MINNESOTA

Public Comment Portal
User Help Guide

User Help Guide Contents

View a Comment Period 1

Top Title Area 1

Right Sidebar 2

Main Content 3

Details & Subject of Rules 3

Submit a Comment 4

View Comments Submitted this Period 6

View Comments from Closed Periods 7

Site Search 7

Accounts 8

Register for an Account 8

Log in 10

Reset Your Password 12

User Profile 13

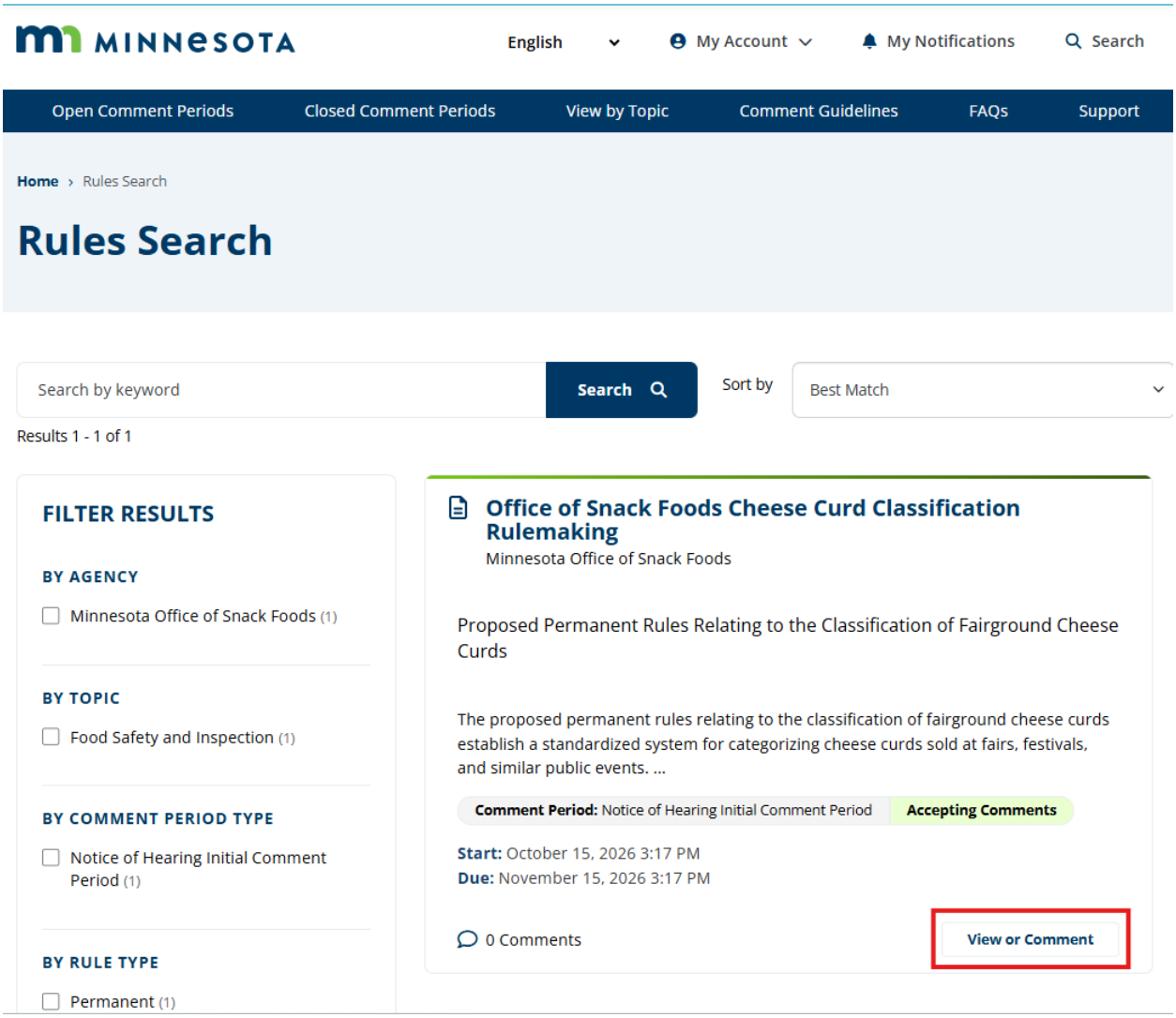
Notifications 14

Subscriptions 15

View a Comment Period

1. To view a comment period page, navigate to the homepage, the **Open Comment Periods** page, or search by keyword.

2. When you find the comment period you want to open, click the **View or Comment** button.



Top Title Area

On the top of the comment period, view the rulemaking name, comment period status, and the date the comment period ends. If you are logged in, you will also see a button to subscribe to the rule.



Right Sidebar

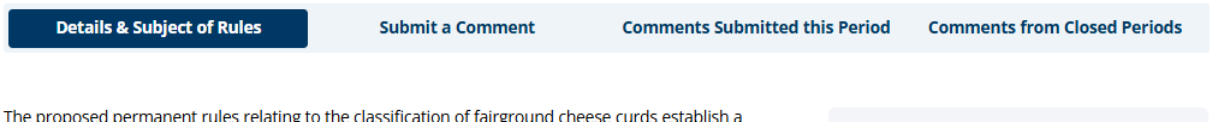
On the right sidebar, users can view the details of this proposed rulemaking:

- Rule details such as the revisor ID number, CAH docket number, rule type, rule chapter and statutory authority;
- Agency information including agency name, link, contact, and address; and
- A timeline of key dates, such as comment deadlines and hearings.



