

## RI State Labor Relations Board E-Filing User Agreement

In order to register for an account with RISLRB, you must accept the terms and conditions of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

The RI State Labor Relations Board (RISLRB) E-Filing system user accepts and agrees to the following:

- To be bound by and follow the RI State Labor Relations Board Administrative Rules and Regulations, 465-RICR-10-00-1-1.5, Terms of Use.
- To provide accurate and complete information to the RI State Labor Relations Board.
- To accept electronic service via e-mail as a valid and effective service for all electronically filed documents except as otherwise provided for in the RI State Labor Relations Board's Rules and Regulations, 465-RICR-10-00-1-1.5(F)(2).
- That the use of the e-filing system login process with a username and password accompanied by a non-electronic signature and PIN number as defined in RI State Labor Relations Board's Rules and Regulations, 465-RICR-10-00-1-1.5(H), constitutes User's signature.
- To file all documents in a *PDF* format, with the exception of statements/responses for unfair labor practice charges to the Administrator of the Board.
- **That all documents filed by and information provided to the e-filing system by User is subject to public examination unless exempted by the Board's Rules and Regulations or another provision of law.**
- That unavailability of the e-filing system shall neither constitute a basis for an extension of time in which to file any proceeding with RISLRB nor in any way affect any applicable statute of limitations. In the event that the e-filing system is unavailable at the time of filing, the User shall be required to contact the Administrator of the Board, the next business day for determination on how to proceed.
- That User assumes all risk and waives any claim for damages against RISLRB and the State resulting from use of the e-filing system.
- To promptly notify RISLRB of any change to User's profile information including any change in name, address, phone number and email address.
- Not to use or attempt to use a username that is obscene, offensive, potentially libelous, or deceptive. A deceptive username includes a username that could be construed to give a false or misleading impression of the individual owner's identity or association with any other legal entity.
- That only a natural person will be issued a username and password.
- To notify RISLRB immediately of any breach of username security, including any use of the username and password by an individual not expressly authorized to do so by User.
- That User shall be responsible for the security and use of the username and password. Any electronic filing or other interaction with the e-filing system by that username and password shall be deemed to be made by User or with User's express authorization.
- That User shall change their password if user believes the security of an existing password has been compromised.
- That a username and password may not be transferred to anyone. Upon cessation of use of a username by the individual to whom it originally was assigned, User agrees to withdraw his or her registration.
- To the suspension of User's account by System Administrators if they determine that there is any misuse, abuse or fraudulent use of the account. Service will also be suspended if any information provided during the account registration process is false or fraudulent.
- To cooperate with System Administrators and law enforcement during investigations into misuse, abuse or fraud.
- Additionally, please note the following:
- **Electronic filing is mandatory.** Electronic filing of all documents filed in proceedings commenced on or after January 1, 2016, is mandatory unless otherwise authorized by RISLRB Rules and Regulations, 465-RICR-10-00-1-1.5(F). If a proceeding commenced prior to January 1, 2016, all subsequent documents filed in that proceeding shall be electronically filed unless otherwise authorized by RISLRB Rules and Regulations, 465-RICR-10-00-1-1.5(B)(4).
- **PROTECTED AND CONFIDENTIAL INFORMATION.** You are responsible for ensuring that protected and confidential information is properly redacted from documents that you file in the e-filing system. **All documents filed in the e-filing system are subject to public inspection, unless exempted by Board's Rules and Regulations or another provision of law.**