

Taskforce on Federal Consumer Financial Law

RFI Comment Review: Instructions for Comment Summaries

[Categories are in bold; instructions are in regular font]

- **Preliminary Note:**
 - Summarize each topic that a commenter discusses on a separate line in the spreadsheet. Each comment letter is likely to have several entries on the spreadsheet.
 - E.g., if a commenter discusses data breach issues, effectiveness of disclosures, and overlap with federal regulators, you would have three entire on the spreadsheet for that comment letter.
- **Comment No.**
 - Enter last four digits of regulations.gov docket number for the comment.
 - E.g., for comment number CFPB-2020-0013-0002, insert “0002”
 - Note: The spreadsheet is formatting to convert entries to four digits, so if you type “2” or “15,” the spreadsheet will convert it to “0002” or “0015.”
- **Link to Comment**
 - The Regulations.gov Beta website has all the comments, [[HYPERLINK "https://beta.regulations.gov/document/CFPB-2020-0013-0001/comment?sortBy=postedDate&sortDirection=desc"](https://beta.regulations.gov/document/CFPB-2020-0013-0001/comment?sortBy=postedDate&sortDirection=desc)]
 - If the comment consists of a single file, enter the link to the specific file by right-clicking on the “Download” button, selecting “Copy link address,” and pasting the link into spreadsheet.
 - E.g., Comment-2020-0013-0002 is found at [[HYPERLINK "https://beta.regulations.gov/document/CFPB-2020-0013-0002"](https://beta.regulations.gov/document/CFPB-2020-0013-0002)]. It consists of a single PDF, so you would copy-and-paste the link to the PDF file: [[HYPERLINK "https://downloads.regulations.gov/CFPB-2020-0013-0002/attachment_1.pdf"](https://downloads.regulations.gov/CFPB-2020-0013-0002/attachment_1.pdf)].
 - If the comment consists of a single file, enter the link to where all the files are found.
 - E.g., Comment-2020-0013-0003 includes four files, so you would copy-and-paste the link from your browser: [[HYPERLINK "https://beta.regulations.gov/document/CFPB-2020-0013-0003"](https://beta.regulations.gov/document/CFPB-2020-0013-0003)]
- **Commenter Name**
 - Enter full name of commenter.
 - Individuals: enter the individual’s name.
 - E.g., if Jan Consumer submits a comment, enter “Jan Consumer”.
 - Organizations
 - Insert the organization’s full name.
 - If the organization uses an abbreviation for itself, include that abbreviation in a parenthetical. E.g., if National Consumer Law Center submits a comment and refers to itself as NCLC in the letter, enter “National Consumer Law Center (NCLC)”.

- If an individual submits a comment on behalf of an organization, use the organization's name. E.g., if Jordan Smith submits a comment on behalf of Local Credit Union, enter "Local Credit Union".
- **Type of Commenter**
 - *Choose one from a drop-down menu:*
 - Consumer – Individual
 - Consumer Group
 - Govt' Commenter
 - Academic
 - Industry—Individual Person
 - Industry—Trade Group
 - Industry—Credit Union
 - Industry—Institution
- **Major and Minor Topics**
 - Select the applicable topics from the drop-down menus.
 - Not every comment will have an applicable minor topic, in which case you can leave that field blank. (Feel free to suggest that we add additional minor topics.)
 - If a discussion seems to address multiple major topics, make separate entries on the spreadsheet for each topics—the entries would be identical except that you would select different major topics for each entry.
- **Reviewer Summary**
 - Enter a concise summary of the commenter's position.
- **Reviewer**
 - Enter your name