

## Introduction

The Office of the Federal Register's (OFR) Federal Register Document Submission Portal allows registered federal agency users to submit documents as electronic originals for publication in the Federal Register. They must be signed with a medium assurance level digital signature certificate, cross-certified by the Federal Bridge Certification Authority in PKCS#7 standard. Most Federal Government-issued HSPD-12 Personal Identity Verification ID cards meet this level of certification.

## Submission Requirements

The uploaded document(s) must be digitally signed. You may only submit digitally signed MS Word files (version 2010 or later) with file extensions ".docx." Electronically submitted documents must still adhere to the format guidelines set forth in the Document Drafting Handbook. Do not compress or encrypt the document when digitally signing. You may submit Special Handling letters if required. The Special Handling letters must also be digitally signed in order for them to be accepted.

## Signing Process

The digital signatory of a document MUST be the same person whose name is typed in the signature block. The names must match exactly or meet the accepted standards listed in the DDH Ch. 1.

Using the native MS Word signing capability applies your Public Key Infrastructure (PKI) certificate to the document, guaranteeing the authenticity of the signer and the document. Once applied, your document is protected and cannot be edited without removing the digital signature. The MS Word signing process saves the signed document *under the same filename!*

Use MS Word versions 2010 or later. Only submit "\*.docx" file types. Older versions of MS Word have no standard method to validate digital signatures. The old file type "\*.doc" is not compatible with OFR's digital validation process and is not accepted in the web portal.

Step-by-step signing instructions are provided at:

<https://playbooks.idmanagement.gov/playbooks/signfedregister/>

## Using OFR's Web Submission Portal

### 1. Request an Account

A federal agency user may request access to the Federal Register Document Submission Portal by first entering the portal's URL at <https://webportal.fedreg.gov/> into a browser.

In the area below the login fields, click on the "Request Account?" to begin creating a new user account



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## Document Submission Portal

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Issued each Federal working day, the Federal Register provides a uniform system for publishing Presidential documents, regulatory documents with general applicability and legal effect, proposed rules, notices, and documents required to be published by statute.

The Office of the Federal Register provides this web submission portal as a service for our Federal agency customers to submit digitally signed documents to the Office of the Federal Register for publication.

You must be a registered agency to submit digitally signed electronic documents.

This Submission Portal is not affiliated with CCR/FedReg system.

[Request Account](#)   [Reset Password](#)

The Request User Account page is displayed. All fields are required. Select your security questions from the list provided and enter your answers.



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## Document Submission Portal

### Request User Account

Agency:

First Name:    Last Name:

Email:    Phone:

Please select three security questions and answers for your identification.

Question 1:    Answer:

Question 2:    Answer:

Question 3:    Answer:

\*All fields required

After all fields are entered, click the "**REQUEST ACCESS**" button to submit the request.

The application will display a message confirming that your request was received. You will be sent an email from the OFR staff upon approval of your account as displayed below.



You will receive the following email:

Your account has been created. Please reset your password here <https://webportal.fedreg.gov/View/PwdResetSecQuestions.aspx> before you can log in to the system.

## 2. Reset Password

To reset your password, click the link provided in the email as displayed above. The Reset Password screen below will be displayed. Enter your email address and click the **SUBMIT** button to answer the security question(s).



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**Document Submission Portal**

Password Reset

Please provide your email address.

Provide the correct answer to the security question and click the **SUBMIT** button to reset your password.



**Password Reset**

Select a security question and provide an answer. You only have 3 attempts.

Question:  Answer:

### 3. Log In

Enter the Federal Register Document Submission Portal by first entering the portal's URL (web address) into a browser. The Login page will be displayed. Enter your user name and password to log in fields.



