



RULEMAKING ECOMMENTS WEBSITE
STEP-BY-STEP INSTRUCTIONS

COURT OF ADMINISTRATIVE HEARINGS
600 NORTH ROBERT STREET, SAINT PAUL, MN 55101



RULEMAKING ECOMMENTS WEBSITE

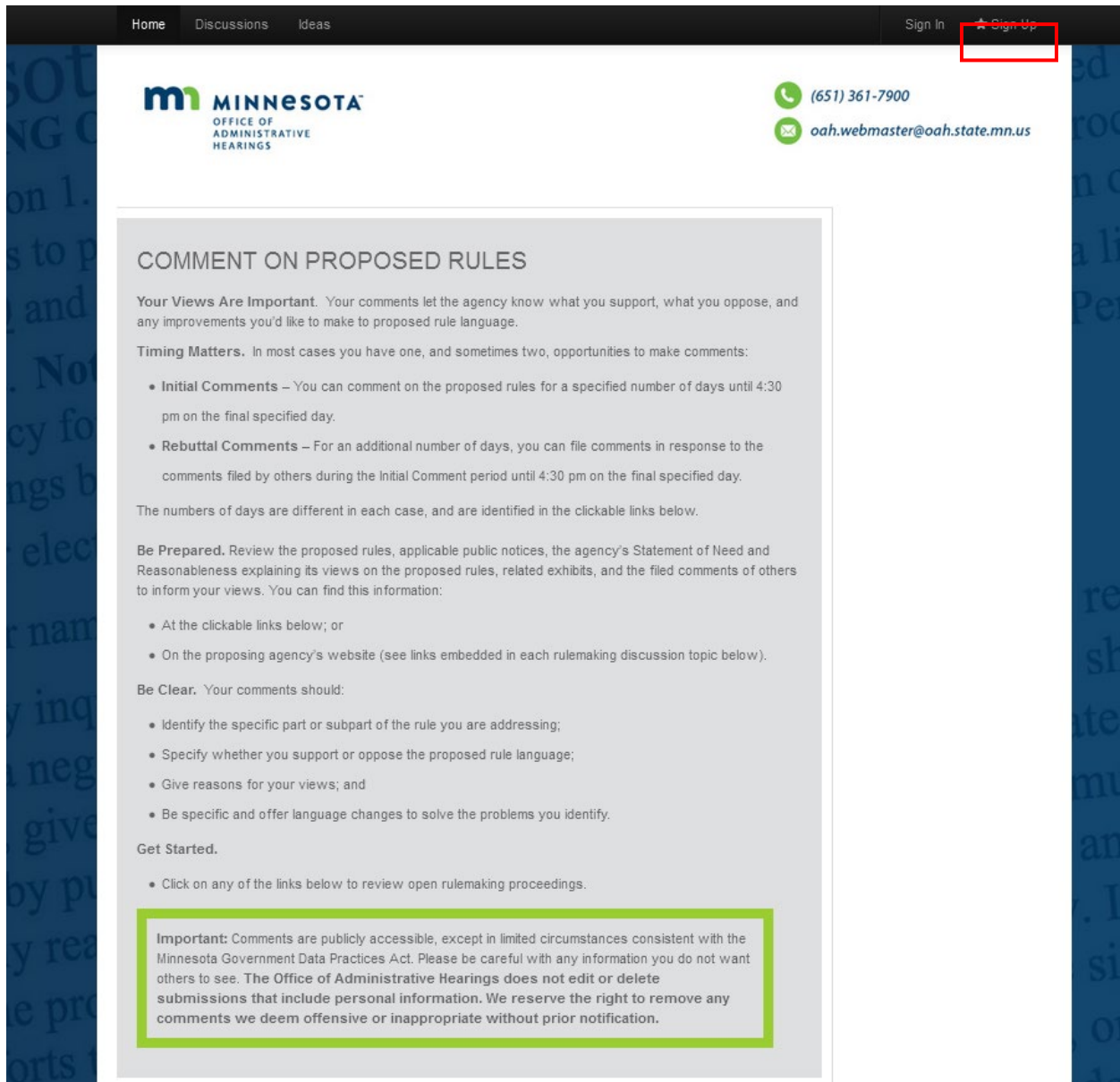
STEP-BY-STEP INSTRUCTIONS

TABLE OF CONTENTS

CREATE YOUR USER ACCOUNT	2
LOGIN	4
COMMENT ON AN OPEN DISCUSSION	6

CREATE YOUR USER ACCOUNT

1. Click on the Rulemaking eComments link on the [OAH website](#) or visit the [OAH Rulemaking eComments Website](#).
2. Click “Sign Up” in the top right corner of the website.