Main Content

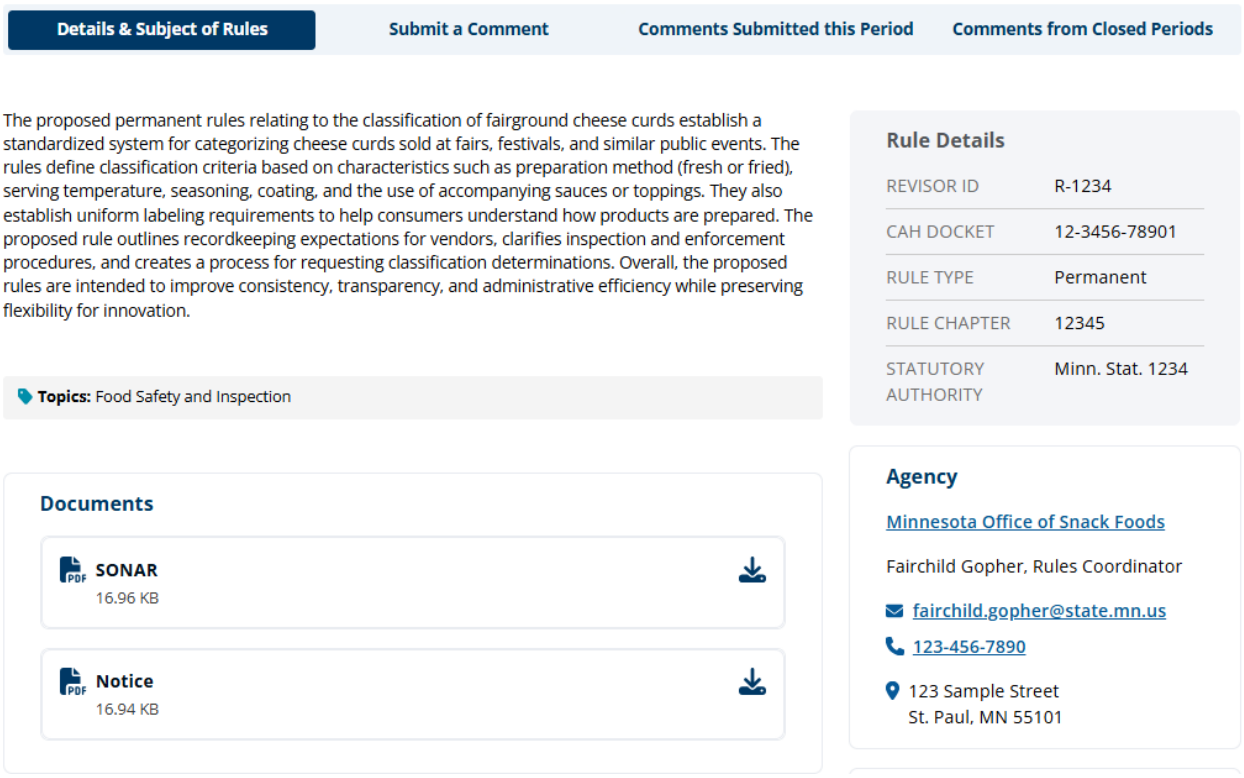
In the main content area, users can see four tabs: Details & Subject of Rules; Submit a Comment; Comments Submitted this Period; and Comments from Closed Periods.



Details & Subject of Rules

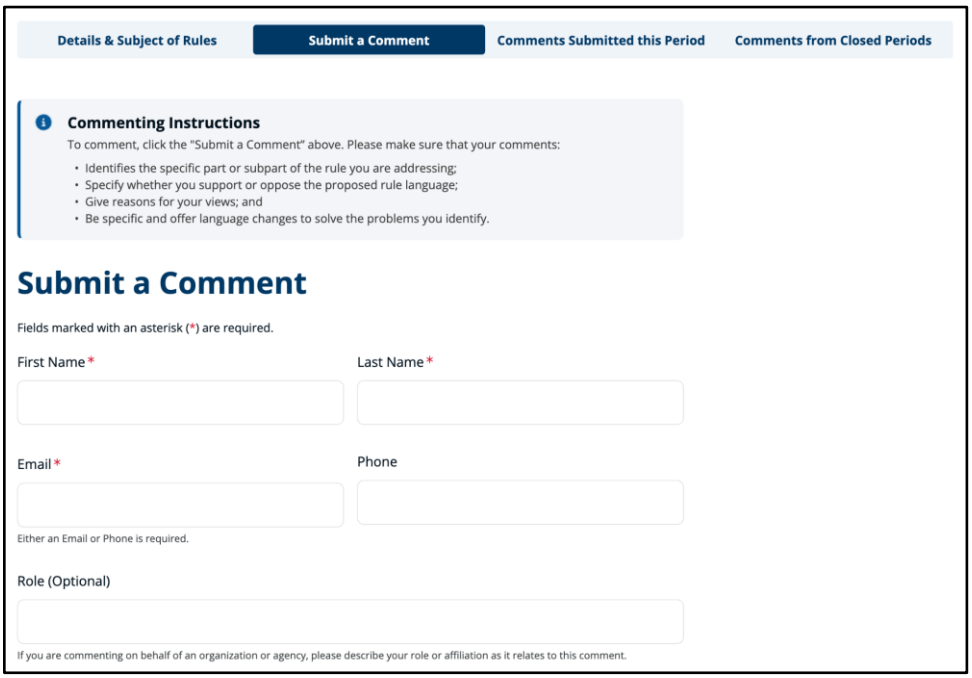
This tab displays the description and documents related to the proposed rule. This is information provided by the agency that created the proposed rule. Users can click documents to download and view.

The comment periods associated with this rulemaking are listed below Documents. There may be multiple comment periods.



Submit a Comment

1. To comment, navigate to an open comment period and click the **Submit a Comment** tab.



2. Complete the comment form:

- Enter your **First Name**. This field is required.
- Enter your **Last Name**. This field is required.
- Enter **either** (or both) your **Email** and **Phone** number. **One of these two is required.** The Email box is noted as required with an asterisk. You can choose to skip the Email field (and enter nothing), but then you will be required to enter your phone number.
- Enter your **Role** if you represent a company or organization with your comments.
- **Optionally,** enter your **Mailing Address**.
- Enter your **Comment** in the Comment input text area.
    - **Note:** Either a comment or an uploaded file containing your comment is required. Instead of adding your comment in this text area, you may choose to upload a file that contains your comment.



