



Public Comment Portal

User Help Guide

10/22/26 V1.2

User Help Guide

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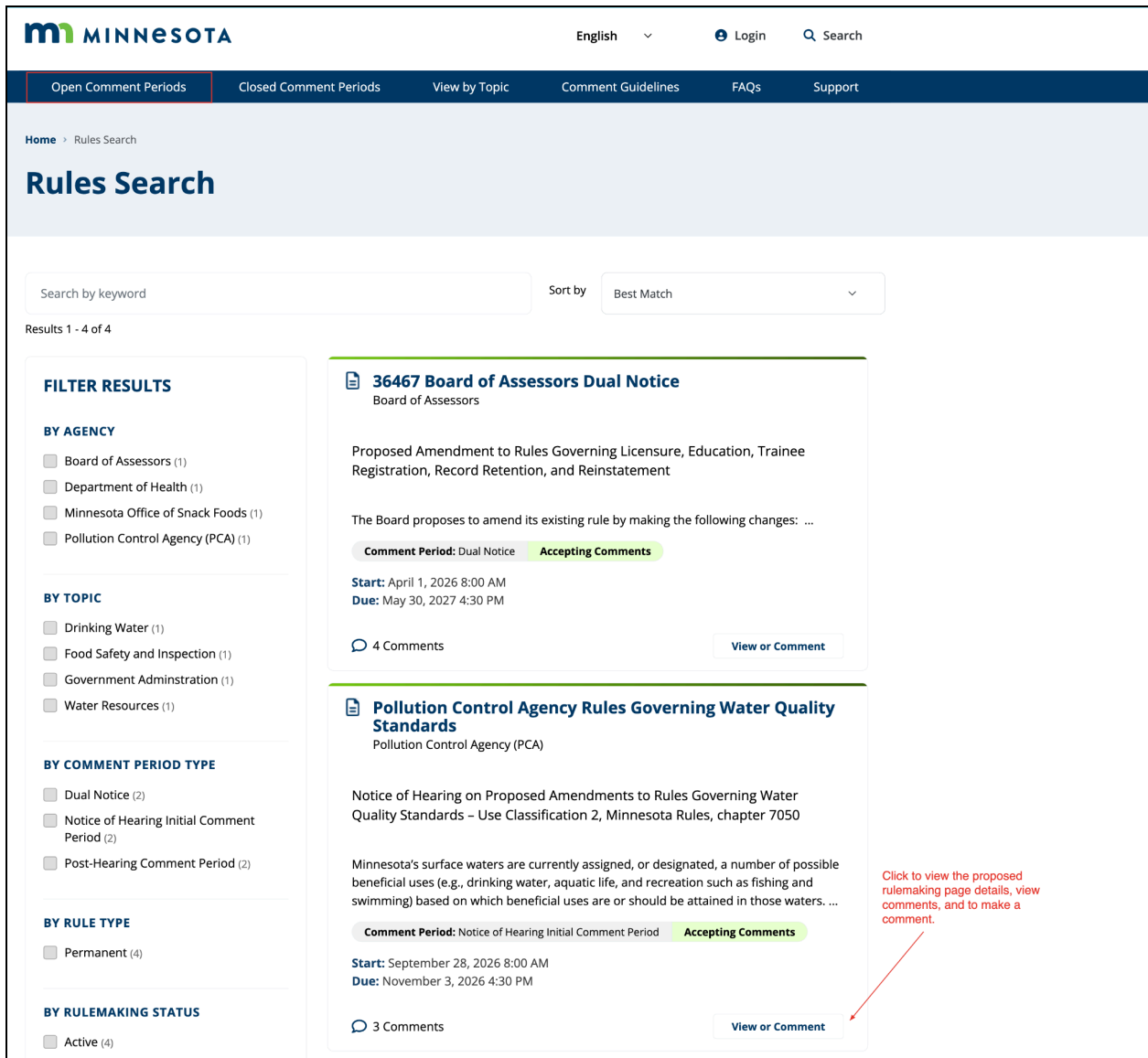
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View a Comment Period

To open a comment period page, let's choose an open comment period for example. You could search for any comment period type to open a comment period page.

For this example, we'll open the Pollution Control Agency Rules Governing Water Quality Standards proposed rule from PCA.



The screenshot shows the Minnesota Public Comment Portal's Rules Search interface. The top navigation bar includes links for 'Open Comment Periods', 'Closed Comment Periods', 'View by Topic', 'Comment Guidelines', 'FAQs', and 'Support'. The 'Open Comment Periods' tab is highlighted with a red box. Below the navigation bar, the 'Rules Search' section features a search bar and a 'Sort by' dropdown set to 'Best Match'. The search results show 4 results, with the first two displayed. The first result is '36467 Board of Assessors Dual Notice' by the Board of Assessors, with a comment period from April 1, 2026, to May 30, 2027. The second result is 'Pollution Control Agency Rules Governing Water Quality Standards' by the Pollution Control Agency (PCA), with a comment period from September 28, 2026, to November 3, 2026. A red arrow points to the 'View or Comment' button for the second result, with a red text box stating: 'Click to view the proposed rulemaking page details, view comments, and to make a comment.'

Open Comment Period Page

Top Title Area

On the top we view the Rulemaking name, which is Pollution Control Agency Rules Governing Water Quality Standards in this example, along with its status and the date the comment period ends.



The screenshot shows the top of the Minnesota Public Comment Portal. At the top is the Minnesota logo and navigation links for English, Login, and Search. Below this is a dark blue header with links: Open Comment Periods, Closed Comment Periods, View by Topic, Comment Guidelines, FAQs, and Support. The main content area has a light blue background. It starts with a 'Proposed Rule' icon and text: 'Posted by Pollution Control Agency (PCA) on September 30, 2026'. The main title is 'Pollution Control Agency Rules Governing Water Quality Standards'. Below the title is the subtitle: 'Notice of Hearing on Proposed Amendments to Rules Governing Water Quality Standards – Use Classification 2, Minnesota Rules, chapter 7050'. At the bottom of this section are two buttons: 'Accepting Comments' (green) and 'Comment Period Ends: Nov 3, 2026 at 4:30 PM CST' (white with blue text).

Rulemaking Page Header

Right Sidebar

On the right sidebar, users can view the details of this proposed rulemaking: Rule Details such as the revisor ID, CAH docket number, rule type, rule chapter and statutory authority; the Agency information including agency name, link, contact and address; and a Timeline of key dates such as comment deadlines and hearings.

The comment periods associated with this rulemaking are listed in the main content area, below Documents. There may be multiple comment periods - such as closed comment periods from the past, or current open comment periods.

Rule Details	
REVISOR ID	R-4692
CAH DOCKET	23-9003-37415
RULE TYPE	Permanent
RULE CHAPTER	7050
STATUTORY AUTHORITY	The proposed rules are authorized by Minnesota Statutes, sections 115.03 and 115.44.

Agency

[Pollution Control Agency \(PCA\)](#)

Mary Lynn, MPCA Contact Person

✉ mary.lynn@state.mn.us

☎ [651-296-6300](tel:651-296-6300)

📍 Minnesota Pollution Control Agency
520 Lafayette Road North
Saint Paul, MN 55155

Timeline

📅 **November 3, 2026**
Public comment period closes for Notice of Hearing comment period.

📅 **November 17, 2026**
Public Hearing

📅 **November 27, 2026**
Post-Hearing comment period closes

Figure: Rulemaking proceeding comment period page, right sidebar showing details.

Main Content Area

In the main content area, users can see four tabs: Details & Subject of Rules, Submit a Comment, Comments Submitted this Period, and Comments from Closed Periods.

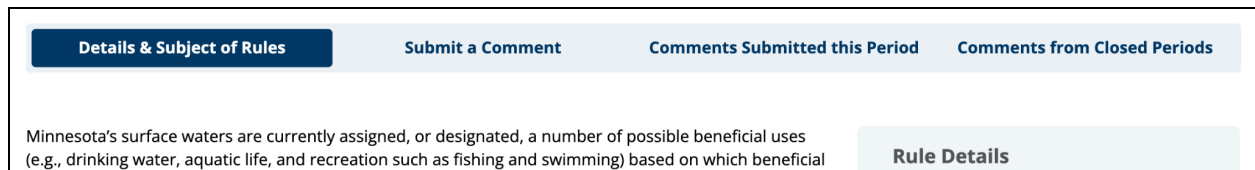


Figure: Rulemaking proceeding comment period page content area tabs with Details & Subject of Rules selected.

- Details & Subject of Rules

This tab displays the pertinent content, description and optional document files related to the proposed rule. This is information provided by the agency that created this proposed rule. Users can click related documents to download and view.

