

## Oregon State Archives

Administrative Rules Section http://sos.oregon.gov/archives

## **Create an Account in OIM**

A video of these instructions can be found on the Oregon State Archives YouTube channel

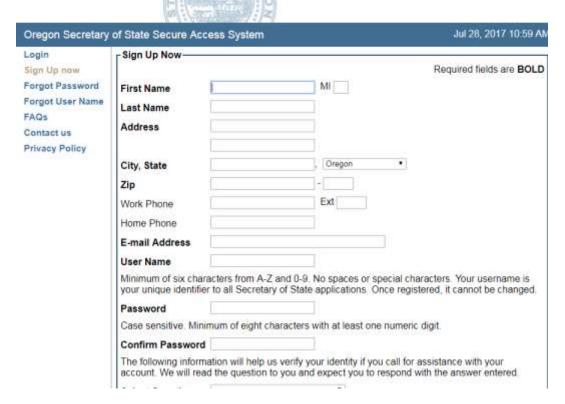
To access the Oregon Administrative Rules Database (OARD) you are required to have an account set up in OIM (Oregon Identity Management).

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



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:





- 3. To get rules coordinator access, submit a filled-out <u>Rules Coordinator and Delegation of Rulemaking Authority Form</u> by email to <u>adminrules.archives@sos.oregon.gov</u>. 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:

