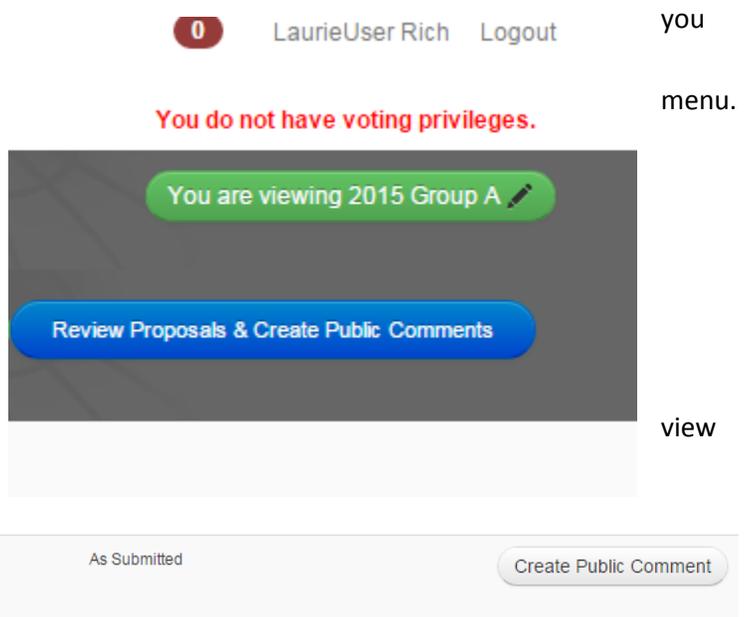


Creating Public Comments with cdpACCESS

- 1) Log into cdpACCESS.com. You can reset your password from the front page of the site.
- 2) Click on 'Public Comments' at the top of the page



- 3) Make sure you are viewing Group A. If you are not, click on the green button and choose Group A from the dropdown. Click 'Confirm' to close the window.
- 4) Click 'Review Proposals & Create Public Comments' in the upper right.
- 5) View the list of proposals. You may search for a proposal by typing the Code Change number (e.g. FS999) in the 'Search' box at the top of the screen.
- 6) Click on the Code Change number to the proposal, or click 'Create Public Comment' to begin work.

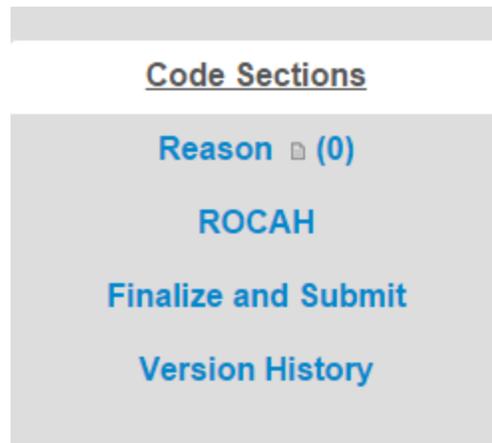


- 7) Choose a Requested Action in the upper left.

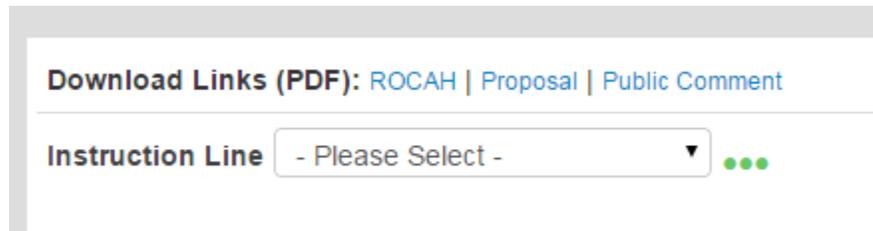
If you choose "Approve as Modified by This Public Comment", see below. If you choose any other Requested Action, please jump to the next section.

To add and modify code sections from the original Proposal:

- 1) On the right side, click 'Code Sections' to begin creating your change.



- 2) Choose an Instruction Line in the upper left, read the warning text and click 'Choose This' to accept.

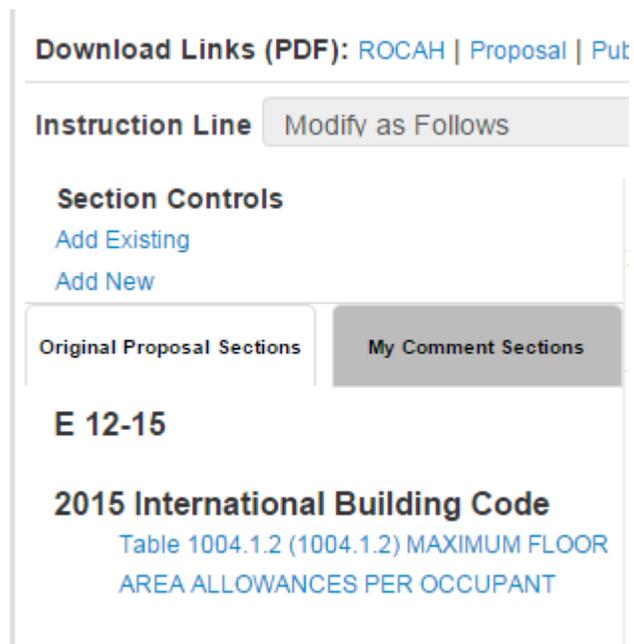


If you choose Modify as Follows or Further Modify as Follows, you will be working with the proposal text as the basis for your Public Comment.

If you choose Replace Proposal As Follows, you will be working with the original code books as the basis for your Public Comment. This should only be used for large proposals with many sections. Otherwise, you are not indicating in your public comment how the comment differs from the original proposal and thus responds to the committee's action.

- 3) To modify a code section that was in the original proposal, click on that code section. An editing window will open in the center of the page, with a clean (no legislative markup) version of the proposal text. If the committee modified the proposal, those modifications are already worked into the text.

Make your modifications in the center window. The system will automatically create legislative formatting and display it on the right hand side of the screen.

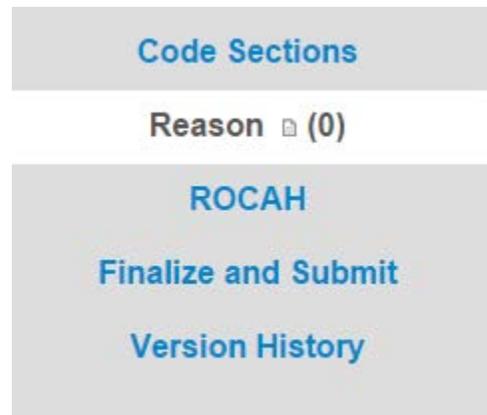


Click 'save' when you have finished work on a section.

- 4) To add new code sections to your proposal from the original code books, click 'Add Existing'. You can choose the book, chapter, and section to add. Click the check mark next to the code sections you wish to add to your Public Comment and click 'Add Selected Sections to your Public Comment'.
- 5) To add new code sections to your proposal that are *NOT* in the code books or the original proposal, click 'Add New'. Choose what type of code section you would like to ask, and then select which book, chapter, and section you would like your new code section to be added to. Click 'Create New Content'
- 6) Newly added content will always appear in the "My Comment Sections" tab in the left column.
- 7) Reminder: Do not copy and paste directly from word processors like Microsoft Word.

Add your Reason Statement and Submit your Public Comment:

- 1) Choose "Reason" in the right hand column
- 2) Click the "Edit" button at the top of the screen
- 3) Type your Reason statement and Bibliography into cdpACCESS. Do not copy and paste directly from word processors like Microsoft Word.
- 4) If you would like to add images to your Reason Statement or include any documentation, click 'Files' button at the bottom of the screen and your files. Please indicate clearly in your reason statement where these images should be



directly from the 'Add upload' located.

- 5) Click 'Save'
- 6) Click on the 'Finalize and Submit' tab
- 7) Fill out all necessary Proponent information, including your employer information.
- 8) Choose a Copyright Form. Click on it to open and enter your Full Name and Entity Represented. Check the box to indicate you have signed the form and click 'Save'.
- 9) Review the submission checklist and, if you are ready, click 'Submit Public Comment to ICC'
NOTE: once you have submitted your comment to the ICC, you will no longer be able to make any changes.