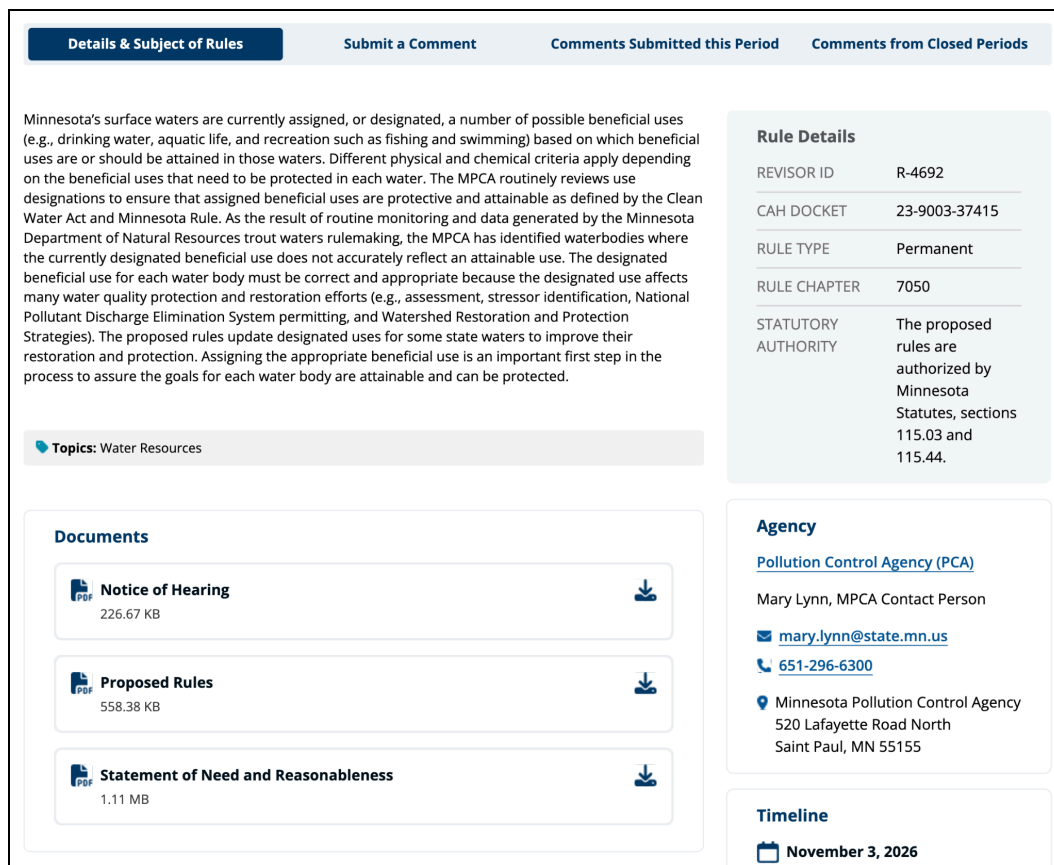
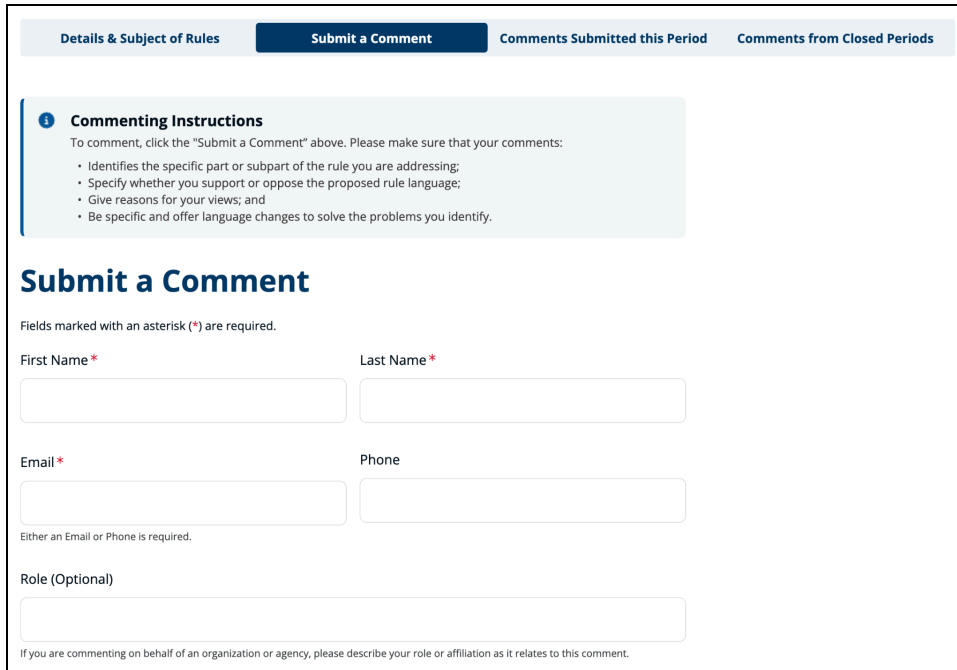


Figure: Rulemaking proceeding comment period with subject of the rules text area and attached documents shown.

– Submit a Comment



Details & Subject of Rules **Submit a Comment** Comments Submitted this Period Comments from Closed Periods

Commenting Instructions

To comment, click the "Submit a Comment" above. Please make sure that your comments:

- Identifies 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.

Submit a Comment

Fields marked with an asterisk (*) are required.

First Name * Last Name *

Email * Phone

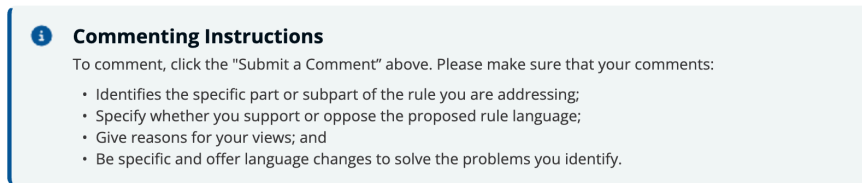
Either an Email or Phone is required.

Role (Optional)

If you are commenting on behalf of an organization or agency, please describe your role or affiliation as it relates to this comment.

Figure: Submit a Comment form tab

 **Tip:** Refer to the Commenting Instructions at the top of the Submit a Comment form.



Commenting Instructions

To comment, click the "Submit a Comment" above. Please make sure that your comments:

- Identifies 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.

Figure: Commenting instructions help

To comment, click the **Submit a Comment tab**. Please make sure that your comments:

- 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.

This form is the comment form for any user to submit a comment during an open comment period.

 Note: Different comment periods may display different fields.

Submit a Comment

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Email *

Phone

Either an Email or Phone is required.

Role (Optional)

If you are commenting on behalf of an organization or agency, please describe your role or affiliation as it relates to this comment.

Mailing Address

For contact purposes only. Not displayed publicly.

Country

United States



Street address

City

State

- None -



Zip code

Comment

B

Either a comment or an uploaded file with your comment is required.

Please specify the part of the rules you are commenting on:

▼ Upload Comment Files

Attach files to your comment

Choose Files

No file chosen

Maximum 20 files.
256 MB limit.
Allowed types: gif jpg jpeg png bmp tif pict heic txt rtf odf pdf doc docx ppt pptx xls xlsx.

i

About Attachments

You can attach files to support your comment. Accepted files include PDF, Word, Excel, text, and image files. For accessibility, please upload text-based files (not scanned images) when possible.

☐

I agree to the [Terms & Conditions*](#)

☐

I am aware that any information I provide is public data under the [Minnesota Government Data Practices Act*](#)

i

Important: All comments will be made available to the public.

All comments will be made available to the public. Please only submit information that you wish to make available publicly. The Court 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.

Submit Comment

Figure: Submit a Comment form example of Request for Comments form

Next: Enter details into the comment form.

- Enter your **First Name** in the input box labeled First name. This field is required.
- Enter your **Last Name** in the input box labeled Last name. This field is required.
- Enter either or both your **Email** and **Phone** number in the respective Email and Phone input boxes.
 - One of these two inputs is required.
 - The Email input box is noted as required by default with an asterisk.
 - You can choose to skip the Email field (and enter nothing) but then you will be required to input your phone number as the required field.
- Enter your **Role** title in the Role input box if you represent a company or organization with your comments.
- Enter your **Mailing Address** in the Mailing Address input boxes.
 - Select your Country from the drop down list (United States is selected by default), then enter your Street address in the Street address box.
 - Enter your **City** name in the City input box.
 - Select your **State** name from the drop down list. Open the list by selecting the dropdown arrowhead "v" and a list of states will appear. Select your mailing address state from the options.
 - Enter your **ZIP** code in the Zip code input box
- Enter your **Comment** in the Comment input text area.
 - Instead of adding your Comment in this input text area, you may choose to upload a file that contains your comment.
 - Either a Comment or an uploaded file is required.
 - Note: Either a comment or an uploaded file with your comment is required.
- Enter the **part of the rules you are commenting on** in the Please specify the part of the rules you are commenting on text area box.
- **Upload Comment Files that relate to your comment. You may upload a maximum of 20 files;** each file has a 256 MB limit; allowed types are gif, jpg, jpeg, png, bmp, tif, pict, heic, txt, rtf, odf, pdf, doc, docx, ppt, pptx, xls, xlsx. For accessibility, upload text-based files (not

scanned images) when possible.