- Enter the **part of the rules you are commenting on**.
- **Optionally, upload Comment Files that relate to your comment.** You may upload a maximum of 20 files. Each file has a 256 MB size 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.
    - To attach a file:
        1. Click **Choose Files**.
        2. A file selection window opens. Select the file you want to upload.
        3. Click **Open**.
        4. If successful, the file is listed under File information with a Remove button.



5. Add another file by repeating Steps 1-3.

- Turn **on** the I agree to the Terms & Conditions toggle and the Minnesota Government Data Practices Act toggle (both are required).



- Review the information you entered to ensure it is complete. Then click **Submit Comment**.

- If successfully submitted, the system displays "Your comment has been submitted." It may take a moment for your comment to appear in the list. Refresh the page to see it.



  - If your comment was not submitted, locate the system-generated error blocking 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.

View Comments Submitted this Period

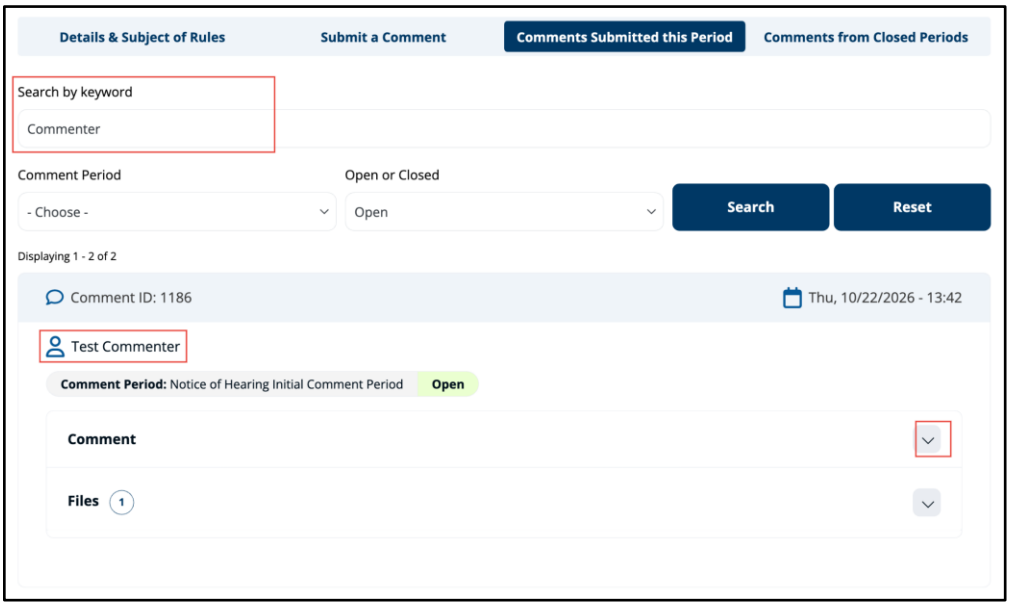
View all submitted comments by selecting the **Comments Submitted this Period** tab.



This screen displays individual comments for the current, open comment period.

- Each individual comment displays the comment ID, author, date and time of submission, and comment period type.

- The most recent comments are displayed at the top of the list.
- To search comments, enter keywords in the **Search by keyword** box and click **Search**. Comments can be searched by comment text and author name.



- Click the down arrow next to **Comment** to view the comment text.
- Click the down arrow next to **Files** to view any uploaded files submitted with the comment. You may also download the files.
- Under Files, click **Download Comment Files** to download all files submitted with the comment. The system will combine and download all files into one compressed .zip file.
- Some comment periods may include a Request for Hearing option. After Request for Hearing, click the down arrow to view request for hearing information.

