RULEMAKING ECOMMENTS WEBSITE
STEP-BY-STEP INSTRUCTIONS

OFFICE OF ADMINISTRATIVE HEARINGS
600 NORTH ROBERT STREET, SAINT PAUL, MN 55101
# Rulemaking EComments Website

## Step-by-Step Instructions

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CREATE AN 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.
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.

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 eComments website.
1. After signing up and activating your account, users will “Sign In” on each subsequent visit to the eComments website. Click “Sign In” in the top right corner of the eComments website.
2. You will be prompted to enter your email address and password.

3. Click the “Sign In” button.

Sign In

Email: katie.lin@state.mn.us

Password: **********

or, Sign In with:

Sign In
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.

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

Topic: Submit a Comment

Relevant Documents

The Commission’s rulemaking documents may be downloaded from OAH’s website.

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.
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.

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 “Choose a File” buttons.
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.