Note: Either a comment or an uploaded file with your comment is required.

- How to attach a file:
 1. Click the Choose Files button under Attach files to your comment.
 2. A file selection window will open. Navigate to the file you want to upload on your computer.
 3. Select the file and click **Open** to attach it.
 4. If successful, the file is listed under File information with a Remove button.



Figure: Uploaded file listed under File information

5. You may add another file by repeating the Step 1-3 process.
- Turn on the I agree to the Terms & Conditions toggle and the Minnesota Government Data Practices Act toggle (both are required), then select the Submit Comment button when you are finished entering your comment and related information.
 - If successfully submitted, the system displays the status message "Your comment has been submitted." It may take a moment for your comment to appear in the list. Refresh the page to see it.
 - Click the Refresh button in your browser. This button is usually located next to the address bar and looks like a circular arrow. Or, you can press F5 on your keyboard (on a Windows operating system) or Command + R (on a Mac operating system) to refresh the page.
 - Close the notification by clicking the X in the upper right corner.



Figure: Confirmation status message “Your comment has been submitted.”

- To view your comment in the portal, click on the **Comments Submitted this Period** tab.
- If your comment was not submitted, locate the system generated error blocking your submission and follow the instruction. It is likely that your comment did not include required information, or that some information is not in the correct format.

– Comments Submitted this Period

You can view all submitted user comments, including your comment, or any submitted comment by selecting the **Comments Submitted this Period** tab.

This screen displays individual comments for the current, open comment period. Comments can be searched by comment text and author.

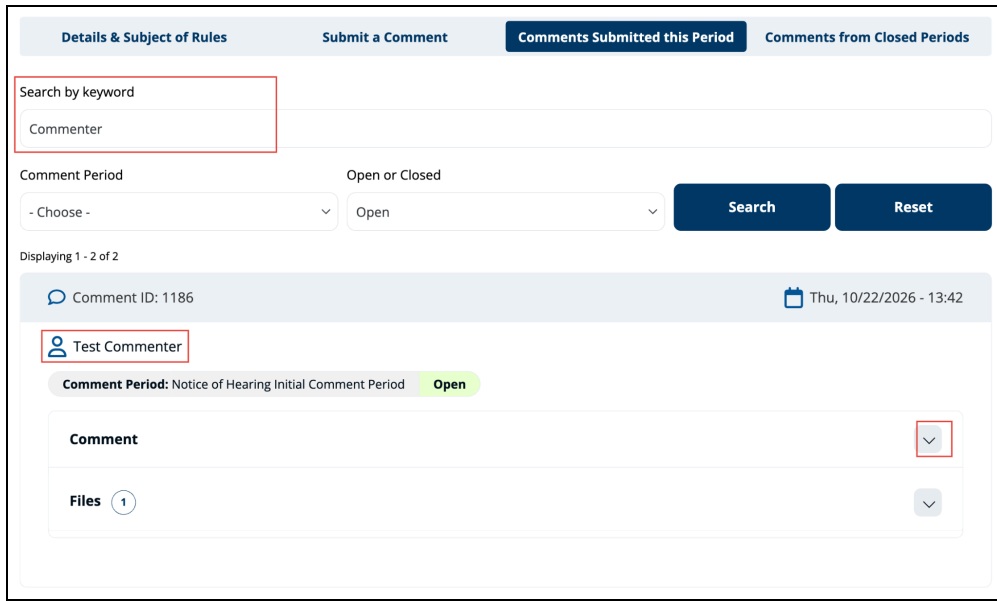
- Each individual comment displays the comment ID, author, date and time and comment period type.
- Each comment can be opened further to display the text of the comment, any document files and any requests for hearing.
- Document files can be downloaded individually in the comment or downloaded together as one .zip file with the Download Comment Files button.

Select the **Comments Submitted this Period** tab.



Figure: Comments Submitted this Period tab selected

- The most recent comments will be displayed at the top of the comments list on this tab.
- Locate your name in the comments to view your comment.
- You can also use the search filter to locate your comment. Enter your name in the **Search by keyword** field.



The screenshot displays the 'Comments Submitted this Period' tab. At the top, there are four tabs: 'Details & Subject of Rules', 'Submit a Comment', 'Comments Submitted this Period' (active), and 'Comments from Closed Periods'. Below the tabs, there is a search section with a 'Search by keyword' input field (highlighted with a red box) and a 'Commenter' input field. Below these are two dropdown menus: 'Comment Period' (set to '- Choose -') and 'Open or Closed' (set to 'Open'). To the right of these dropdowns are 'Search' and 'Reset' buttons. Below the search filters, it says 'Displaying 1 - 2 of 2'. A comment entry is shown with 'Comment ID: 1186' and a timestamp 'Thu, 10/22/2026 - 13:42'. The commenter is 'Test Commenter' (highlighted with a red box). Below the name, it says 'Comment Period: Notice of Hearing Initial Comment Period' with a green 'Open' status. There are two sections: 'Comment' and 'Files'. The 'Comment' section has a dropdown arrow (highlighted with a red box) to view the comment text. The 'Files' section shows '1' file and has a dropdown arrow to view the files.

Figure: View submitted comments, search for a comment, open comment text and uploaded files.

The Comment and Files sections open automatically. After Comment, select the arrowhead “v” following the comment to view the comment text.

After **Files**, select the dropdown arrowhead “v” following the comment to view the filenames of any uploaded files relating to the comment. You may also download the files.

Under **Files**, select **Download Comment Files** to download all files submitted for this comment. The system will automatically combine and download all files into one compressed file with a .zip extension.

Some comment periods may include a Request for Hearing option in the comment. After **Request for Hearing**, select the dropdown arrowhead “v” following the comment to view request for hearing information.

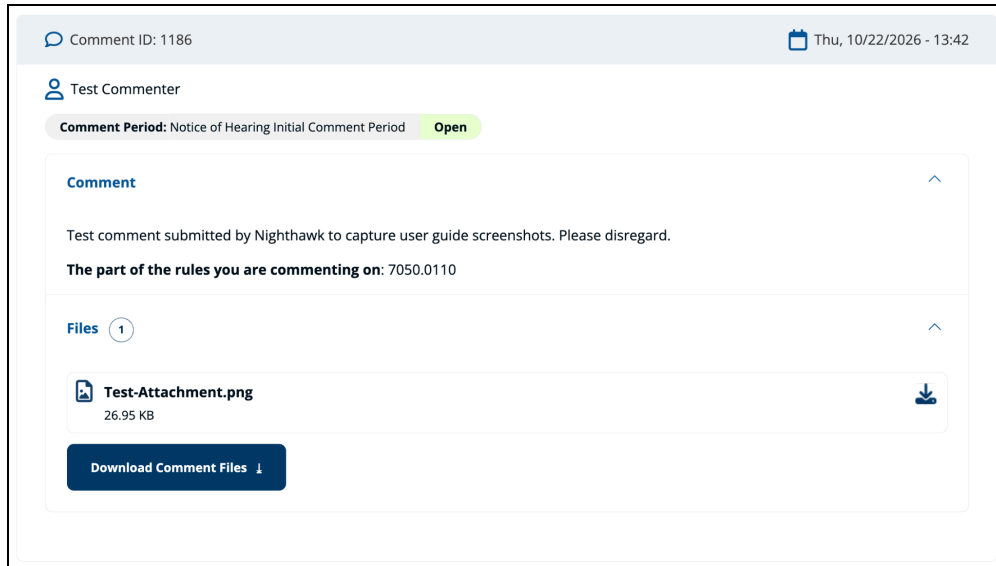


Figure: Submitted comment from example Test Commenter. Comment text area open and Files open.