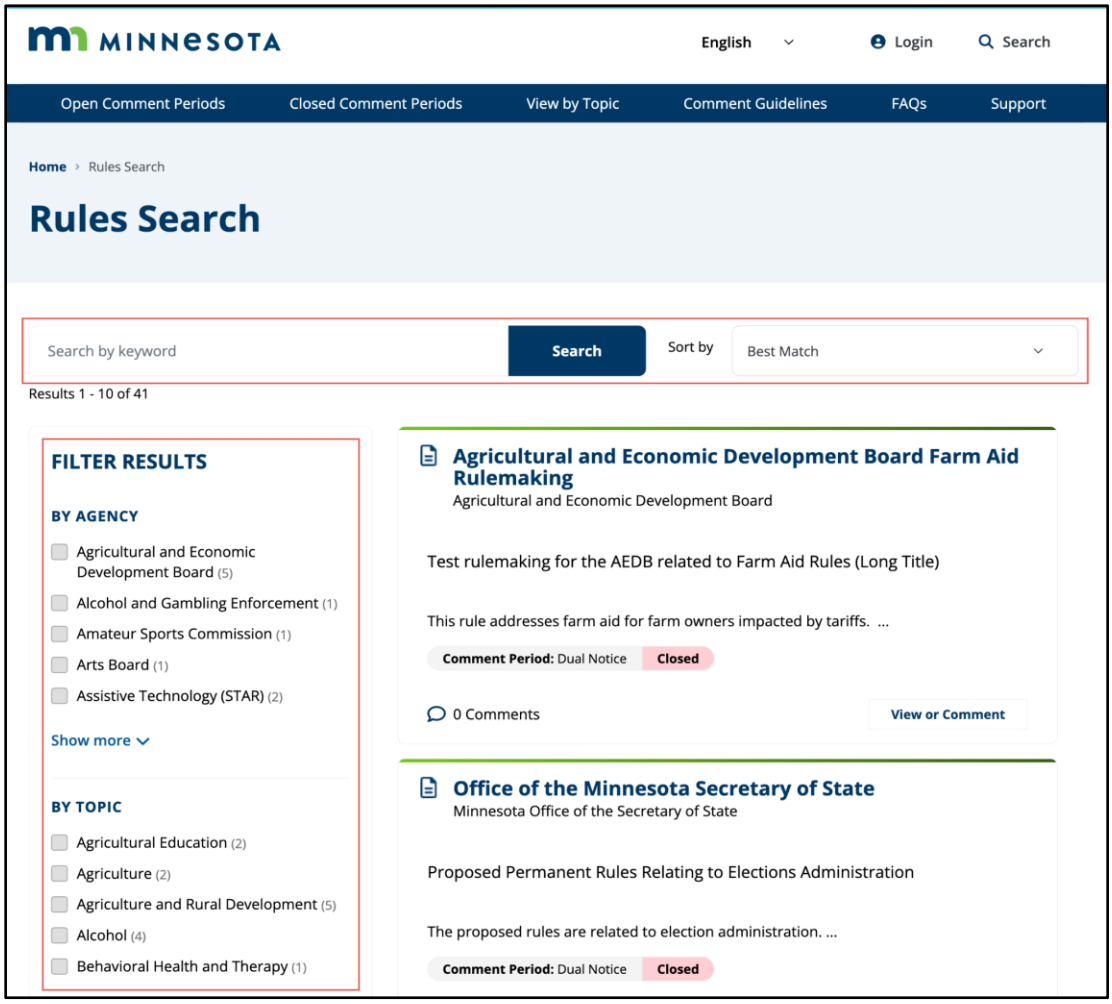
View Comments from Closed Periods

This tab displays comments associated with this rulemaking that were submitted on a comment period that is closed and no longer accepting comments.

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

Site Search

The Public Comment Portal offers advanced keyword searching, filtering and sorting. Check any boxes on the panel on the left side of the search page, or filter by keyword using the search box at the top of the page.



Accounts

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

- Subscribe to rulemakings, comment periods, topics, and agencies.
- Manage their notification preferences, including whether notifications are sent within the portal or via email, and how frequently notifications are sent.
- View their notifications.

Register for an Account

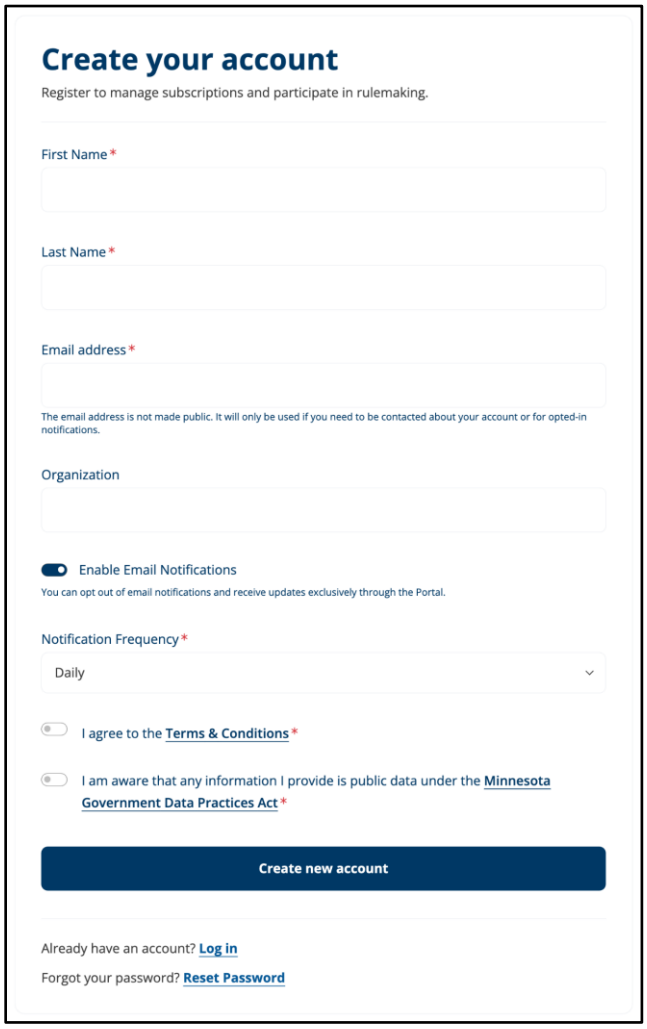
1. Click **Login** in the top right corner.
2. Click **Register a New Account.**

3. Enter your first name, last name, email address, and organization name (if applicable).

4. If you want to receive email notifications, ensure that the Enable Email Notifications toggle is turned on.

5. Turn on the Terms & Conditions and Data Practices Act toggles (both are required).

6. Click **Create new account**.



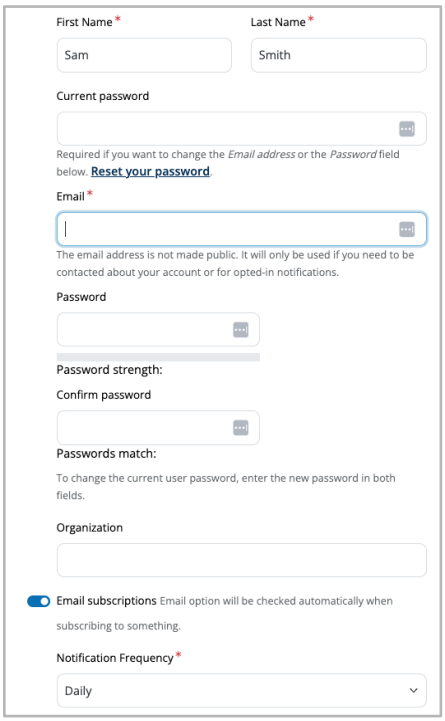
7. A welcome email message with further instructions is sent to the email address. A confirmation message appears on the screen to confirm the welcome email was sent. The welcome email includes a one-time sign in link to Set a Password.

