



RULEMAKING E-COMMENTS WEBSITE
STEP-BY-STEP INSTRUCTIONS

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

RULEMAKING E-COMMENTS WEBSITE

STEP-BY-STEP INSTRUCTIONS

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CREATE AN ACCOUNT

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



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 each rulemaking discussion topic in the "Discussions" link at the top of the page.

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).

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.

- If you don't immediately see the discussion(s) you are looking for below, only three open rulemaking proceedings may be featured on the homepage at one time. Click on the "Discussions" link at the top of the page to review **all** open rulemaking proceedings.

Important: All comments will be made available to the public. Please only submit information that you wish to make available publicly. **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, intimidating, belligerent, harassing, bullying, or that contain any other inappropriate or aggressive behavior without prior notification.**

3. First-time users complete the following sign up fields:
 - Email address
 - Password
 - First Name
 - Last Name
4. Check “I’m not a robot” box. You may be required to select specific images to verify you are not a robot.

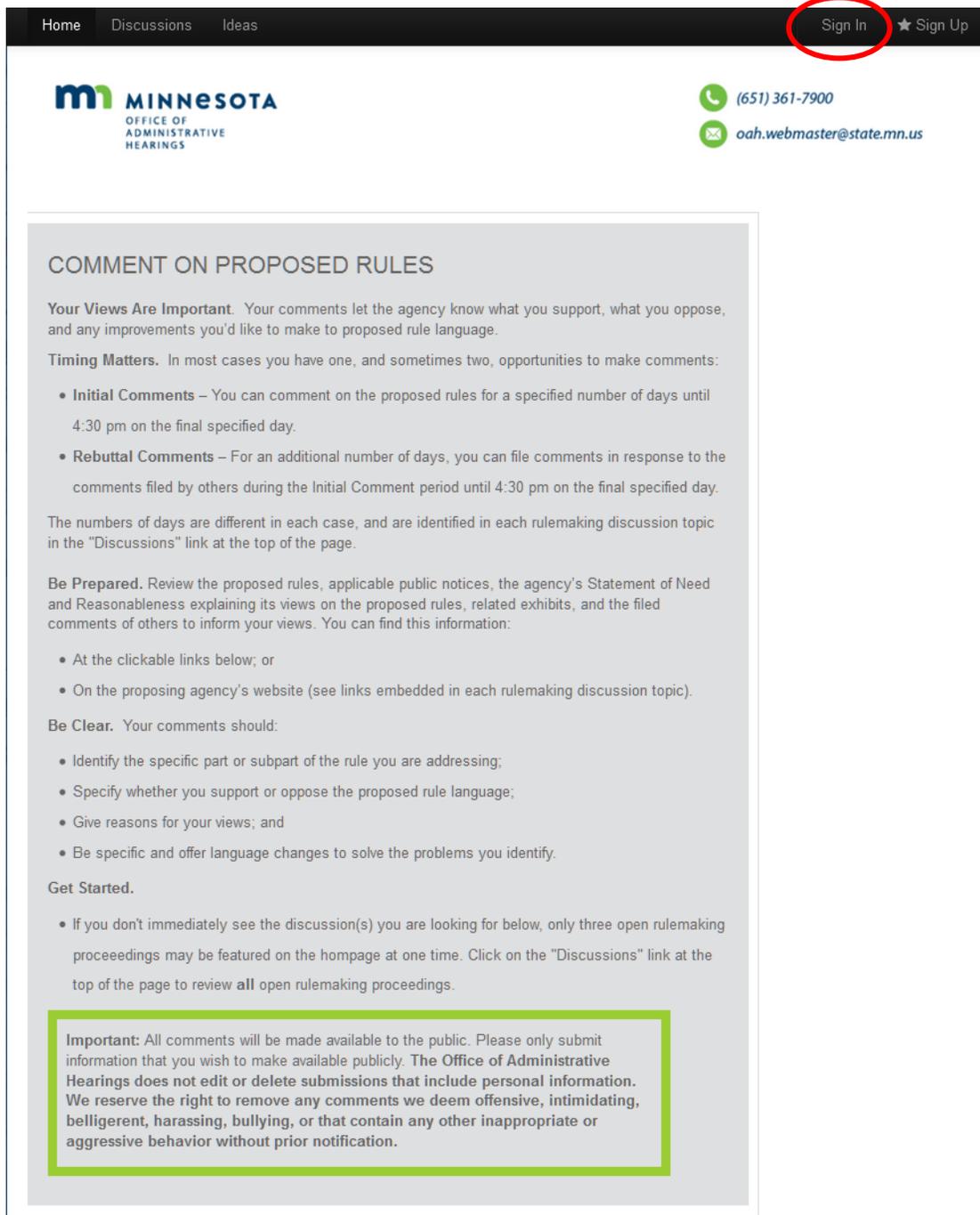
The screenshot shows a 'Sign Up' form with the following fields and elements:

- Email:** A text input field containing 'katie.lin@state.mn.us'. To its right is a blue link: 'Already have an account?'.
- Password:** Two text input fields, both containing masked characters (dots).
- Name:** Two text input fields. The first contains 'Katie' and the second contains 'Lin'.
- Privacy Notice:** A paragraph of text explaining that personal information is collected for decision-making on initiatives and that users agree to terms and conditions by signing up.
- reCAPTCHA:** A checkbox labeled 'I'm not a robot' is highlighted with a red box. To its right is the reCAPTCHA logo and a link for 'Privacy - Terms'.
- Buttons:** A blue 'Sign Up' button and a blue 'Connect' button with a Facebook 'f' icon, separated by the word 'or'.
- Footer:** A black bar at the bottom containing links for 'Terms and Conditions', 'Privacy Policy', 'Support', and the text 'powered by SpeakUp © 2016 Granicus'.

5. 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 e-Comments website.

LOGIN

1. After signing up and activating your account, users will “Sign In” on each subsequent visit to the e-Comments website. Click “Sign In” in the top right corner of the e-Comments website.



The screenshot shows the top navigation bar of the Minnesota Office of Administrative Hearings website. The navigation bar is dark with white text for 'Home', 'Discussions', and 'Ideas'. On the right side of the navigation bar, the 'Sign In' button is circled in red, and next to it is a 'Sign Up' button with a star icon. Below the navigation bar, the Minnesota Office of Administrative Hearings logo is on the left, and contact information including a phone number (651) 361-7900 and an email address oah.webmaster@state.mn.us is on the right. The main content area is titled 'COMMENT ON PROPOSED RULES' and contains several sections of text and bullet points providing instructions on how to comment on proposed rules.

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

mn MINNESOTA
OFFICE OF
ADMINISTRATIVE
HEARINGS

(651) 361-7900
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LOGIN

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

Sign In ×

Email

Password

or, Sign In with:

 Connect

Sign Up

HOW TO COMMENT AND ATTACH DOCUMENTS

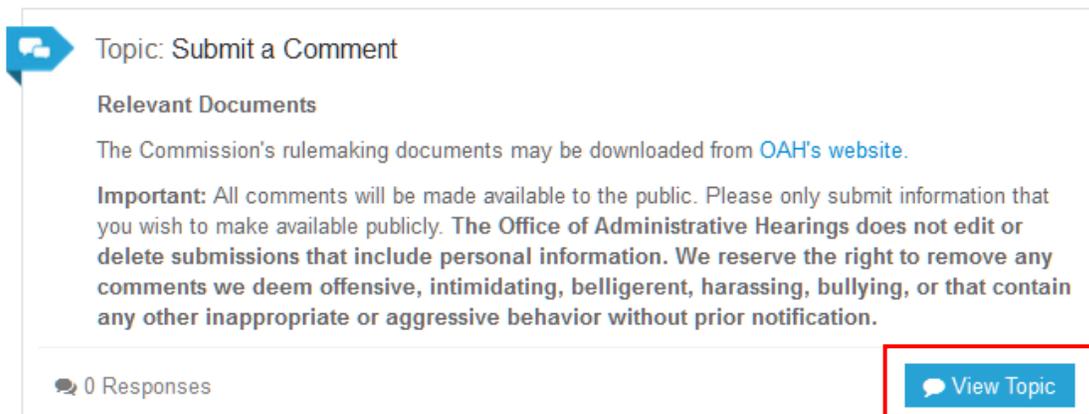
1. You must be logged in to your account to comment on a pending rulemaking matter. After logging into your account, open “Discussions” will be found at the bottom on the [Discussions](#) page.
2. Find the “Discussion” you would like to comment on.
3. Click the “View Discussion” link.



A screenshot of a discussion card. At the top left is a blue checkmark icon. The main title is "Discussion: Department of _____ Rules Related to _____". Below the title are fields for "OAH Docket No. _____", "Presiding Judge: Administrative Law Judge _____", and "Hearing:". At the bottom, there are statistics: "1 Topics", "3 Attachments", "7 Answers", and "Closes 2015-12-31". A blue button labeled "View Discussion" is highlighted with a red border.

4. After you review the rulemaking matter, 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.

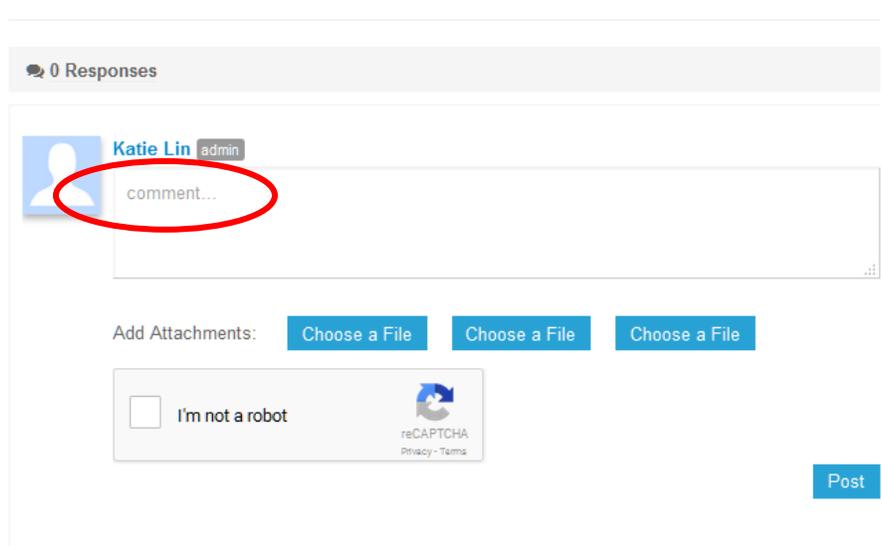
Topics



A screenshot of a topic card. At the top left is a blue speech bubble icon. The title is "Topic: Submit a Comment". Below the title is the section "Relevant Documents" with the text "The Commission's rulemaking documents may be downloaded from [OAH's website](#)." Below that is an "Important" notice: "All comments will be made available to the public. Please only submit information that you wish to make available publicly. 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, intimidating, belligerent, harassing, bullying, or that contain any other inappropriate or aggressive behavior without prior notification." At the bottom, there are "0 Responses" and a blue button labeled "View Topic" highlighted with a red border.

