

A step by step guide to commenting online

Potential sites for housing and employment

1. Sign Up

Visit Hertsmeire Borough Council's Consultation Portal:

<https://tinyurl.com/ycuoaxgv>

a. Click the 'login/register' button and underneath the key icon click 'register'

b. Once on the registration page click on 'register as consultee'

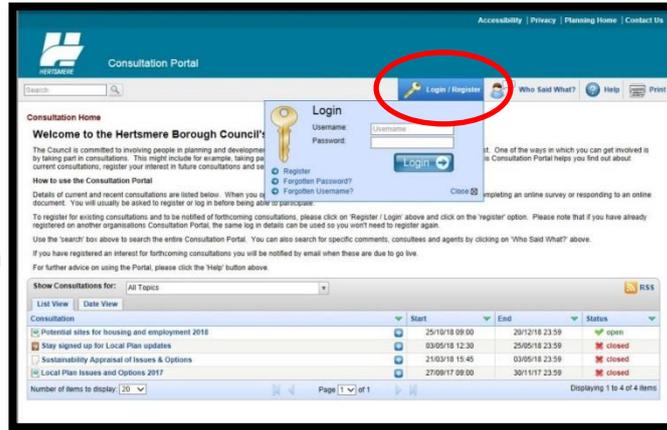
c. Finally fill in all the details required as shown by (*) and click the green 'OK' button

2. Log In

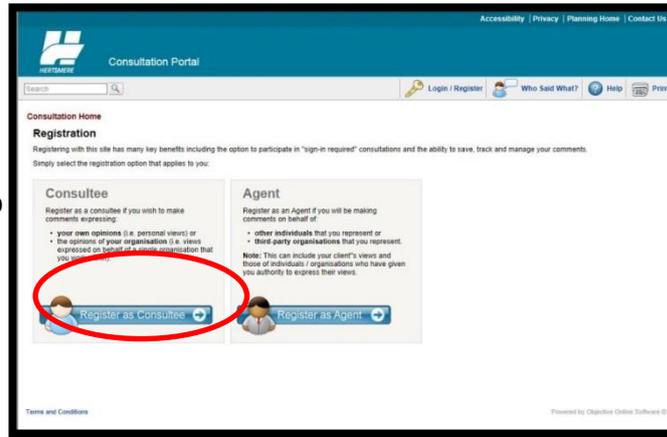
a. Once registered you will receive an email to login into our account. Click on the link to activate your account.

b. Fill the rest of the details required as shown by (*) (your address and contact details will be kept strictly