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

9. Click **Log in**.



10. 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 *.



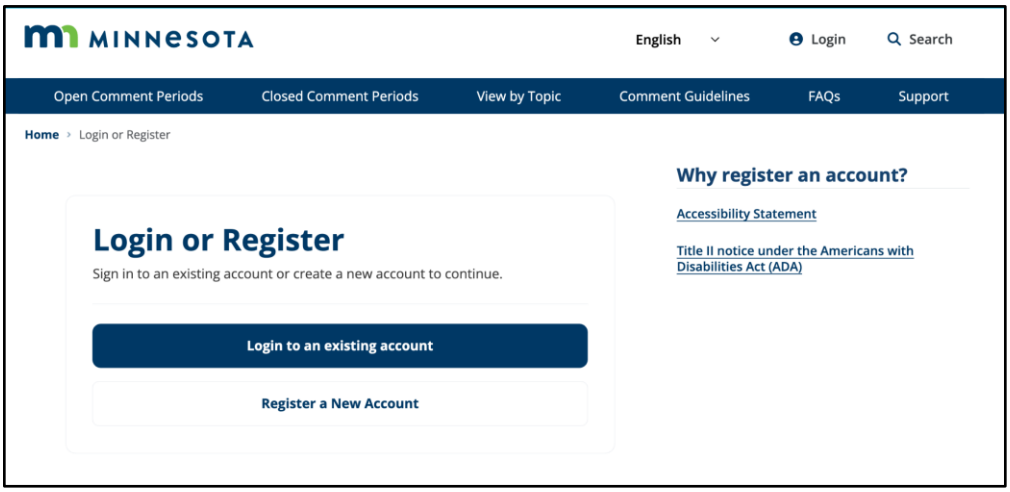
11. Keep email subscriptions enabled (highlighted blue with a dot to the right) if you want to receive email notifications about comment periods, rules, topics, and agencies you subscribe to. Alternatively, toggle the email subscription button off (outlined blue with a dot to the left) and you will receive notifications only in the portal.

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

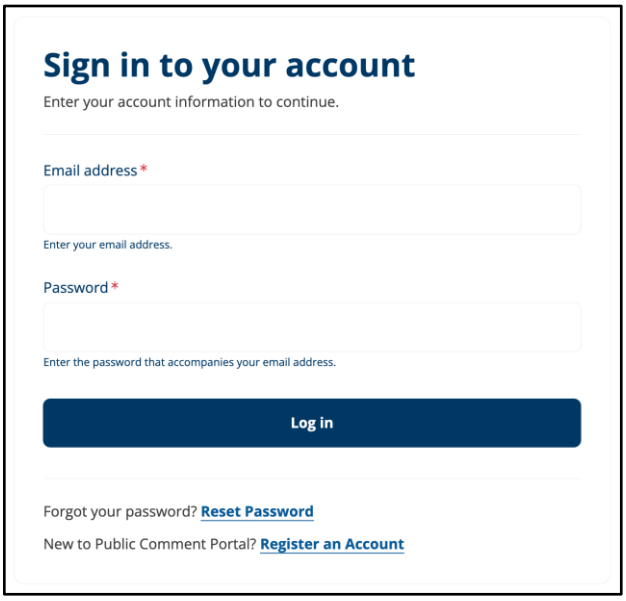
13. Click **Save**. Your account is now set up. You can view new options in the **My Account** tab.

Log in

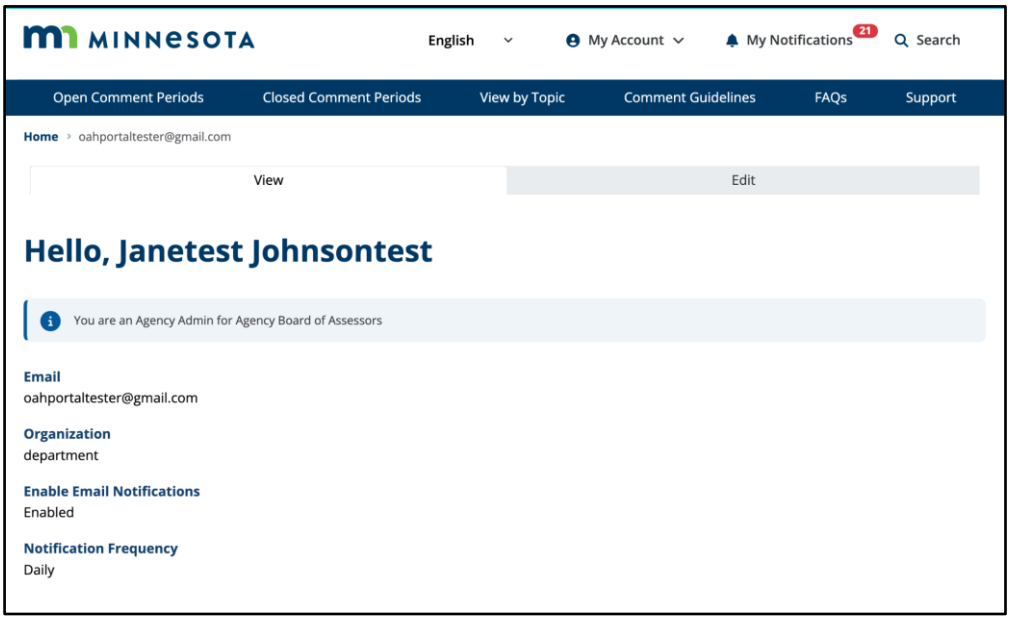
1. Click **Login** at the top of the page.