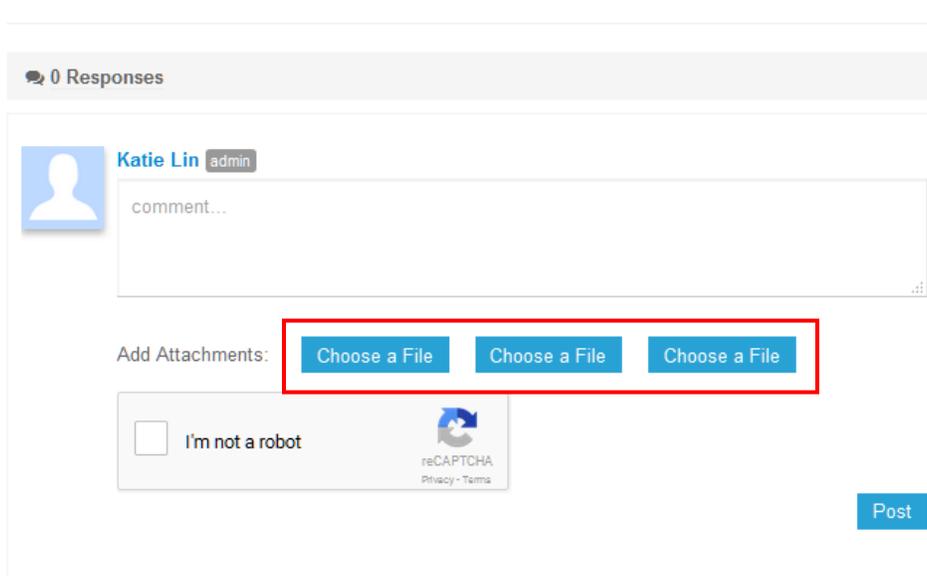
HOW TO COMMENT AND ATTACH DOCUMENTS

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 under your user ID or by copying text from a Word document and pasting that text into the text box.



A screenshot of a comment form. At the top, it says "0 Responses". Below that is a user profile for "Katie Lin" with an "admin" badge. A text input field with the placeholder "comment..." is circled in red. Below the text box are three "Choose a File" buttons. At the bottom, there is a reCAPTCHA widget with the text "I'm not a robot" and a "Post" button.

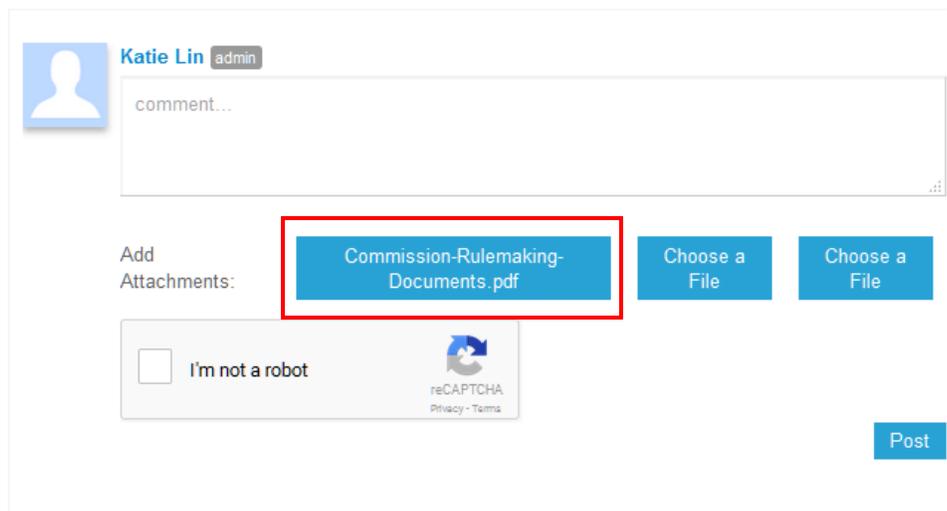
9. You may also attach up to three documents to a comment. Allowed documents include PDFs, images, spreadsheets, videos, and slideshows. To upload a document, click any of the three “Chose a File” buttons.



