



Instructions to Submit Comments

1. Go to theconsumervoice.org
2. Hover mouse over “News & Updates” and select “Take Action” in drop-down.
3. Click on “Oppose Efforts to Rollback the Emergency Preparedness Rules; Submit Comments to CMS!”
4. Click on the link in the paragraph to download Consumer Voice’s sample comments.
5. If you’re submitting comments as an individual, type your name.
If you’re submitting comments on behalf of your organization, type your name and then type “On behalf of” and type the name of your organization.
6. Save as PDF. Save with title “[Your Name-Name of Your Organization] Comments.”
If individual, for example: Jane Doe Comments
If organization, for example: Jane Doe - Citizens Coalition
7. Go to <https://www.regulations.gov/comment?D=CMS-2018-0106-0001>.
8. In #1, “Your Information,” type in “Please see attached comments from [insert your name / your organization’s name].”
9. Scroll down until you see “Upload file(s).” Click “Choose files.”
10. Choose your saved file of comments. Click “Open.”
11. Type in your contact information in the remaining boxes.
12. If you are submitting on behalf of an organization, please leave “I am submitting on behalf of a third party” checked and type in the organization’s name in the “Organization Name” box.
If you are submitting as an individual, remove the check in the box by clicking on the box.
13. Click “Continue.”

14. After the preview page loads, please check the box saying that you read and understand the information, including personal information, may be made publicly available.
15. Scroll down. Click "Submit."
16. You will receive a comment tracking number. You have the option of receiving an email receipt of confirmation. You can email yourself the receipt by entering your email address and checking the box to receive the receipt.
17. You are done. Thank you!