

**How to File Comments on Regulations.Gov
to
Proposed Rule on SNAP Benefits**

1. On internet, log on to "SNAP" portal directly by clicking link below:

<https://www.regulations.gov/document?D=FNS-2018-0004-5999>
2. Click on "Comment Now"
3. In Comment Box, type: "Please see attached comments."
4. Click on "upload file" and choose pdf or word copy of your comments from your hard drive (we recommend sending your comments as a pdf file if you can). If correctly uploaded, you will get a green message on your screen that the file has been successfully attached.
5. Insert your First and Last Name as indicated.
6. Check Box "Submitting on Behalf of Third Party", and include the name of your Federation and your name as the "Submitter's Representative".
7. You also have the option to provide contact information (optional but recommended) by clicking box that says "I want to provide my contact information".
8. Click "Continue"; this will bring you to a summary page to "preview" your comments before submitting.
9. At Summary Page, you will have the opportunity to click "edit" if you need to change any information (e.g., if you have a typo or your file is not attached).
10. If all looks correct, click the box that says "I have read and understand statement" (regarding public comments on a public website).
11. To submit your comments, click "Submit Comment" and your comments will be officially recorded. This will bring you to another page that will give you a receipt for successfully submitting your comment, as well as an opportunity to insert an email to receive an email receipt of successful submission.