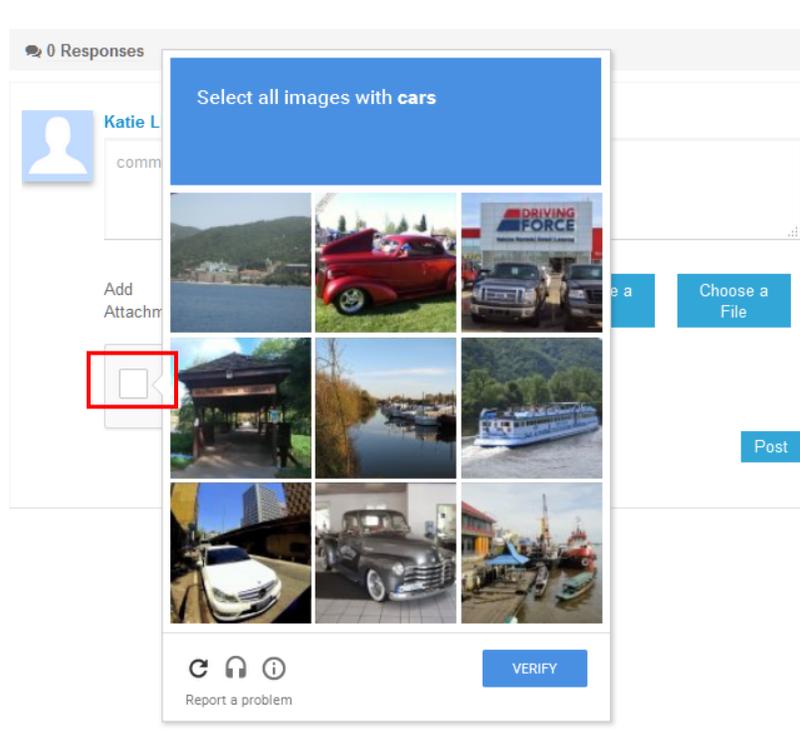
A screenshot of a comment form, similar to the one above. The text input field is empty. The three "Choose a File" buttons under "Add Attachments:" are highlighted with a red rectangular box. The rest of the form, including the reCAPTCHA and "Post" button, is visible.

HOW TO COMMENT AND ATTACH DOCUMENTS

10. You will be prompted to browse and select the file you would like to upload. Once you have selected the file to upload, you will see the document name in place of the “Choose a File” button. Repeat steps 9-10 for each additional document you would like to upload with your comment.

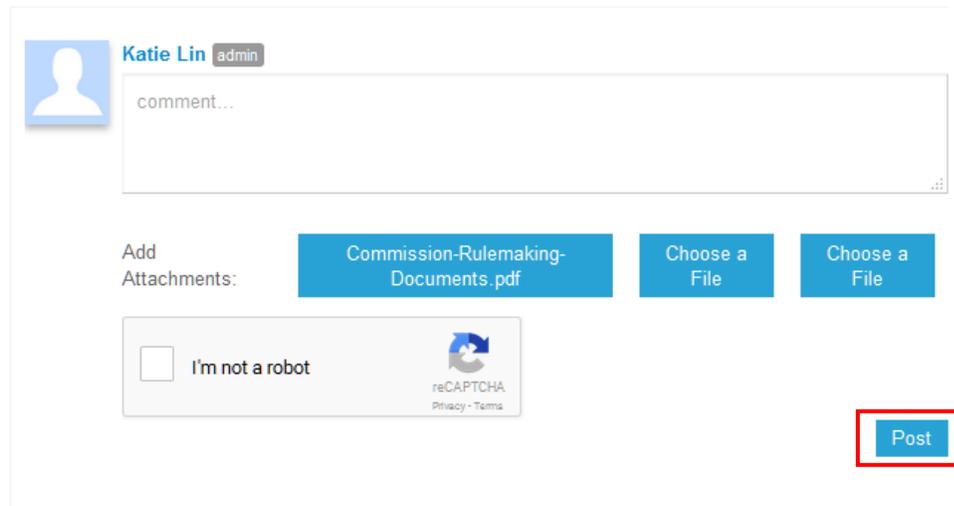


11. Check the “I’m not a robot” box. You may be required to select specific images to verify you are not a robot.



HOW TO COMMENT AND ATTACH DOCUMENTS

12. Click the “Post” button when you ready to submit your comments and any attachments.



The screenshot shows a user interface for posting a comment. At the top left, there is a profile picture placeholder and the name "Katie Lin" with an "admin" role indicator. Below this is a text input field containing the placeholder text "comment...". Underneath the text field, there is a section for "Add Attachments:" which includes three blue buttons: "Commission-Rulemaking-Documents.pdf", "Choose a File", and "Choose a File". Below the attachments section is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo and text. In the bottom right corner of the form, there is a blue "Post" button, which is highlighted with a red rectangular border.