

# Rhode Island State Labor Relations Board RISLRB



**E-FILING INSTRUCTIONS**  
**RISLRB.EFILE@RISLRB.RI.GOV**

**Users should review these instructions, in full, prior to use.**

# RISLRB Quick Tips

- To Register, go to [www.rislrb.ri.gov](http://www.rislrb.ri.gov).
- Click on the “E-Filing” tab on the toolbar to register and login.
- You must provide a password of a minimum of seven (7) alpha numerical characters.
- Your Personal Identification Number (PIN) is your electronic signature.
- Documents must be in PDF format (See exception rules)
- The E-Filed document is considered the original document.
- Documents larger than 25MB should be divided in parts and identified as such.
- Documents must comply with the RI State Labor Relations Board’s Rules and Regulations regarding E-Filing. (465-RICR-10-00-1-1.5)
- Parties shall be required to keep an original of all documentation submitted through the E-Filing process, should it be necessary for production.

# Registration and Access

- Proceed to [www.rislrbsr.gov](http://www.rislrbsr.gov) for registration and/or login for the RISLRB E-Filing process.
- Review and accept– E-Filing User Agreement.
- Registration – Complete the Electronic Filing Registration
- Filing of documentation – Proceed to the File Documentation Page
- E-Filing of registration and/or documentation – Confirmation Page

# E-Filing User Agreement

- In order to register for an account with RISLRB, you must accept the terms and conditions of the User Agreement. Failure to accept these terms will take you back to the login screen.
- To view the “E-Filing User Agreement” [click here.](#)
- Upon acceptance of the E-Filing User Agreement, the registration process may begin.

# E-Filing - Registration

- On the Registration Screen, fill out the required information.
- The email address and password you provide will be your login credentials for future access to the E-Filing site.
- You must provide a password of a minimum of seven (7) alpha numerical characters
- You are responsible for the security of your password.
- After submitting your information, your registration will become active after it has been reviewed by RISLRB.
- Upon full activation, you will receive an email at the address you used to register, notifying you of your Personal Identification Number (PIN).

# E-Filing Registration/ Notification

## Electronic Filing Registration

Name: First:  MI:  Last:   
Organization:   
Title:   
Street Address:   
City, State, Zip:     
Work Phone:  Cell Phone:   
Email:  Confirm:   
Password:  Confirm:

For easy password retrieval in the event of a forgotten or lost password,  
please fill out the password reminder hint below:

Password Reminder:   
Answer:

I hereby submit my registration application for electronic access  
and PIN number to the Rhode Island State Labor Relations Board.



Enter the code shown:

## Electronic Filing Registration Notification

Confirmed!

This confirms your registration as a user of the  
Rhode Island State Labor Relations Board Electronic Filing (E-Filing) System.

Your PIN is: 1234

Please secure your Personal Identification Number (PIN), as this PIN is legal  
verification of your written signature and will be required for filing of all  
documentation with the RI State Labor Relations Board (RISLRB).

An email containing your PIN will be transmitted to your registered e-mail.  
You may print this screen for your records.

# Access

- Registered? Login...
- Go to: [www.rislrb.ri.gov](http://www.rislrb.ri.gov)
- Click on the “E-Filing” tab on the toolbar.

## E-File Login

About E-Filing? Click [here.](#)

Not Registered? Click [here.](#)

Need help with E-FILING? Find [instructions](#) here.

Printable E-Filing Document Listing [Click Here](#)

Best viewed in Microsoft Internet Explorer.

Email:

Password:

Forgotten password? Enter your email address and click [here.](#)

Login

# E-Filing Document Page

- The file document page allows you to electronically file documents in a case.
- If you choose “New Case Filing” you will not have a case number; skip down to “Document to File” and continue with filing.
- If you choose “Existing Case File” enter appropriate case number and proceed with filing.
- The “Note” Section should be utilized for any comments, or questions the filer may have concerning the filing of the document. The Administrator or its Agent will review your comments and respond accordingly.
- Your PIN authorizes the filing of the document. You must enter your PIN to file a document.

# E-Filing Document Page

[Logout](#)

[Change Account Settings](#)

## File Document Page

[New Case Filing](#)  
[Existing Case Filing](#)

Case Number:

Document to File:

Title: Respondent:

AND

Petitioner:

PDF or Word File to Upload:

Documents larger than 25 MB should be divided into components and identified as such.

\*\*\*Word files to be used ONLY when filing Statement/Responses for Unfair Labor Practice Charges to the RI State Labor Relations Board \*\*\*

Note (Optional):

PIN:

All documents uploaded to the system must be in Adobe PDF format.  
(Word format for Unfair Labor Practice Charges - Statement/Responses).

All documentation must be received by 3:00 PM in order to be considered timely filed for that calendar day.  
Documentation received after 3:00 PM shall be considered filed and documented on the next regular business day.

When filing a document with RISLRB, the filer is responsible for assurance that no information protected by privacy or confidentiality laws are contained in such documents. Thus, the individual filing the document has the responsibility to redact (black out) or remove any protected private or confidential information, including, but not limited to Social Security numbers, from every document to be filed.

