



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 Oregon Identity Management (OIM) and a [Rules Coordinator and Delegation of Rulemaking Authority Form](#) on file with the Administrative Rules Unit.

1. Sign up here <https://secure.sos.state.or.us/oim/security?oimAction=login>
2. Click **Sign Up now** on the left side of the screen.

The screenshot shows the login page for the Oregon Secretary of State Secure Access System. The page has a blue header with the Oregon Secretary of State logo and the text "Oregon Secretary of State". Below the header, there is a navigation bar with the text "Oregon Secretary of State Secure Access System" and the date "Apr 28, 2025 10:18 AM". The main content area is divided into two sections. The left section contains a vertical list of links: "Login", "Sign Up now" (highlighted in yellow), "Forgot Password", "Forgot User Name", "FAQs", "Contact us", and "Privacy Policy". The right section is titled "Enter your user name and password to login" and contains two input fields for "User Name" and "Password", followed by a "Login" button. Below the input fields, there is a welcome message: "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 identify and authenticate before allowing you to access data." This is followed by two paragraphs of text: "The Sign Up Now button on the navigation bar to the left allows new customers to register and get a user name and password." and "Returning customers can login by entering their user name and password above." At the bottom, there is a footer with the text "There is also a Frequently Asked Questions or FAQ, a Contact Us and our Privacy Policy that provides the details concerning how we will use your personal information." and a copyright notice: "© 2022, Oregon Secretary of State, 255 Capitol St. NE, Salem, OR 97310 [refs/tags/v11.7.9.7]".

3. Fill in your information. Fields in bold are required. The **User Name** is also what is referred to commonly as the "OIM". Make sure to write down your username and password. And click **Submit** when all the fields are filled out.

Oregon
Secretary of State



Oregon Secretary of State Secure Access SystemApr 28, 2025 10:53 AM

Login

Sign Up now

Forgot Password

Forgot User Name

FAQs

Contact us

Privacy Policy

Sign Up Now

Required fields are **BOLD**

First Name

MI

☐

Last Name

Address

City, State

Oregon

Zip

-

Work Phone

Ext

Home Phone

E-mail Address

User Name

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.

Password

Case sensitive. Minimum of eight characters with at least one numeric digit.

Confirm Password

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.

Select Question

Answer

Confirm Answer

Submit

Cancel

4. Be sure to select **Oregon Admin Rules** on the application list. Click **Submit** at the bottom of the form when complete. You will have to click **Submit** once on the screen below and once more on the next

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Welcome ████████ to Oregon Secretary of State Secure Access SystemApr 28, 2025 12:58 PM

Home

My Profile

Change Password

Application Mgmt

FAQs

Contact us

Privacy Policy

Sign Out

Choose ONE application from Your Selected Applications
OR
Choose ONE application from Additional Applications.

Then choose "Submit" and you will be asked for additional information regarding the application.
Choose "Cancel" to return to the home screen.

Your Selected Applications

Oregon Admin Rules

Expire Selected Application

Additional Applications

Historic Records System
OR Historical Records Index
Oregon Business Registry
ORESTAR (Elections Reporting)
TESTSTAR
Uniform Commercial Code

Submit

Cancel

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[refs/tags/v11.7.9.6]

screen before the request for access is fully submitted.

5. 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 Administrative Rules Unit, Oregon State Archives, 800 Summer Street NE, Salem, OR 97310.
6. Our staff will give you access to OARD after we receive the form. Usually this happens on the same business day but could take up to 5 business days.
7. Once you have access you will see OARD after logging in:

