

## 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.

## Submission Requirements

The uploaded document(s) must be digitally signed. You may only submit digitally signed MS Word files (2007, 2010) with file extensions "doc.p7m" or docx.p7m". 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.

## 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**

[Policy](#) [Learn](#) [Related Sites](#)

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

The form is a light gray rounded rectangle containing the following fields and instructions:

- Agency: [Dropdown menu]
- First Name: [Text input]
- Last Name: [Text input]
- Email: [Text input]
- Phone: [Text input]
- Instructions: Please select three security questions and answers for your identification.
- Question 1: [Dropdown menu] Answer: [Text input]
- Question 2: [Dropdown menu] Answer: [Text input]
- Question 3: [Dropdown menu] Answer: [Text input]
- Footer: \*All fields required
- Buttons: Submit, Cancel

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.

 **Request received. You will receive an email upon approval of your account. [Return home](#)**

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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Password Reset

Please provide your email address.

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



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Password Reset

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

Question:  Answer:

### 3. Log In

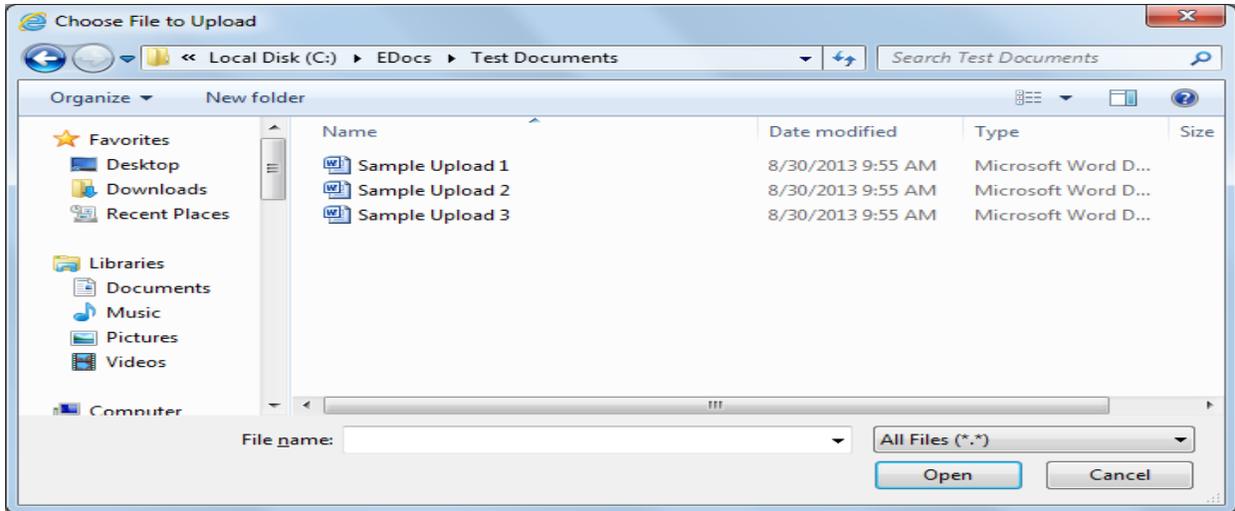
Enter the Federal Register Document Submission Portal by first entering the portal's URL (web address) into a browser. The Login page will be displayed. Enter your user name and password to log in fields.



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



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 clicking the 'Open' button from the 'Choose File to Upload' window.



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## Document Submission Portal

Test, User  
National Archives and Records Administration

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

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.



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

To

April 2014						
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