

Submitting a Comment on an Agenda Item

The screenshot displays the Prince George's County Council eComments portal. At the top, there is a header with council member portraits and the council's name. Below this, a meeting details section shows the meeting time as April 13, 2020 at 10:00pm EDT. A disclaimer section follows, welcoming users to the portal and explaining its purpose as an alternative method of public participation. The main section is titled 'Agenda Item' and lists 'CB-XX-2020 AN ACT CONCERNING...'. Below the agenda item, there is a user profile section for Donna Brown, an 'admin' user. This section includes a 'Select a Position' area with radio buttons for 'Oppose', 'Neutral', and 'Support'. A red arrow points to these buttons. Below the position selection is a large text area for the comment, with a character count of '1000 of 1000 characters remaining'. A red arrow points to this text area. Below the text area is an 'Add Attachments' section with three 'Choose a File' buttons. A red arrow points to this section. At the bottom of the form is a blue '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.