



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
Contact us
Privacy Policy

Enter your user name and password to login

User Name

Password

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.

2. Fill in your information. Fields in bold are required. Be sure to select "Oregon Admin Rules DB" on the Application list. Click "Submit" at the bottom of the form when complete:

The screenshot shows the registration page for the Oregon Secretary of State Secure Access System. At the top, there is a blue header with the text "Oregon Secretary of State Secure Access System" and the date "Jul 28, 2017 10:59 AM". Below the header is a navigation menu with links: "Login", "Sign Up now", "Forgot Password", "Forgot User Name", "FAQs", "Contact us", and "Privacy Policy". The main content area is titled "Sign Up Now" and contains a registration form. The form fields are: "First Name" (with a "MI" dropdown), "Last Name", "Address" (two lines), "City, State" (with a state dropdown set to "Oregon"), "Zip" (with a hyphen separator), "Work Phone" (with an "Ext." dropdown), "Home Phone", "E-mail Address", "User Name", "Password", and "Confirm Password". A note states: "Required fields are BOLD". Below the "User Name" field, there is a note: "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." Below the "Password" field, there is a note: "Case sensitive. Minimum of eight characters with at least one numeric digit." Below the "Confirm Password" field, there is a note: "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."

3. To get rules coordinator access, submit a filled-out [Rules Coordinator and Delegation of Rulemaking Authority Form](#) by email to adminrules.archives@sos.oregon.gov. Or you can mail the form to 800 Summer Street NE Salem, OR 97310.
4. Our staff will give you access to the Oregon Administrative Rules Database after we receive the form. Usually this happens the same business day, but could take up to 3 business days.
5. Once you have access you will see OARD after logging in:

The screenshot shows the dashboard for the user "imarulescoordinator" in the Oregon Secretary of State Secure Access System. The header is a blue bar with the text "Welcome imarulescoordinator to Oregon Secretary of State Secure Access System". Below the header is a navigation menu with links: "Home", "My Profile", "Change Password", "Application Mgmt", "FAQs", "Contact us", "Privacy Policy", and "Sign Out". The main content area is titled "Applications" and contains a list of applications. The first application is "Oregon Admin Rules DB", which is highlighted in a grey bar.