 Enter the code shown:

# E-Filing Confirmation

- **Once a document has been successfully e-filed, users will receive a confirmation of receipt, which may be printed for your records.**
- **Upon review of the documentation submitted by the RISLRB, the user will then receive an electronic confirmation of acceptance or denial of filing.**
- **Documents must be filed and received on/or before 3:00 p.m., in accordance with the Board's Rules and Regulations, (465-RICR-10-00-1-1.6(H)(4)) to be considered timely filed for that calendar day.**

# E-Filing Confirmation

Logout

## E-Filing Confirmation

**YOUR DOCUMENT(S) HAVE BEEN RECEIVED.**

All documentation must be received by 3:00 PM in order to be considered timely filed for that calendar day. Documentation received after 3:00 PM shall be considered filed and documented on the next regular business day.

You may print this page for your records.

Case No.:

Case Name:   
and

Filer:

PIN:

E-mail Address:

Document:

Date Filed:

Time Filed:

NOTE: It is your responsibility to certify a copy of your pleading or paper on the other parties in this case.

[Return to File Document Page](#)

The screenshot shows an Outlook email window. The ribbon at the top includes FILE, MESSAGE, and DEVELOPER. The MESSAGE ribbon is active, showing icons for Ignore, Delete, Reply, Reply All, Forward, Meeting, Filing Accepted, Filing Rejected, Move to, To Manager, Team Email, Quick Steps, Move, Mark Unread, Categorize, Follow Up, Translate, and Zoom. The email header shows the sender as Bokoski, Steve (DLT) and the subject as Existing Case Filing ULP-34235 PETITIONS: Unfair Labor Practice Charge. The email body contains the following text:

To: Bokoski, Steve (DLT)

You replied to this message on 10/22/2015 2:12 PM.

Message Vacation Accrual Chart.pdf (11 KB)

Case Title:  
DLT  
AND  
Local 401, RIESA

PIN: 2870  
Date Filed: 10/9/2015  
Time Filed: 1:45 PM

This is a petition for an unfair labor practice charge

# E-Filing Confirmation

The screenshot shows an email client window with the following details:

- Subject:** Electronic Filing Accepted. RE: Existing Case Filing ULP-34235 PETITIONS: Unfair Labor Practice Charge
- Body:**

Your submission is accepted.

-----Original Message-----  
From: Bokoski, Steve (DLT)  
Sent: Friday, October 09, 2015 1:46 PM  
To: Bokoski, Steve (DLT)  
Subject: Existing Case Filing ULP-34235 PETITIONS: Unfair Labor Practice Charge

Case Title:  
DLT  
AND  
Local 401, RIESA

PIN: 2870  
Date Filed: 10/9/2015  
Time Filed: 1:45 PM

This is a petition for an unfair labor practice charge

The screenshot shows an email client window with the following details:

- Subject:** Electronic Filing Rejected. RE: Existing Case Filing ULP-34235 PETITIONS: Unfair Labor Practice Charge
- Body:**

Your submission is rejected for the following reason(s):

Sub-section 6 is not appropriate. Should be sub-section 3.

Please resubmit document with appropriate corrections as indicated above.

-----Original Message-----  
From: Bokoski, Steve (DLT)  
Sent: Friday, October 09, 2015 1:46 PM  
To: Bokoski, Steve (DLT)  
Subject: Existing Case Filing ULP-34235 PETITIONS: Unfair Labor Practice Charge

Case Title:  
DLT  
AND  
Local 401, RIESA

PIN: 2870  
Date Filed: 10/9/2015  
Time Filed: 1:45 PM

This is a petition for an unfair labor practice charge

# Change Account Settings

To make any of the following below changes to your account, click on the “Change Account Settings” button on the File Documentation Page:

- Change User Information
- Change Password
- Password Recovery
- Change Password Question and Answer
- Account Deactivation

# Change User Information

## Change User Information

Name: First:  MI:  Last:

Organization:

Title:

Street Address:

City, State, Zip:

Work Phone:  Cell Phone:

Email:

Email address cannot be changed. If you need to change the email address, deactivate this account and create a new account.

PIN:

Your PIN was randomly generated when this account was created. The PIN cannot be changed.



Enter the code shown:

Save Updated Information

Change Password

Change Password Reminder

Account Deactivation

To File Document Page

# Change Password

## Change Password

Old Password:

New Password:

Retype New Password:

# Password Recovery

## Password Recovery

Please answer the following security question:

Assistant's first name

Your password is passwrđ

Recover Password

Return to Login Page

# Change Password and Password Question

## Change Password Reminder

Password:

Password Reminder:

Answer:

# Account Deactivation

## Account Deactivation

Registration Deactivation is the withdrawal from participation in the electronic document management system that deactivates the registered user's profile.

Deactivation of an account does not authorize non-electronic filing of documents, nor shall it be considered a withdrawal from a proceeding.

Should changes to your e-mail address occur (i.e.:// as a result of a change in employment), you will need to deactivate this account and create a new account using your new e-mail address.



Enter the code shown:

Continue with the deactivation of this account?

Yes

No

# Confidential Information

Each person electronically filing a document with the RI State Labor Relations Board has the responsibility to ensure that no information protected by privacy or confidentiality laws is contained in such document. This means that the person filing the document has the responsibility to redact (black out) or remove any protected, private, or confidential information, including, but not limited to a social security number, from every document to be filed.

# Questions?

## QUESTIONS REGARDING E-FILING CONTACT:

**Administrator**

**RI State Labor Relations Board**

**[robyn.golden@rislrb.ri.gov](mailto:robyn.golden@rislrb.ri.gov)**

**RI State Labor Relations Board**

**1511 Pontiac Avenue, Building #73, 2<sup>nd</sup> Floor**

**Cranston, RI 02920**

**(401) 462-8830**

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