrules.archives@oregon.gov
- Our staff will give you access to Oregon Administrative Rules Database as soon as they receive the document. Usually this happens the same business day, but could take up to 3 business days.
- Once you have access you will see OARD after logging in:

Welcome imarulescoordinator to Oregon Secretary of State Secure Access System

Home
My Profile
Change Password
Application Mgmt
FAQs
Contact us
Privacy Policy
Sign Out

Applications
[Oregon Admin Rules DB](#)