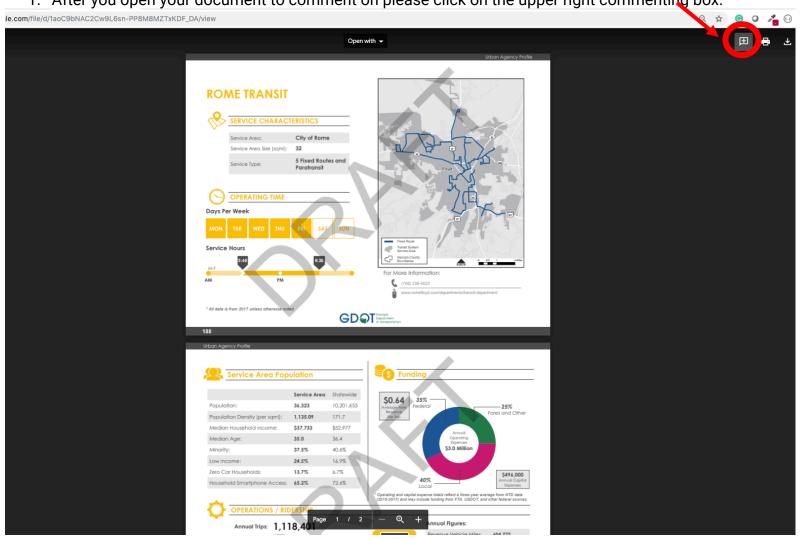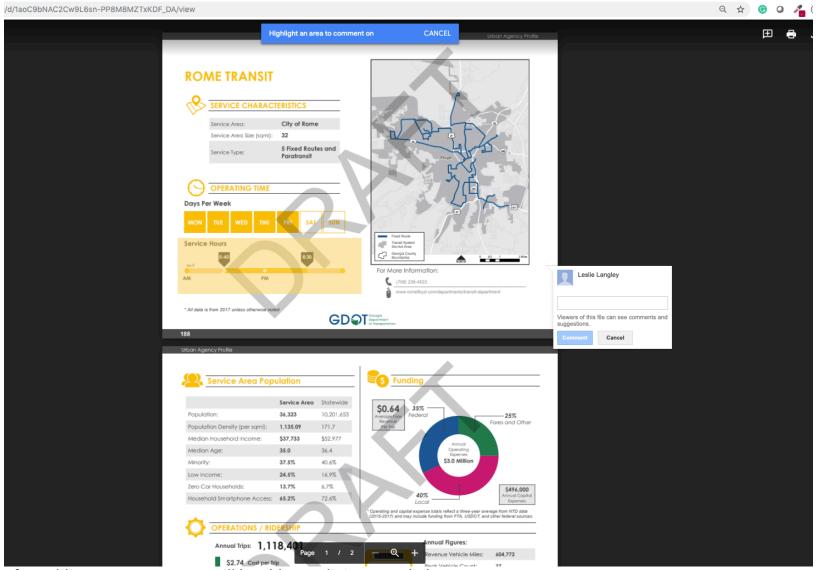# 5-step instructions on commenting

1. After you open your document to comment on please click on the upper right commenting box:

2. Then highlight the area you'd like to leave a comment on. A comment box will pop up for you. **If your name is not in the pop-up window, please ad your name to the end of your comment and agency name.**

3. After adding a comment, you will be able to edit it as needed.

4. You are also able to comment on comments submitted by other colleagues.
5. When you've finished adding your comment(s) simply close the browser tab.

Should you have any questions about the process please don't hesitate to reach out to us.

Thank you!