2. Click **Login to an existing account**.



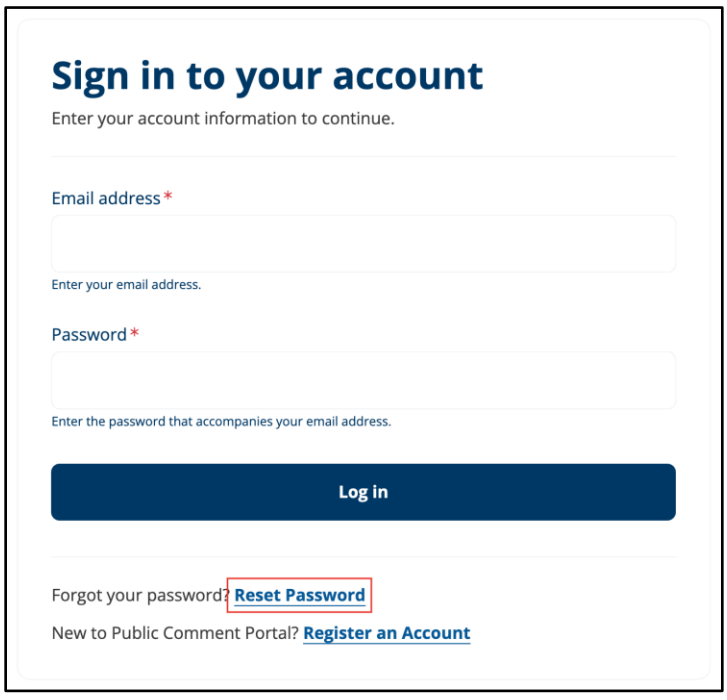
3. Enter your email and password.
4. Click **Log in**.
5. After a successful login, you are redirected to your User Profile page and can navigate the Portal.



Reset Your Password

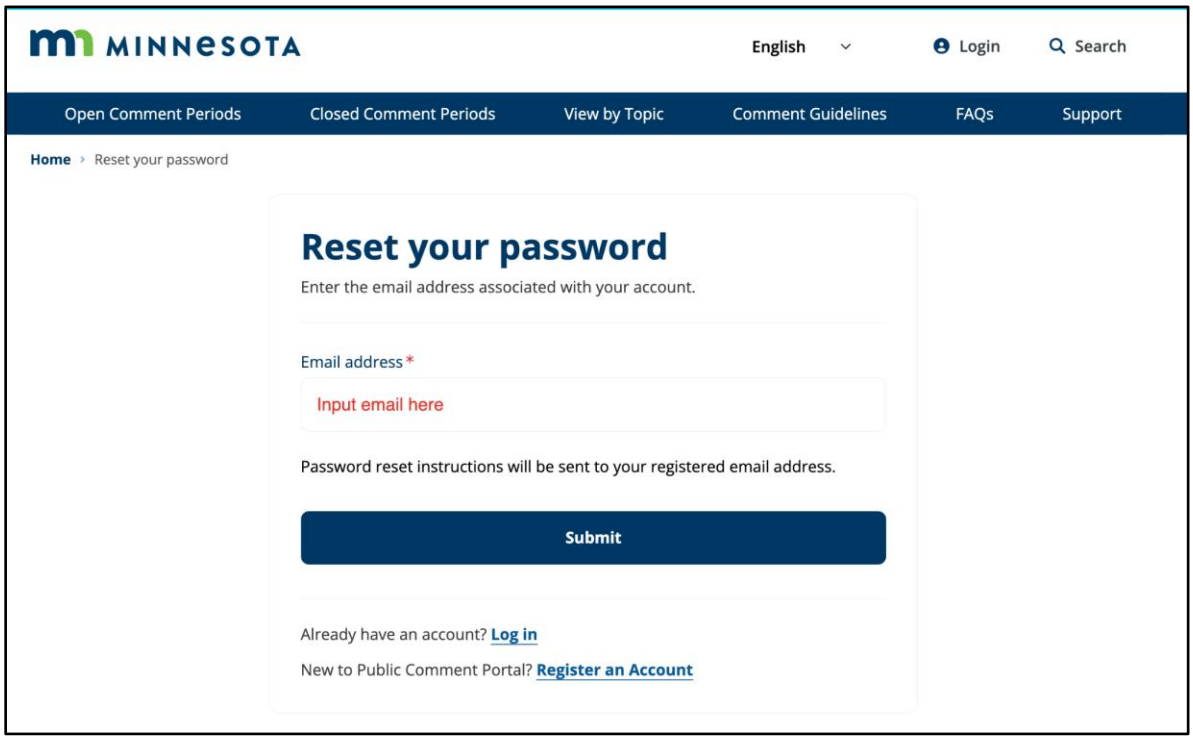
If a user has forgotten the account password, the user can create a new password using their registered email address for authentication.

1. Click **Login** at the top of the page.
2. Click **Reset Password**.



3. Enter the account email address in the Email address field.

4. Click **Submit**.



5. 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."