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[Request Account](#)   [Reset Password](#)

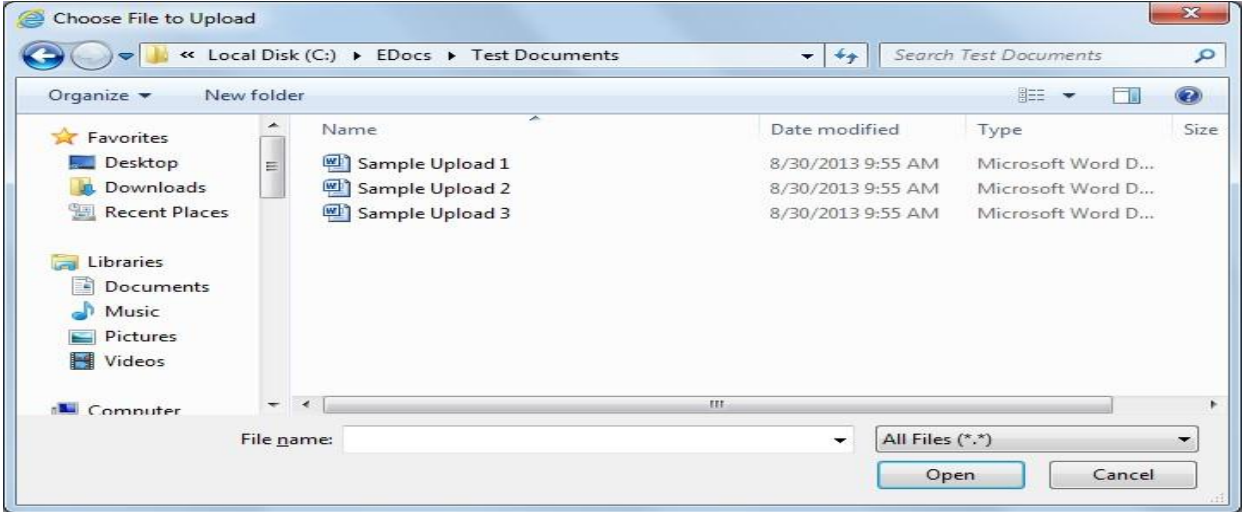
The application will open user's page. By default the Submit Documents view is displayed.



Requires Special Handling:  ✖  
Signed Document:  [Choose File...](#)

[ADD](#) [RESET](#) [SUBMIT](#)

To select a file(s), click the 'Browse' button to search for your file. Attach the file by selecting it and clicking the 'Open' button from the 'Choose File to Upload' window.



If the file requires Special Handling, click the 'Requires Special Handling' check box. To attach the file, click the 'Browse' button to search for your handling file. Attach the file by and clicking the 'Open' button from the 'Choose File to Upload' window.



Requires Special Handling:

Signed Document:  Choose File...

Special Handling:  Choose File...

ADD RESET SUBMIT

You will receive a success/fail confirmation in browser and Email.

#### 4. My Profile

To change your password at any time, select the 'My Profile' menu option. The following page will be displayed.



Old Password:

New Password:

Retype Password:

RESET PASSWORD

Enter your current password in the 'Old Password' field. Enter your new password in the 'New Password' field. Retype your new password in the 'Retype Password' field and click the 'RESET PASSWORD' button to complete the password change.

## 5. Search Documents

To View/Search submitted documents, click on the "Search Documents" menu option. The application will display data about documents submitted on the current date by default. The calendar function can be used to select a date before or after the current date or within a date range. The document information displayed includes the tracking #, type, date of submission, submitting agency, user that submitted the document, the document name, special handling name, pass/fail status and FR Document number. To display documents by specific search criteria, select from the options provided and select the magnifying glass to initiate the search. Submitted documents can be searched by: Email, Tracking#, Type, User, Status, FR Doc#, Special Handling and Agency.



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National Archives and Records Administration Test, User

[Submit Documents](#) [Search Documents](#) [My Profile](#) [Policy](#) [Learn](#) [Related Sites](#) [Log Out](#)

To

April 2014						
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