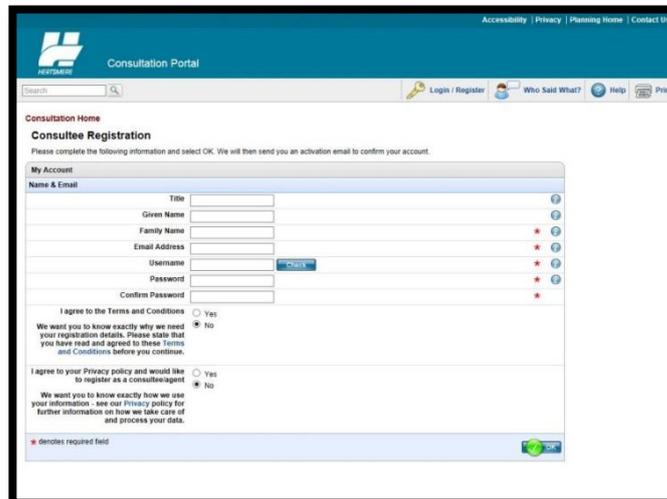
1a



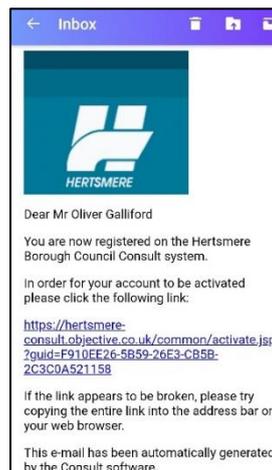
1b



1c



2a



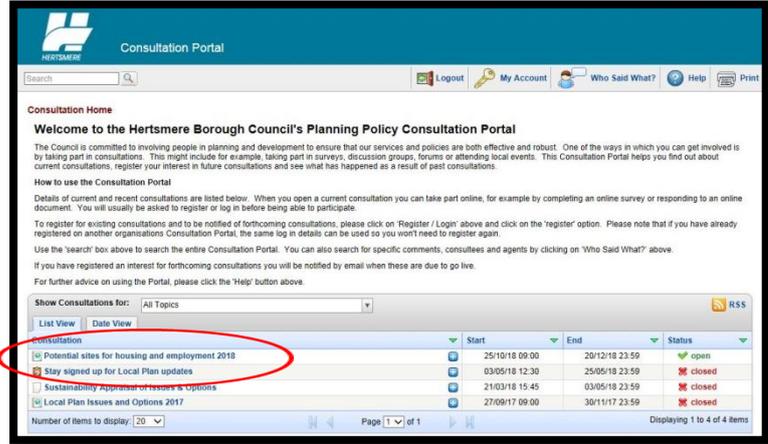
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3. Comment

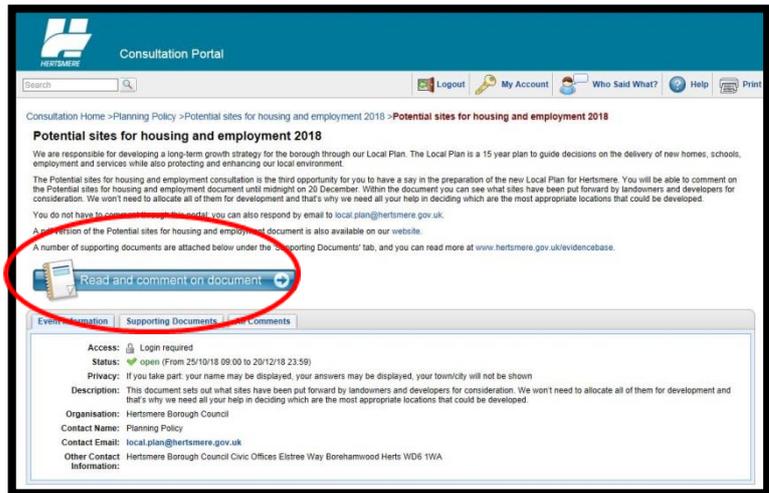
a. Once logged in click on the **'Potential sites for housing and employment 2018'** on the consultation homepage

3a



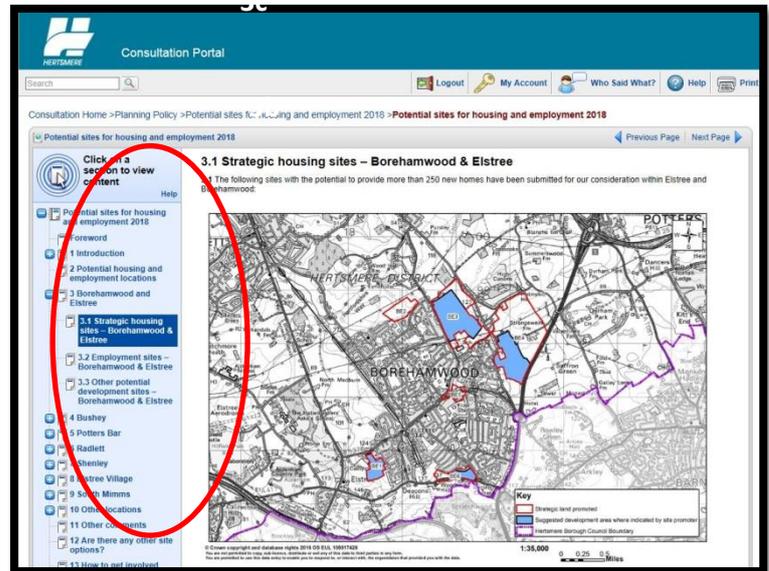
b. Click the blue **'read and comment on document'** button

3b



c. To find the relevant sites you wish to comment about use the section view on the left hand side

3c



d. The comment box is located at the end of each site summary. Once there click the **'add comments'** button

3d



e. Fill in your comments and click **'Submit'**. You can save as draft if you wish to amend them later.

3e

