

Clicking on the interactive document icon will open up the document itself in the interactive document format. On the left side of the screen, you will notice that the document is broken down by sections. Clicking on one of these sections will display the content on the right side.

In this example, I'm going to comment on a few items; first of all, an incorrect date. All I would need to do is highlight the text that I want to comment on and click [Click Here to Submit Comment](#). Doing so will open up a new window titled [Comment Submission Form](#). Whatever you've highlighted in the previous window can easily be pasted onto this new form by clicking [Copy Selected Content](#). You'll notice that that content is pasted in this selected content window along with the document section ID where that text is located.

After you've copied your selected content, go ahead and enter in a comment title along with some content in the main body of the comment form. Once you have done so, in the lower right section of this document you can click [Add Comment](#). The screen will refresh, but if you scroll down towards the bottom of this page you will notice that your comment has been recorded.

Should you wish to add multiple comments to your original submission, you can easily jump between the document window and your comment submission window and add any additional comments.

In this example, I'm going to make a comment on the second paragraph of this proposed action. All I would need to do is highlight that text. If my comment submission window is still open, I can jump back to that, copy selected content, and add in my comment title and comment itself. Once again, after you have copied your selected content, add a comment title and add your comments in the main body of this comment form.

Keep in mind that should you wish to add an attachment, you can use the bottom portion of this form to browse additional attachments that you wish to add to your submission. You can do so down here.

The second note that we'd like to add is in the comment form itself you can be as specific as possible on your comment. That would be very helpful to the BLM individuals working on this project.

Let's go ahead and click Add Comments. Again, the comment form refreshes, but if you scroll down towards the bottom, you'll see that not only do I have the new content that I just added, but I also have the original comment that I just added in a few minutes ago. You can keep doing so for however many comments you wish to add. Once you've added all your comments, click the Next option.

The second component of the comment submission form is the name and address page. Here you will add all the contact information that is required. The required information is usually designated by the red asterisk.

All of the contact information has now been filled in. Once you have all the contact information filled in, click Add Submitter. Again, the screen refreshes just like the previous one. Scroll down towards the bottom and you'll see that the submission for that individual has been reported.

Just like the previous screen, if you wish to add additional submitters to your one submission, you can do so by just adding in that person's information on the screen and then clicking Add Submitter. You can do so for however many individuals you wish to add to your one submission.

Once you are ready to move on, you can click Next in the lower right. What we have here is the third component of the comment submission form, which lists all of the contact information for the individuals that are on the submission as well as all of the

comments that you have commented on. On the right side of the screen there is an option to download or print your comment and contact information for your own records.

Also, please note the disclaimer section down below. In this example, these disclaimers focus on privacy information and whether or not you wish to be on a mailing list for this project. After you've read through the disclaimers, go ahead and click on the submit button in the lower right portion of this page.

The fourth component of the comment submission form is an acknowledgement form, which gives you a unique ID related to that project. It'll summarize all of the individuals associated to this comment, as well as the comments you have entered in.

Again, on the lower right area of this page you have the option to download or print this information for your own records, and this includes the comment submission process in ePlanning.