

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

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

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

There you will see a **big blue box** that says,

“SEARCH for: Rules, Comments, Adjudications or Supporting Documents:”

In the search line, type in “Affirmatively Furthering Fair Housing” – and up pops the item. (In the future, sometimes it is easier to search by the docket number [in this case Docket No. FR-6123-A-01] but I tried it and it is far less efficient.)

Next, click on the blue **“Comment Now”** button on the right.

Assuming you’ve written at least a page of text, I suggest **not** inserting it in the big “comment” box.

Instead I recommend using the **“Upload files”** button just below the big “comment” box.

There you will have to click on **“Choose files”**.

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 complete the name, contact information, etc.

Then go to the **“Continue”** button at the bottom right. I forget what comes next and I can’t recall it without actually submitting something. But as I recall it is all fairly straight forward from there.

If you want to see what others have submitted, go back to the page where the Affirmatively Furthering Fair Housing item was found from the search. You will see “Open Docket Folder”. Where it says “Comments” click on “View All”.