Details & Subject of Rules

Submit a Comment

Comments Submitted this Period

Comments from Closed Periods

Search by keyword

Comment Period

Open or Closed

- Choose -

Open

Search

Displaying 1 - 3 of 3

Comment ID: 1186

Thu, 10/22/2026 - 13:42

Test Commenter

Comment Period: Notice of Hearing Initial Comment Period

Open

Comment

Files 1

Comment ID: 1131

Tue, 10/06/2026 - 13:21

Tootsie Izzo

Comment Period: Notice of Hearing Initial Comment Period

Open

Comment

Comment ID: 1116

Mon, 10/05/2026 - 14:05

William Moore

Comment Period: Notice of Hearing Initial Comment Period

Open

Comment

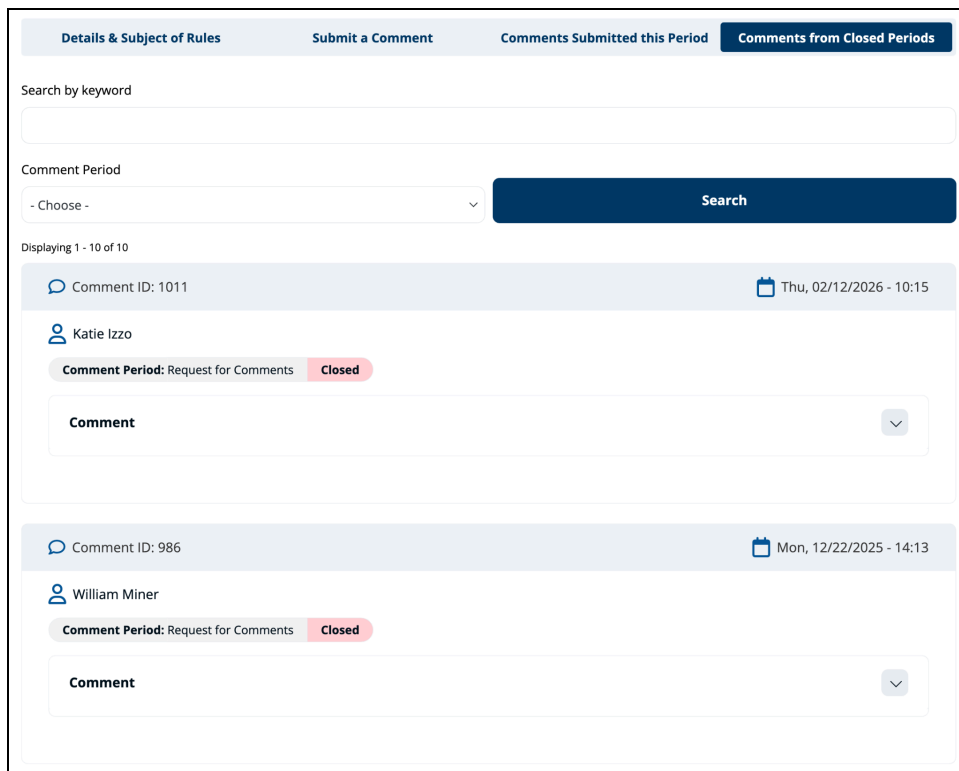
Files 1

Figure: Comments Submitted this Period on Open Comment Period

- Comments from Closed Periods

This tab displays the individual comments of a comment period associated with this rulemaking that is in the past and closed for further commenting.

Comments can be searched similarly to Comments Submitted this Period instructions above.



Details & Subject of Rules Submit a Comment Comments Submitted this Period **Comments from Closed Periods**

Search by keyword

Comment Period

- Choose - Search

Displaying 1 - 10 of 10

Comment ID: 1011 Thu, 02/12/2026 - 10:15

Katie Izzo

Comment Period: Request for Comments Closed

Comment

Comment ID: 986 Mon, 12/22/2025 - 14:13

William Miner

Comment Period: Request for Comments Closed

Comment

Figure: Comments from Closed Periods screen

Sign in or Register for An Account

From the homepage, click Login. Sign in with your credentials provided for a privileged user account or self-register or a public user account.

 An account is **not required** to submit a comment. An account is only required if you wish to subscribe for email updates about a topic, agency, or proposed rulemaking.

Register for an Account

Registered users can:

- Subscribe to rulemakings, comment periods, topics and agencies.
- Manage their email notification preferences including portal-only notifications or immediate, daily, or weekly notifications.
- View their notification feed.

Create your account

Register to manage subscriptions and participate in rulemaking.

First Name *

Last Name *

Email address *

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Organization

☒ Enable Email Notifications

You can opt out of email notifications and receive updates exclusively through the Portal.

Notification Frequency *

Daily

☐ I agree to the [Terms & Conditions](#) *

☐ I am aware that any information I provide is public data under the [Minnesota Government Data Practices Act](#) *

Create new account

Already have an account? [Log in](#)

Forgot your password? [Reset Password](#)

Figure: Register an Account screen

Navigate to > Login

Click > Register a New Account

Fill out the form, turn on the Terms & Conditions and Data Practices Act toggles (both are required), then select the Create new account button.

A welcome email message with further instructions is sent to the email address.

A confirmation message appears on the screen to confirm the welcome email was sent.



Figure: New account email notification.

The welcome email includes a one-time sign in link to Set a Password.

Select the link provided or copy and paste it in your browser.

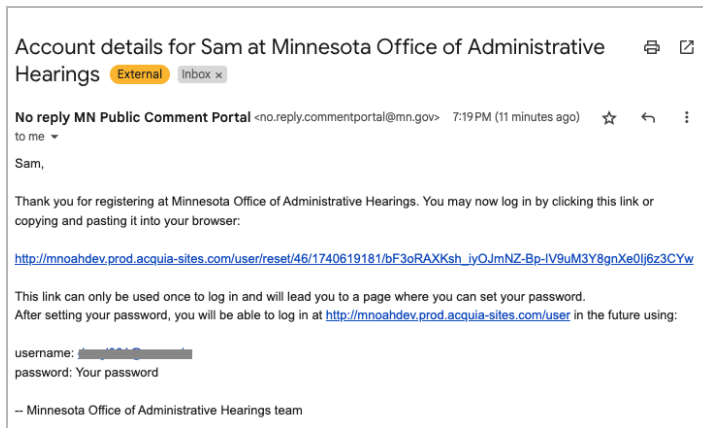
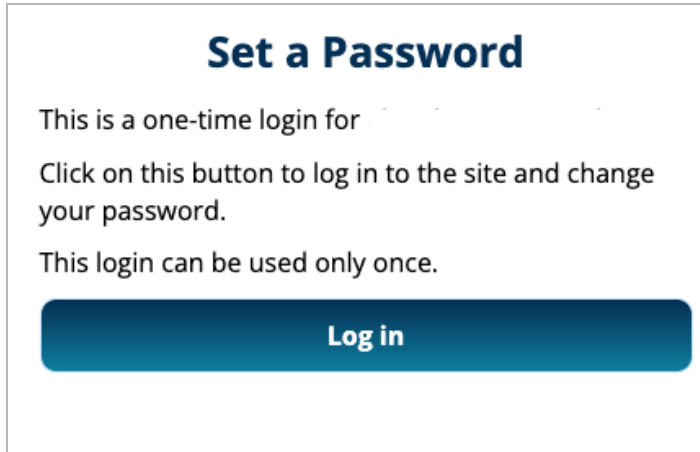


Figure: Sample welcome email

Instructions are provided on the page to log in.

Select the **Log in** button.



Set a Password

This is a one-time login for

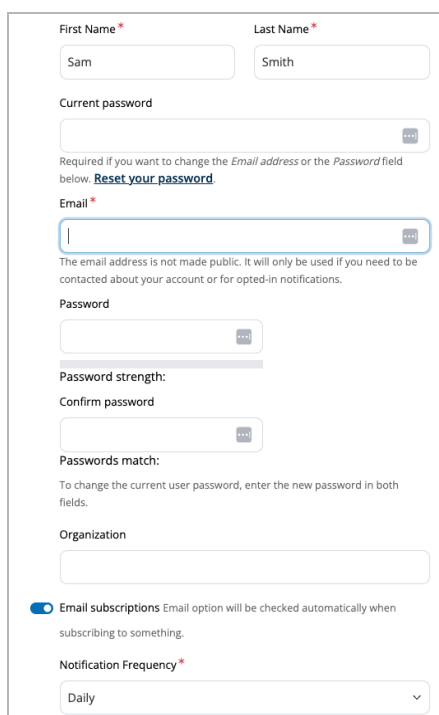
Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

Figure: Set a Password screen

After successful login, an account profile form will appear. Fill in the fields to complete the account registration process and to finish editing your user profile. Some fields are required as noted with *.



First Name * Last Name *

Current password

Required if you want to change the Email address or the Password field below. [Reset your password](#)

Email *

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Password

Password strength:

Confirm password

Passwords match: ☐

To change the current user password, enter the new password in both fields.

Organization

☒ Email subscriptions Email option will be checked automatically when subscribing to something.

Notification Frequency *

Figure: Account registration form

Enter your First Name and Last Name in the respective fields.

Add a strong password, your email address, the organization you represent, if applicable, and select your notification preferences.

Keep email subscriptions enabled (highlighted blue with a dot to the right) if you want to receive email notifications about comment periods, rules, topics, and agencies you subscribe to.