6. Proceed to your email account to locate the email sent from the system.

7. The email is titled "Replacement login information for CAH at Minnesota Court of Administrative Hearings.

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

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

10. Enter a new password in the password field.

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

User Profile

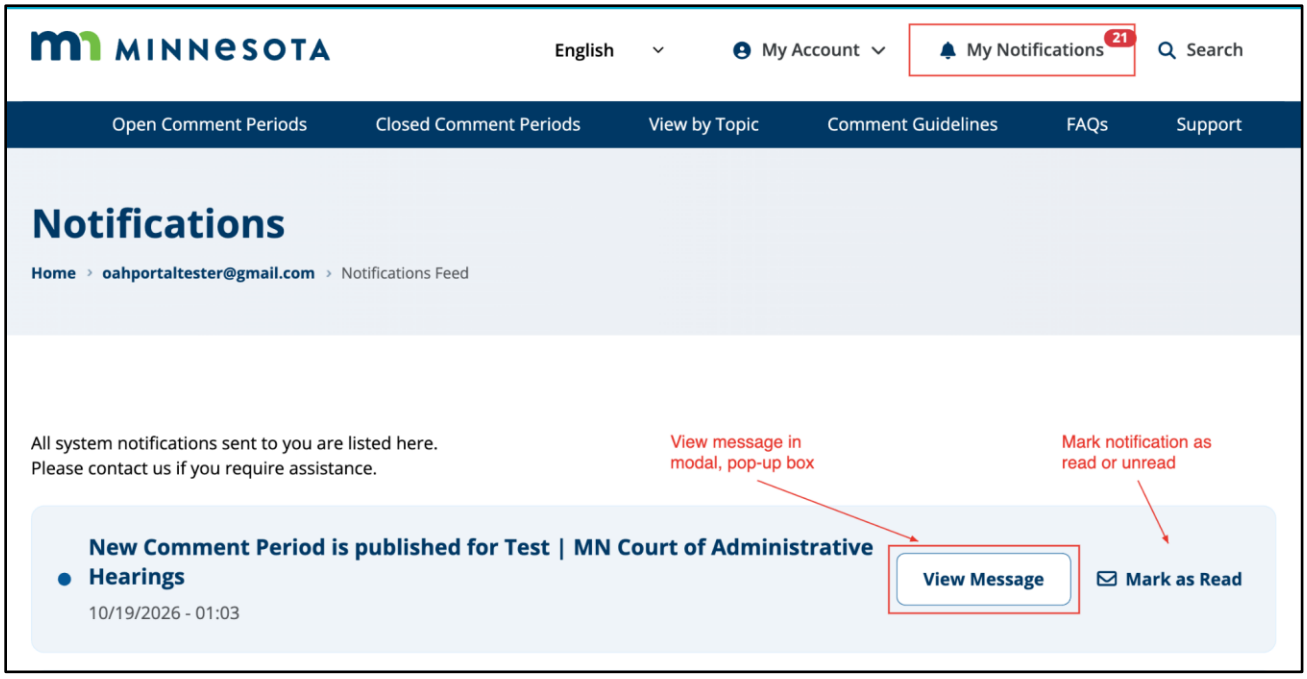
- After a successful log in, users can view and edit their profile information.
- Users can edit their profile and log out from the My Account link at the top.

- Users can edit their name, email, password, and portal message notification preferences.

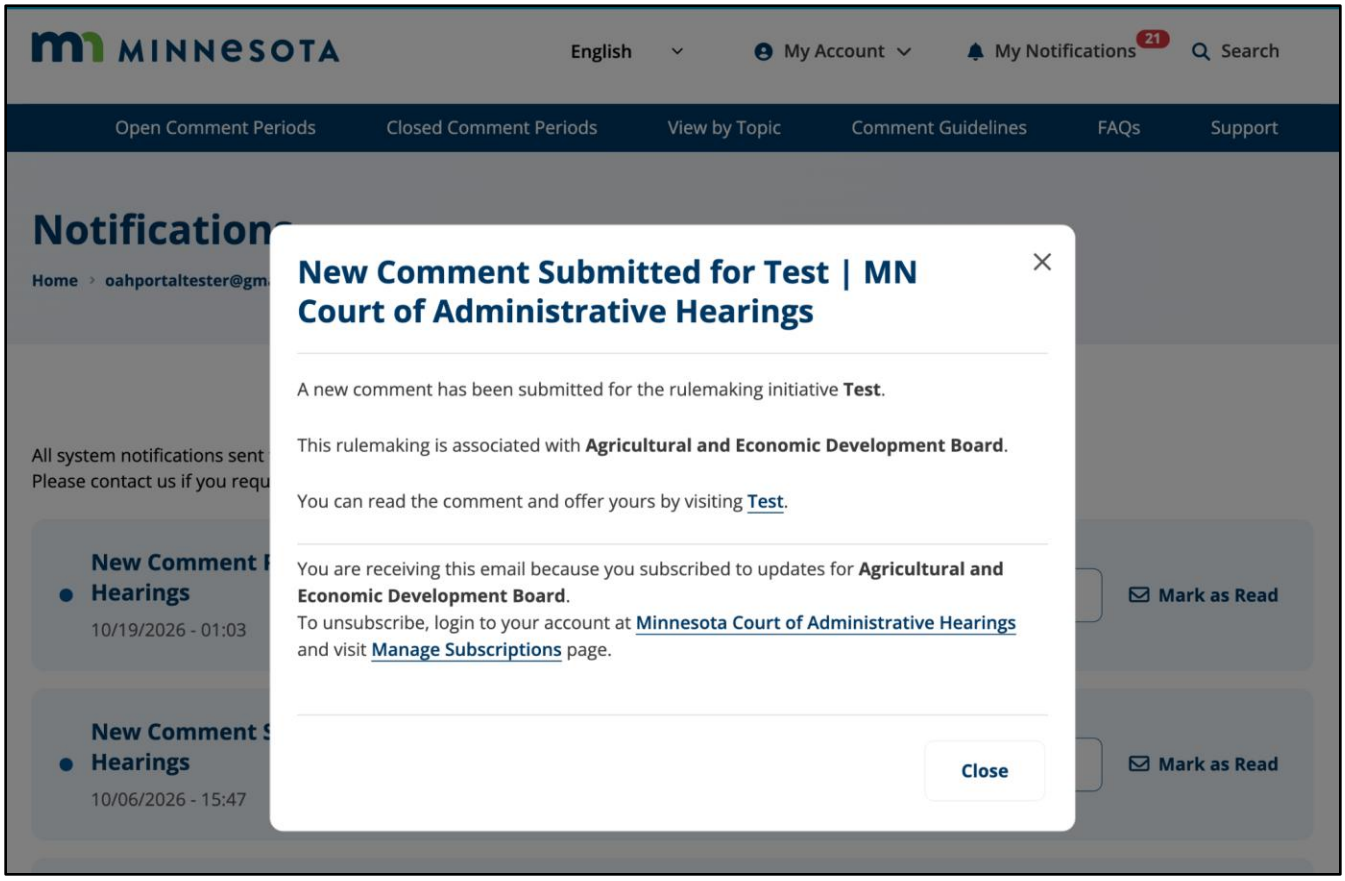
Notifications

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

- Notification frequency can be edited in each user's profile information.
    - Options include no email, immediate, daily and weekly notifications. Daily notifications are sent at the end of each business day. Weekly notifications are sent each Friday at the end of the business day.
- To view all notifications, click **My Notifications** at the top of the screen.
- Click any message as Mark as Read or Mark as Unread.
- Click **View Message** to view a notification.

