**How To Training**

**For**

**Comment on Case**

## Comment on Case

Public Comments module will facilitate the MPUC in receiving the public comments from external users regarding cases before the Commission and to publish the same for internal and external (public) viewing. Public Comments are case-specific, and are generally submitted by users who are not active parties/participants to the case.

**Objective:**

* Submit Public Comment on Case

| **Step** | **Action** |
| --- | --- |
|  | From the **External Registered User *Home* Page**, click on **Submit a Comment in a Case** **hyperlink**   * Enter valid **Case Number in text box** and click on **GO Button**      * **Comment form** will be displayed |
|  | Case Details will be displayed in the top sections of the screen   * Logged in External Registered User’s contact information will be system populated * Enter all required information indicated by a red asterisk **( \* )** |
|  | * To append a document, click on **Add/Remove Attachments Button** |
|  | * Click on **Post Comment Button** |
|  | * Public Comments will be posted in the Case File Screen under the Public Comments Tab for the specified case. |