Step-by-Step Instructions for Submitting Comment Letters via Regulations.gov
NLIHC

The Office of Management and Budget has a summary, "How You Can Effectively Participate in the Regulatory Process Through Public Comment" available here. This may be useful in drafting your comment.

Note: Comments are made public online, so refrain from posting personally identifiable information.

Do not send comments via US Postal Service because your letter would have to go through off-site security tests and could be delayed.

To submit your comments, go to https://www.regulations.gov

There you will see a big blue box that says,

"Search for dockets and documents on agency actions:"

In the search line, you have two options:

1. Type in the Docket Number
2. Type in the relevant phrase, such as "Disparate Impact" (making sure to use quotation marks)

   Either way, up pops the item.

Next, click on the blue **"Comment"** button on the right.

Assuming you've written at least a page of text, we suggest *not* inserting it in the big "comment" box.

Instead, we recommend using the **"Attach Files"** button just below the big "comment" box.

There you will have to click on **"Browse"**.

That should open your own computer files. Go to your appropriate folder and select your comment letter. Then choose "open" on your system. That should attach your comment letter in the regulations.gov system.

Then enter your email address, define yourself as an individual/organization, etc. You may note in the **"Comment"** box a simple summary, such as "[YOUR ORGANIZATION] comment in response to the disparate impact rule".

Then click **"Submit Comment"** at the bottom of your screen.

If you want to see what others have submitted, click on the item you're submitting a comment for. You will see a tab called "**Document Comments**," where you can click on each submitted comment and read through.