



WEST VIRGINIA SECRETARY OF STATE  
STATE REGISTER PORTAL  
ACCESS AUTHORIZATION FORM

Submission of this completed form allows the below-named user to upload documents or enter data to the State Register Portal created and maintained by the West Virginia Secretary of State.

Entry of information into the portal is strictly for the purposes of complying with W. Va. State Code §§29A-2-2, 29A-2-3, 29A-2-9, and W. Va. 153CSR6 for submission of documents other than rules to be published in the State Register.

User ID for account creation \_\_\_\_\_

Agency/Governmental Body \_\_\_\_\_

Agency Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

By signing below, the Authorized Agency Signatory grants the above-named user permission to upload documents or enter data into the portal on behalf of the agency.

It is understood that documents uploaded and data entered into the portal will be made available to the public. It is the responsibility of the agency to redact any confidential information prior to submitting.

\_\_\_\_\_  
Portal User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agency Signatory (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Agency Signatory (Signature)

\_\_\_\_\_  
Date