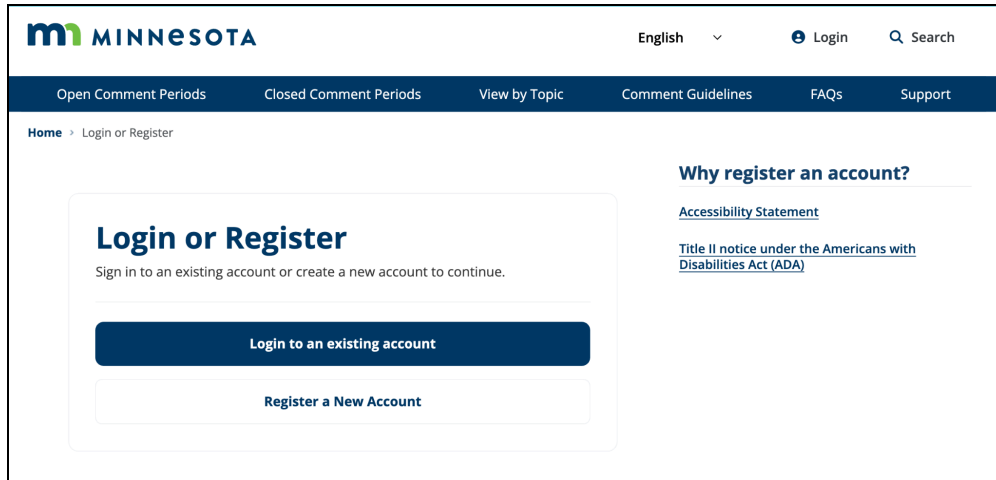
Alternatively, toggle the email subscription button off (outlined blue with a dot to the left) and you will receive notifications only in the portal.

Select your desired email notification frequency: immediate, daily, or weekly.

Click **Save**. Your account is now set up. You can view new options in the **My Account** option.

Sign in

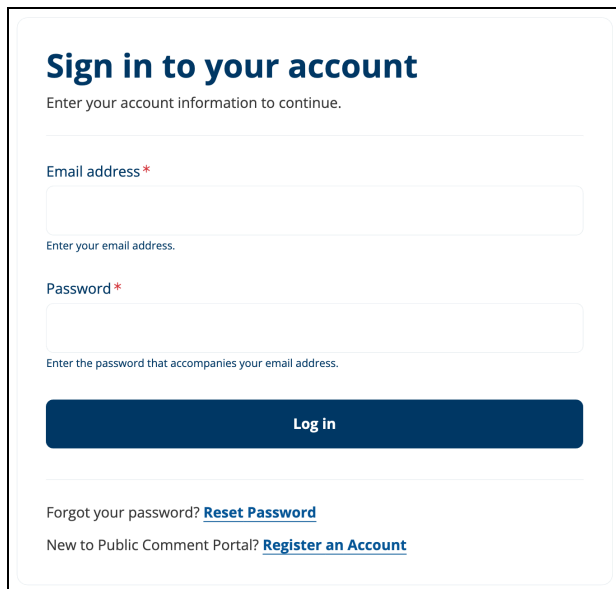
Click **Login at the top of the page.**



The screenshot shows the top navigation bar with the 'm1 MINNESOTA' logo, a language dropdown set to 'English', and links for 'Login' and 'Search'. Below this is a secondary navigation bar with links: 'Open Comment Periods', 'Closed Comment Periods', 'View by Topic', 'Comment Guidelines', 'FAQs', and 'Support'. The main content area has a breadcrumb trail 'Home > Login or Register'. On the left, a box titled 'Login or Register' contains the text 'Sign in to an existing account or create a new account to continue.' and two buttons: 'Login to an existing account' (dark blue) and 'Register a New Account' (light blue). On the right, there is a section titled 'Why register an account?' with links to 'Accessibility Statement' and 'Title II notice under the Americans with Disabilities Act (ADA)'.

Figure: Site Login or Register Page

Select the Login to an existing account button.



The screenshot shows a form titled 'Sign in to your account' with the instruction 'Enter your account information to continue.' It features two input fields: 'Email address*' and 'Password*'. Below the email field is a placeholder text 'Enter your email address.' and below the password field is 'Enter the password that accompanies your email address.' A dark blue 'Log in' button is positioned below the password field. At the bottom, there are two links: 'Forgot your password? [Reset Password](#)' and 'New to Public Comment Portal? [Register an Account](#)'.

Figure: Login with Email and Password, reset password or register an account

Enter your credentials: account email and password.

Select the **Log in** button.

(Click Reset Password to create a new password.)

After a successful login, users are redirected to their User Profile page and can navigate the Portal.

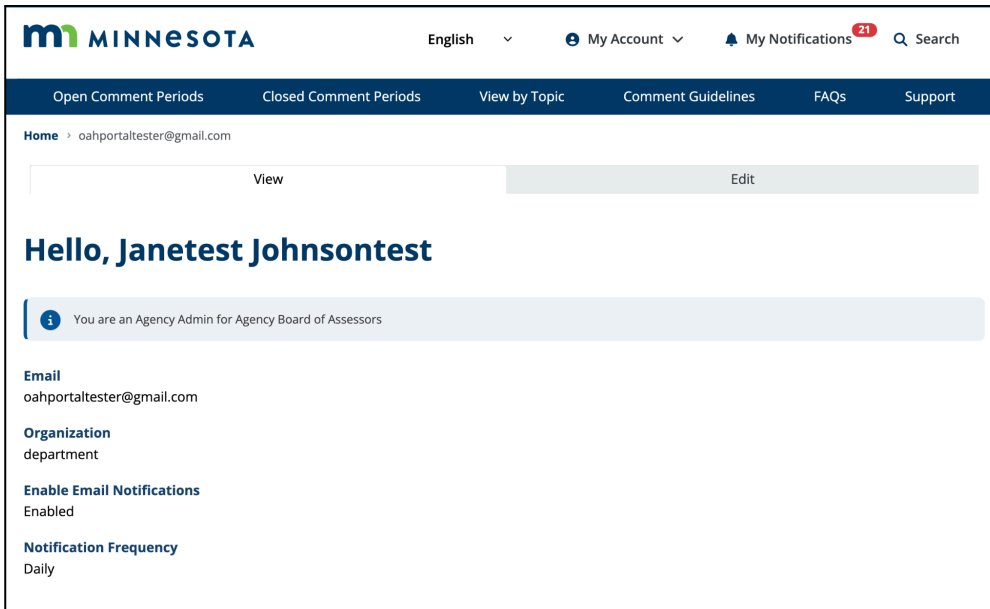
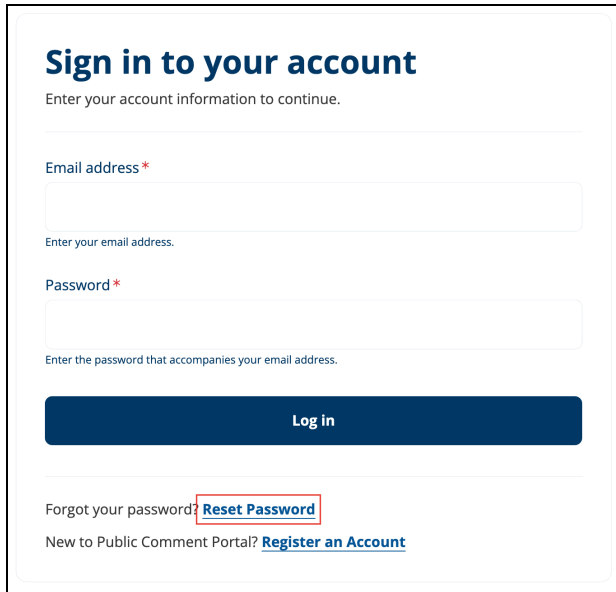


Figure: User Profile Page

Reset Your Password

If a user has forgotten the account password, the user can create a new password using their registered email address for authentication.



Sign in to your account
Enter your account information to continue.

Email address*

Enter your email address.

Password*

Enter the password that accompanies your email address.

