

# Submitting a Comment on an Agenda Item

A screenshot of the eComment portal submission page. It shows a text input field with a red arrow pointing to it, indicating where to enter a comment. Below the input field are three radio buttons for "Oppose", "Neutral", and "Support", with "Support" selected. A red arrow points to the "Support" button. At the bottom, there is a "Submit Comment" button with a red arrow pointing to it.

The Council's new eComment Portal is a convenient way to submit a comment or attach correspondence to be included in a hearing record. This may be done in addition to or in lieu of verbal testimony.

## Please follow these easy steps to successfully comment and/or submit testimony:

1. Select the **eComment** link beside the item of interest on this webpage. The **eComment** link also appears on the Council's Calendar page of LZIS. <https://princegeorgescountymd.legistar.com/Calendar.aspx>. This will open the eComment portal.
2. First time users will be prompted to create an account. Returning users will be prompted to sign-in.  
**NOTE:** New users must verify their email as part of the account creation process.
3. Select an option that reflects your position on the item:  
**Oppose, Neutral, Support**
4. Enter your comment in the field provided (up to 1000 characters).

5. If your comment exceeds 1000 characters, there is an option to upload a letter or other supporting documentation as an attachment. To do so, click **Choose a File**, and upload your file. You can attach up to three files; however **please save all attachments in "pdf" format**.
6. Click **Submit Comment**. The following message will appear, very briefly, at the top of the page to confirm submission:

We appreciate your comments which will become part of the official public record.

**Note:** For those unable to use the portal, comments may be sent via email or fax. Testimony and comments **will not** be accepted via social media or by telephone/voice mail message.