CREATE YOUR USER ACCOUNT

3. First time users complete the following sign up fields:

- Email address
- Password
- First Name
- Last Name

The screenshot shows a 'Sign Up' form with the following fields and labels:

- Email:** A text input field labeled 'email address...'. A red box highlights the 'Email' label.
- Already have an account?:** A blue link.
- Password:** A text input field labeled 'password...'. A red box highlights the 'Password' label.
- confirm password...:** A text input field.
- Name:** Two text input fields labeled 'First Name' and 'Last Name'. A red box highlights the 'Name' label.

Below the form is a paragraph of text regarding the use of personal information, followed by 'Sign Up' and 'Connect' buttons. The footer contains links for 'Terms and Conditions', 'Privacy Policy', and 'Support', along with 'powered by SpeakUp' and '© 2014 Granicus'.

4. After completing the sign up, a confirmation email will be sent to the email address provided. You must click the link in the confirmation email to activate your account. **Important:** A valid email address is required to comment on the eComments website.

LOGIN

1. After signing up and activating your account, users will “Sign In” on each subsequent visit to the eComments website.
2. Click “Sign In” in the top right corner of the [eComments website](#).

Home Discussions Ideas **Sign In** ★ Sign Up

mi MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

(651) 361-7900
oah.webmaster@oah.state.mn.us

COMMENT ON PROPOSED RULES

Your Views Are Important. Your comments let the agency know what you support, what you oppose, and any improvements you'd like to make to proposed rule language.

Timing Matters. In most cases you have one, and sometimes two, opportunities to make comments:

- **Initial Comments** – You can comment on the proposed rules for a specified number of days until 4:30 pm on the final specified day.
- **Rebuttal Comments** – For an additional number of days, you can file comments in response to the comments filed by others during the Initial Comment period until 4:30 pm on the final specified day.

The numbers of days are different in each case, and are identified in the clickable links below.

Be Prepared. Review the proposed rules, applicable public notices, the agency's Statement of Need and Reasonableness explaining its views on the proposed rules, related exhibits, and the filed comments of others to inform your views. You can find this information:

- At the clickable links below; or
- On the proposing agency's website (see links embedded in each rulemaking discussion topic below).

Be Clear. Your comments should:

- Identify the specific part or subpart of the rule you are addressing;
- Specify whether you support or oppose the proposed rule language;
- Give reasons for your views; and
- Be specific and offer language changes to solve the problems you identify.

Get Started.

- Click on any of the links below to review open rulemaking proceedings.

Important: Comments are publicly accessible, except in limited circumstances consistent with the Minnesota Government Data Practices Act. Please be careful with any information you do not want others to see. The Office of Administrative Hearings does not edit or delete submissions that include personal information. We reserve the right to remove any comments we deem offensive or inappropriate without prior notification.

LOGIN


3. You will be prompted to enter your email address and password.
4. Click the "Sign In" button.

Sign In ×

Email

Password


or, Sign In with:

 **f** Connect

Sign Up

COMMENT ON AN OPEN DISCUSSION

1. You must be logged in to your account to comment on a pending rulemaking matter. After logging into your account, all open “Discussions” will be found at the bottom of the [eComments homepage](#).
2. Find the “Discussion” you would like to comment on.
3. Click the “View Discussion” link.



Discussion: Department of _____ Rules Related to _____

OAH Docket No. _____

Presiding Judge: Administrative Law Judge _____


Hearing: _____

1 Topics 3 Attachments 7 Answers Closes 2015-12-31

[View Discussion](#)

4. After you review the “Discussion,” scroll to the bottom of the page and find the “Topics” section.
5. Under the “Topics” section, you will see a topic that reads “Submit a Comment.”
6. Click the “View Topic” link.

Topics



Topic: Submit a Comment

Important: Comments are publicly accessible, except in limited circumstances consistent with the Minnesota Government Data Practices Act. Please be careful with any information you do not want others to see. **The Office of Administrative Hearings does not edit or delete submissions that include personal information. We reserve the right to remove any comments we deem offensive or inappropriate without prior notification.**

7 Responses

[View Topic](#)

COMMENT ON AN OPEN DISCUSSION

7. Once inside the “Topic,” you may submit your own comment and read comments made by other members of the public.
8. You may submit a comment by typing in the text box next to your user ID, or by copying text from a Word document and pasting that text into the text box.
9. Click the “Post” button when you are finished.



The screenshot shows a user interface for submitting a comment. On the left is a blue profile picture icon. To its right, the name "Katie Lin" is displayed in blue text, followed by a grey "admin" badge. Below the name is a large, empty text input box. The word "comment." is written in the beginning of this box and is circled in red. At the bottom right corner of the text box, there is a blue button with the word "Post" written on it, which is also circled in red.