Log in

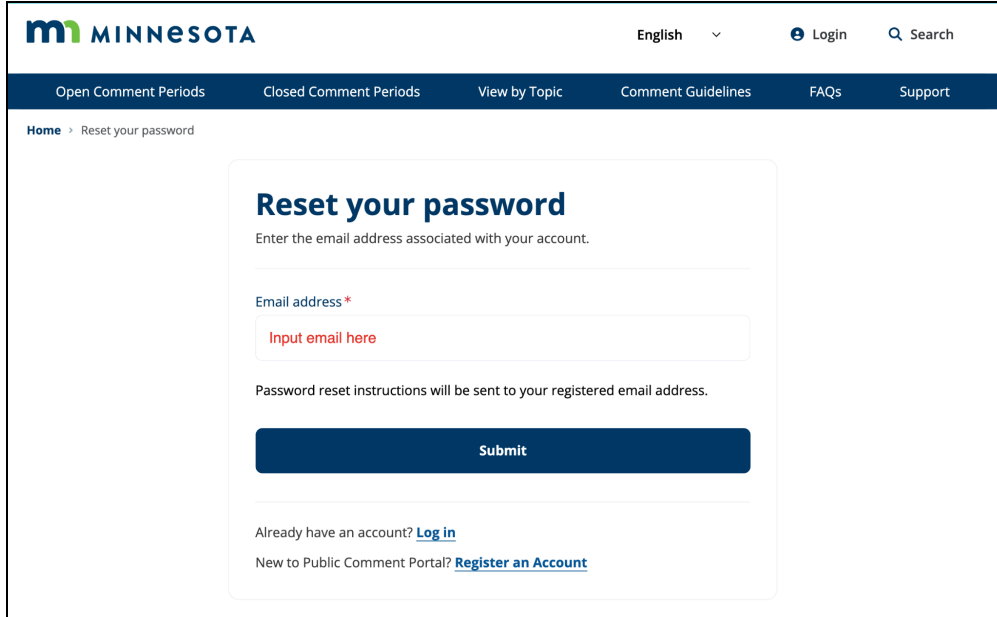
Forgot your password? [Reset Password](#)

New to Public Comment Portal? [Register an Account](#)

Figure: Reset password on login screen

The Sign in to your account screen includes a Reset Password link.

Click Reset Password.



Reset your password

Enter the email address associated with your account.

Email address*

Input email here

Password reset instructions will be sent to your registered email address.

Submit

Already have an account? [Log in](#)

New to Public Comment Portal? [Register an Account](#)

Figure: Reset Password screen

The Reset your password screen opens.

Enter the account email address in the Email address field.

Click **Submit**.

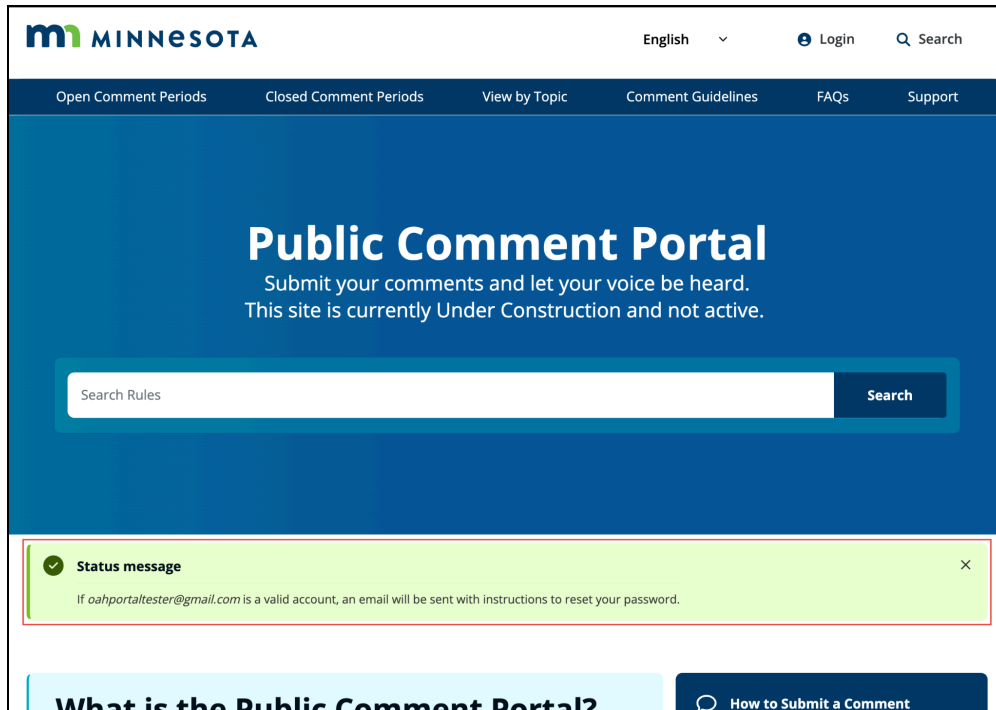


Figure: Homepage with password reset confirmation message.

The user will be redirected to the home page where a green highlighted confirmation message will appear.

"If [email address] is a valid account, an email will be sent with instructions to reset your password. "

Next: Proceed to the user's email account to locate the email sent from the system. The email is titled "Replacement login information for OAH at Minnesota Office of Administrative Hearings.

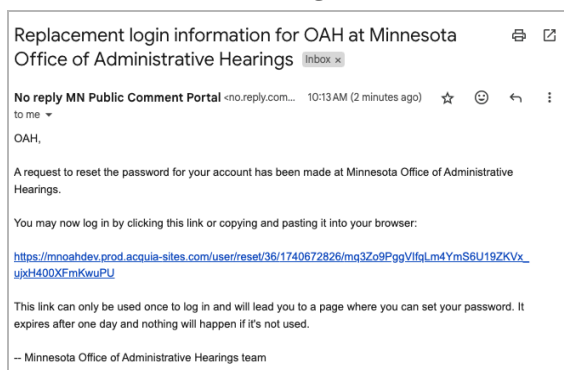


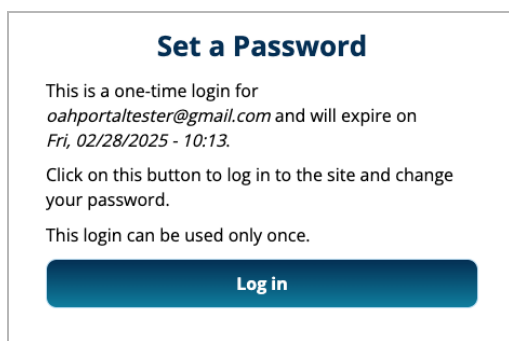
Figure: Replacement login email example

The email provides instructions on how to login and reset the user password.

Click the one time link provided, or copy and paste it into a browser.

User is redirected to the portal.

Next: The screen will change to “Set a Password” and includes instructions and information.



Set a Password

This is a one-time login for **oahportaltester@gmail.com** and will expire on **Fri, 02/28/2025 - 10:13**.

Click on this button to log in to the site and change your password.

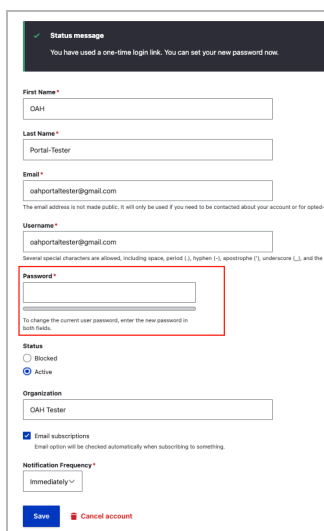
This login can be used only once.

Log in

Figure: Set a Password via Reset Your Password

Click the Login button. This login button can only be used once.

Next: A status message confirms that the user has used the one-time link.
“You have used a one-time login link. You can set your new password now.”



Status message
 You have used a one-time login link. You can set your new password now.

First Name*
 CAH

Last Name*
 Portal-Tester

Email*
 oahportaltester@gmail.com
This email address is not made public. It will only be used if you need to be contacted about your account or for opt-out.

Username*
 oahportaltester@gmail.com
Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @.

Password*

To change the current user password, enter the new password in both fields.

Status
☐ Blocked
☒ Active

Organization
 CAH-Tester

☒ Email subscriptions
Email option will be checked automatically when subscribing to something.

Notification Frequency*
 Immediately

Save **Cancel account**

Figure: One time password reset enter new password screen

Enter a new password in the password field.

Click the **Save** button at the bottom.

*A confirmation message will appear,
"Your changes have been saved."*

The user is signed into the Portal.

User Profile

- After a successful sign in, users can view and edit their profile information.
- Users can edit their profile and log out from the My Account link at the top.
- Users can edit their name, email, password, and portal message notification preferences.

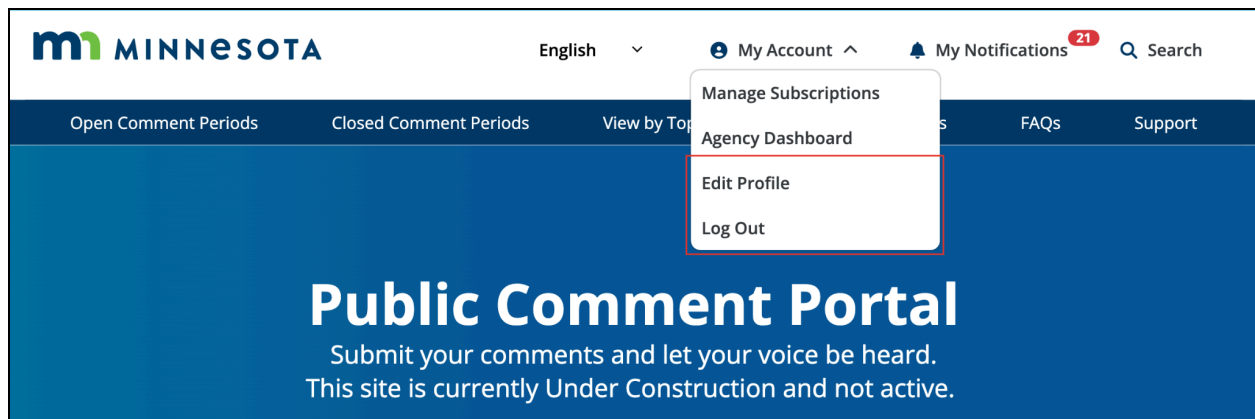


Figure: Site Profile Links

Notifications

Notification emails are delivered for key changes related to rulemaking proceedings, comment periods, and topics that a user is subscribed to.