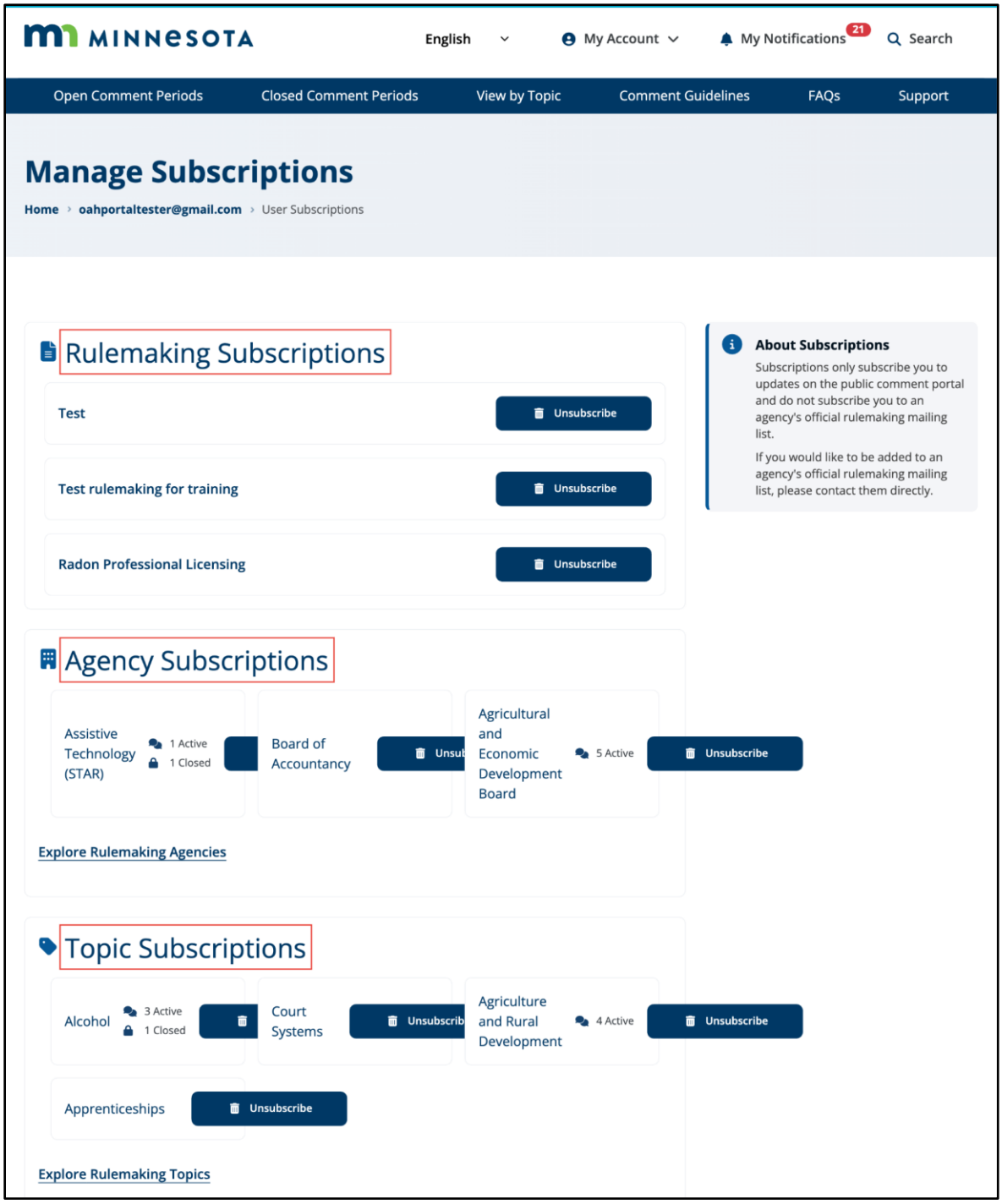


- Click the close button to close out of the notification.



Subscriptions

- Users can subscribe to notifications for rulemakings, agencies and topics.
- Subscribing to receive notifications from the Public Comment Portal is not the same as subscribing to an agency's rulemaking mailing list. To subscribe to an agency's rulemaking mailing list, please contact the agency directly
- Users can subscribe, unsubscribe, and view their subscriptions by clicking My Account > Manage Subscriptions.


MINNESOTA
English
My Account
My Notifications 21
Search
Open Comment Periods
Closed Comment Periods
View by Topic
Comment Guidelines
FAQs
Support
Manage Subscriptions
Home › oahportaltester@gmail.com › User Subscriptions
Rulemaking Subscriptions
Test
Unsubscribe
Test rulemaking for training
Unsubscribe
Radon Professional Licensing
Unsubscribe
About Subscriptions
Subscriptions only subscribe you to updates on the public comment portal and do not subscribe you to an agency's official rulemaking mailing list.
If you would like to be added to an agency's official rulemaking mailing list, please contact them directly.
Agency Subscriptions
Assistive Technology (STAR)
1 Active
1 Closed
Board of Accountancy
Agricultural and Economic Development Board
5 Active
Unsubscribe
Explore Rulemaking Agencies
Topic Subscriptions
Alcohol
3 Active
1 Closed
Court Systems
Agriculture and Rural Development
4 Active
Unsubscribe
Apprenticeships
Unsubscribe
Explore Rulemaking Topics