

A step by step guide to commenting online Potential sites for housing and employment

1. Sign Up

Visit Hertsmere Borough Council's Consultation Portal:

https://tinyurl.com/ycuoaxgv

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

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b. Once on the registration page click on '<u>register as</u> <u>consultee'</u>

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





- 2. <u>Log In</u>
- 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





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3. Comment

a. Once logged in click on the '<u>Potential sites for</u> <u>housing and employment</u> <u>2018'</u> on the consultation homepage

b. Click the blue '<u>read and</u> <u>comment on document'</u> button

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

- d. The comment box is located at the end of each site summary. Once there click the <u>'add comments'</u> button
- e. Fill in your comments and click '<u>Submit'</u>. You can save as draft if you wish to amend them later.