Users can see which notifications they are subscribed to in the My Account > Manage Subscriptions link.

- Notification frequency can be edited in each user's profile information. Options include no-email, immediate, daily and weekly notifications.
- The Notifications Feed displays in each user's "My Notifications" tab.

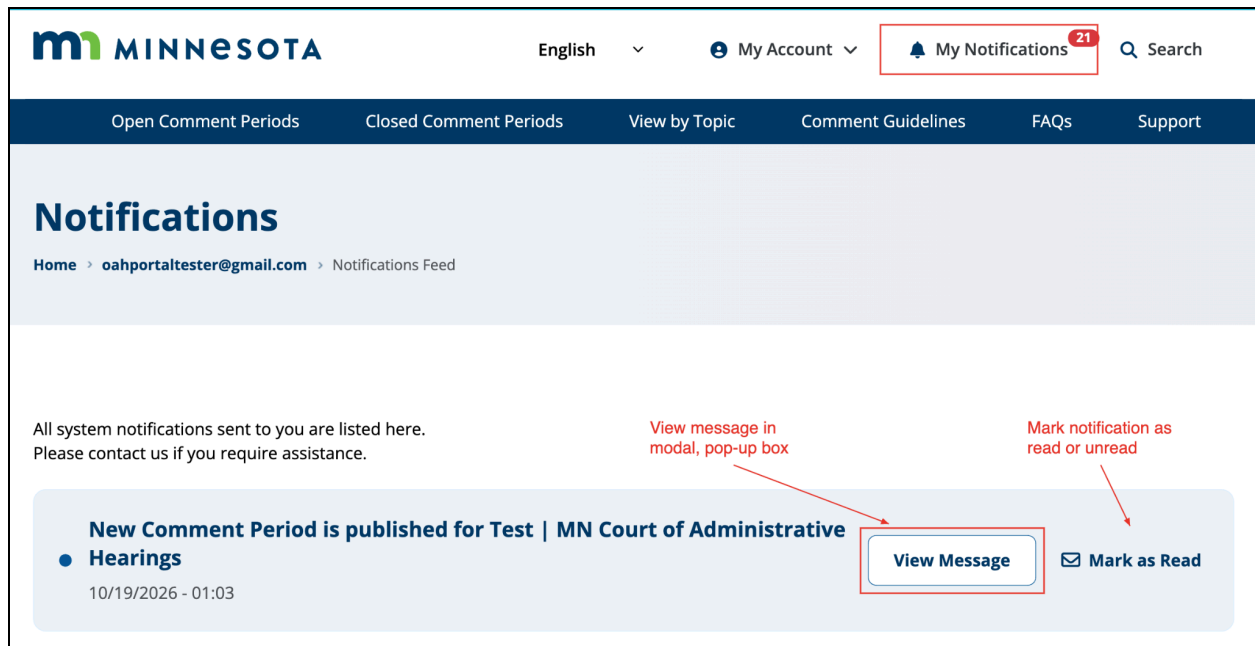


Figure: User Notifications Feed Page

Users can click on the "View Message" button to view the notification related to the item they have subscribed to.

- Click the close button to close out of the notification.
- Click any message as Mark as Read or Mark as Unread.

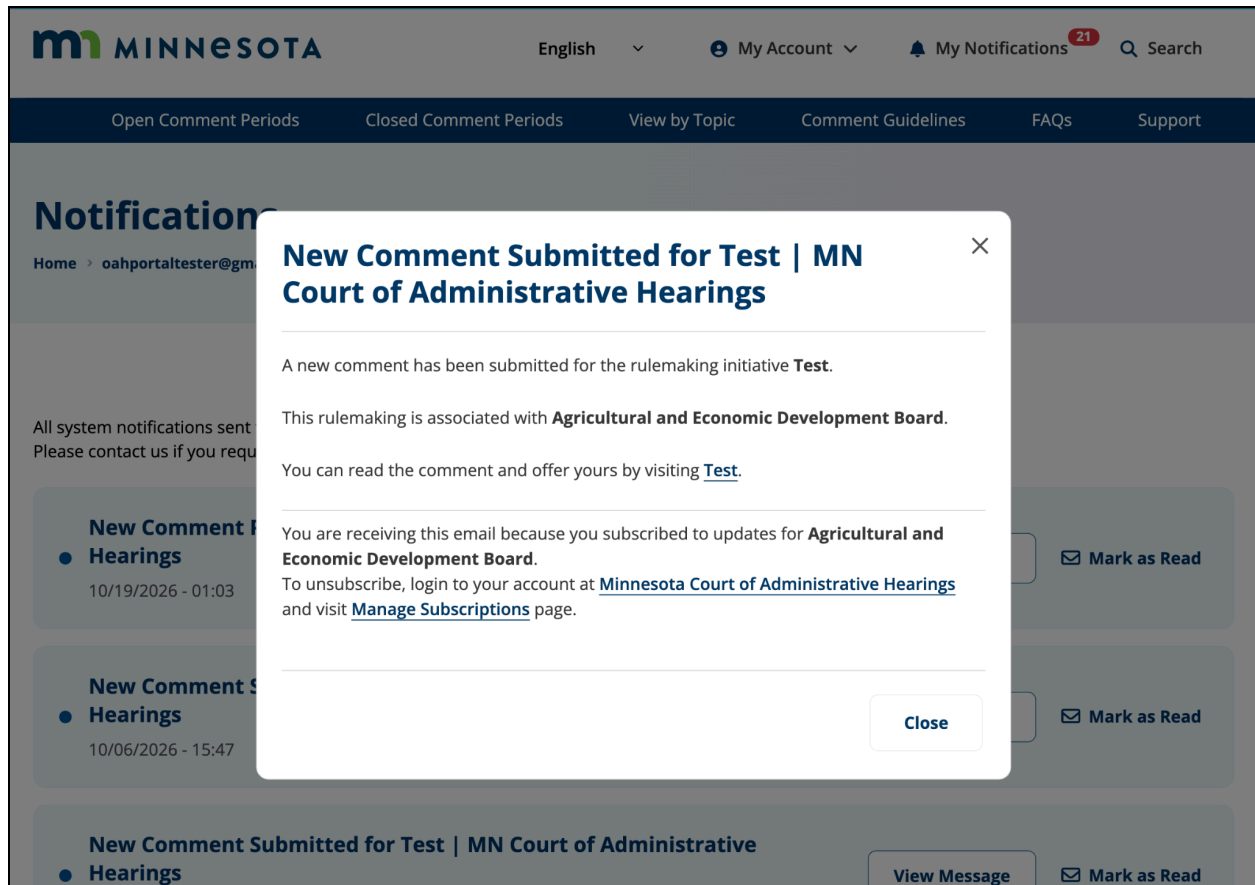
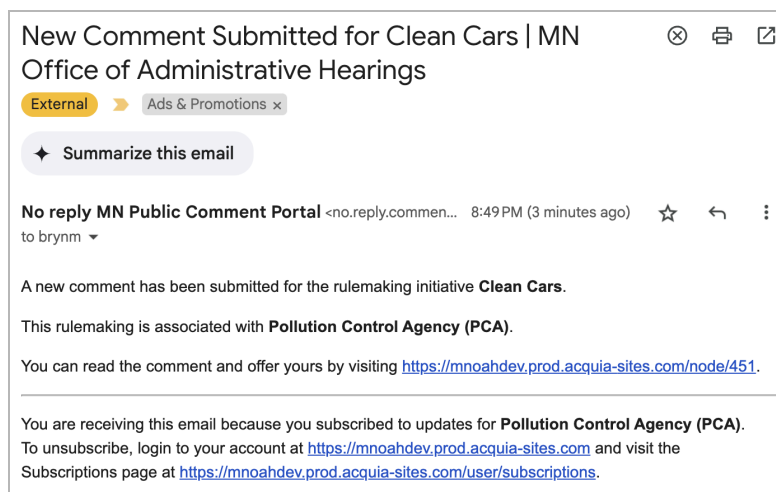


Figure: View Notification Message Modal Popup Example



FigureSample Notification Email Including From and Site Name

- Daily notifications are sent at the end of each business day.

