

MVA Procedure

Submitting a digital file for posting on the staff resources page on www.minnregs.com. Approved files should be posted within 30 days of approval.

Preparation:

- Obtain approval of file to submit

Process:

- Convert the document to PDF format
- Name the document according to the following naming convention:
YYYY-MM-DD Name of File
- Attach the PDF file to an email and send it to our Web Administrator - Heath Panganiban
heath@rizotech.com
- Indicate in the email which section of the staff resources page the file belongs.
- Heath will send you a reply email when the file is posted.
- Check the staff resources page to ensure proper placement.