- Weekly notifications are sent each Friday at the end of business.

Subscriptions

Users can subscribe to notifications for rulemakings, agencies and topics. Users can subscribe and unsubscribe in their Account Profile > Manage Subscriptions dashboard.

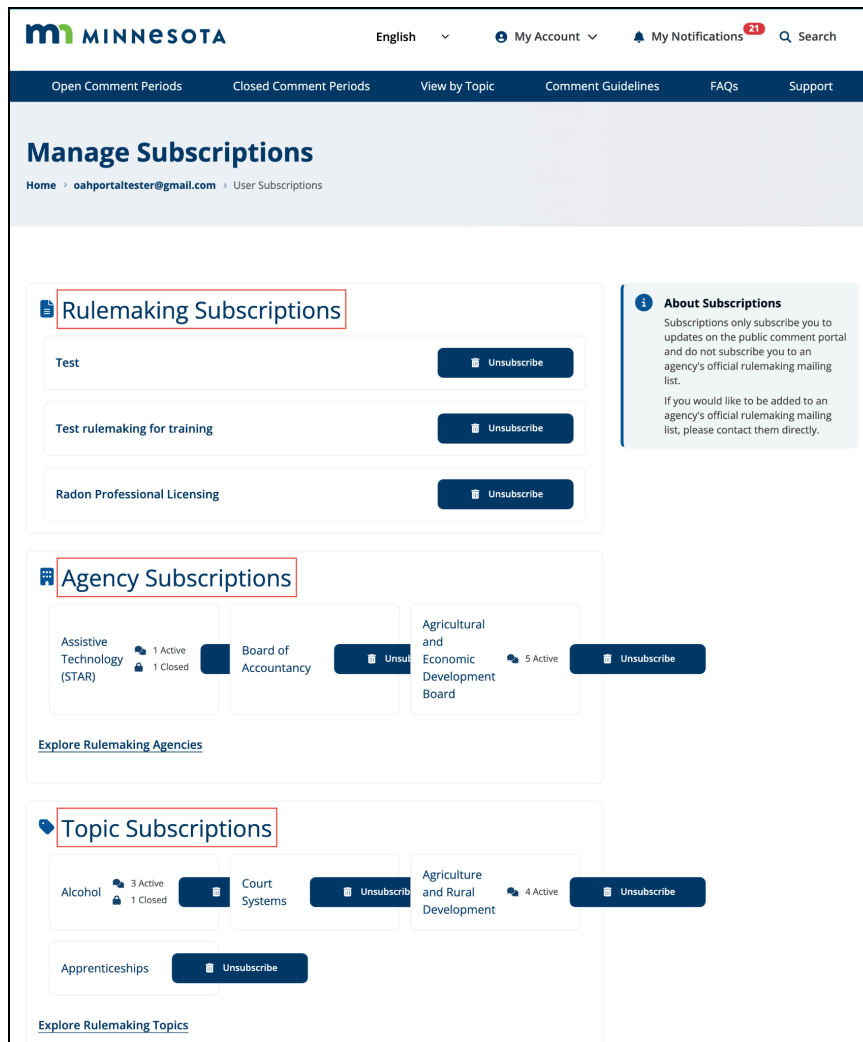
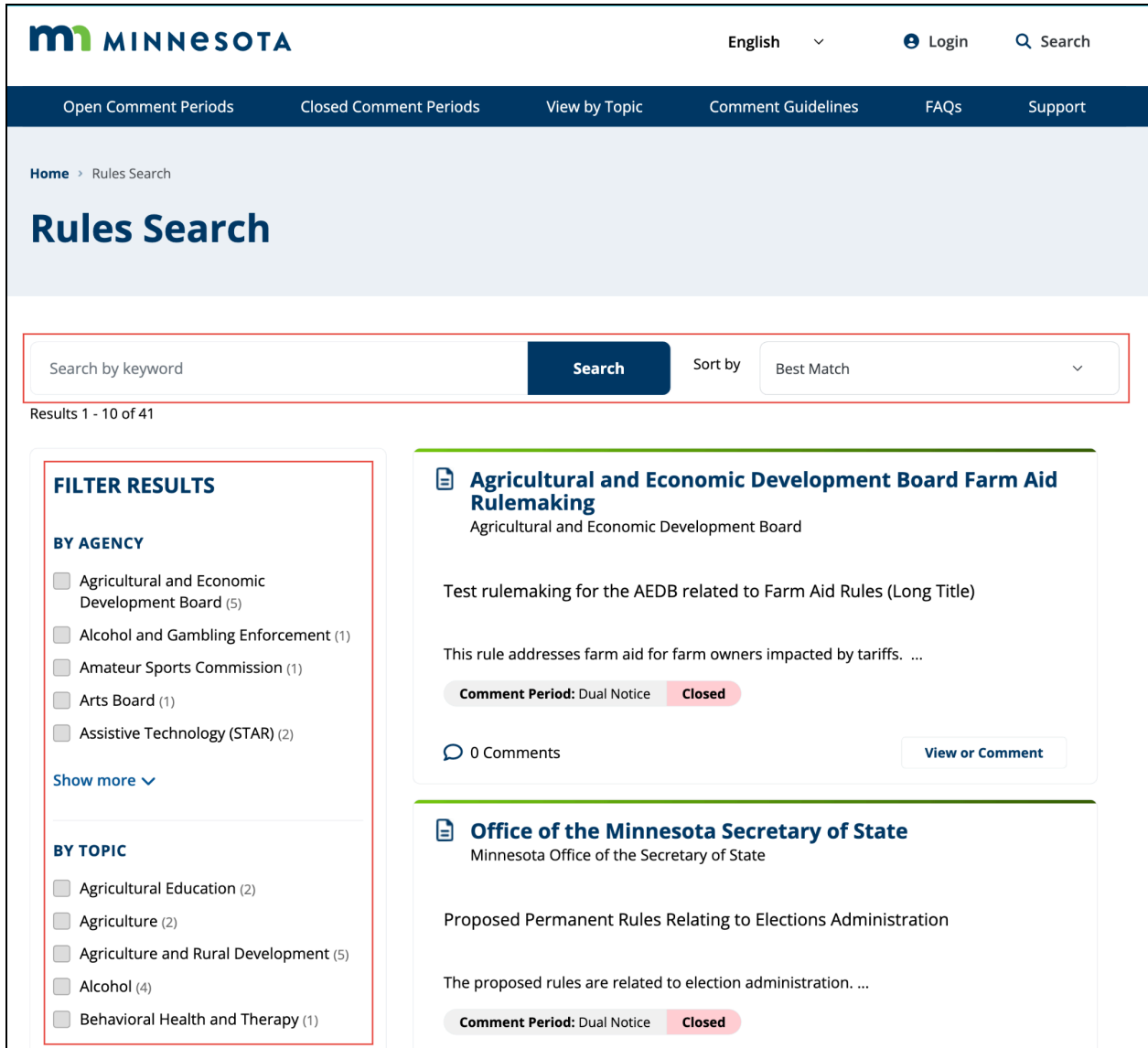


Figure: User Subscriptions Page

Site Search

The Public Comment Portal site offers advanced keyword searching, filtering and sorting on the [search page](#).



m1 MINNESOTA English Login Search

Open Comment Periods Closed Comment Periods View by Topic Comment Guidelines FAQs Support

Home > Rules Search

Rules Search

Search by keyword **Search** Sort by Best Match

Results 1 - 10 of 41

FILTER RESULTS

BY AGENCY

- ☐ Agricultural and Economic Development Board (5)
- ☐ Alcohol and Gambling Enforcement (1)
- ☐ Amateur Sports Commission (1)
- ☐ Arts Board (1)
- ☐ Assistive Technology (STAR) (2)

Show more

BY TOPIC

- ☐ Agricultural Education (2)
- ☐ Agriculture (2)
- ☐ Agriculture and Rural Development (5)
- ☐ Alcohol (4)
- ☐ Behavioral Health and Therapy (1)

Agricultural and Economic Development Board Farm Aid Rulemaking
Agricultural and Economic Development Board

Test rulemaking for the AEDB related to Farm Aid Rules (Long Title)

This rule addresses farm aid for farm owners impacted by tariffs. ...

Comment Period: Dual Notice **Closed**

0 Comments [View or Comment](#)

Office of the Minnesota Secretary of State
Minnesota Office of the Secretary of State

Proposed Permanent Rules Relating to Elections Administration

The proposed rules are related to election administration. ...

Comment Period: Dual Notice **Closed**

[View or Comment](#)

Figure: Rules Search page with keyword search, sorting and filters

