

Submitting Comments

1. Template comments and more information on the proposed rule can be found [here](#). Edit the template of your choice with your information where indicated and save as a PDF.
2. You can find the commenting portal here: <https://www.regulations.gov/document?D=CMS-2020-0015-0002>. **The deadline to submit comments is 11:59pm ET on May 20, 2020.**
3. Click on the button on the right hand side that says “Comment Now!”
4. Since you have a PDF of your comments, you don’t need to copy and paste them into the section that says “Comment.” Instead, click on the button that says “Choose files” below the optional “Upload File(s)” section and upload your prepared PDF comments.
5. Enter your first and last name and, if you want to provide your email address and/or location, click “I want to provide my contact information” and enter that information.
6. If you are submitting on behalf of an organization, click on the box next to “I am submitting on behalf of a third party” and enter your organization’s name.
7. Click on the button that says “Continue.” You will then be directed to a page to preview your comments. If everything appears correct, check the box next to the disclaimer and click the button that says “Submit Comment.”
8. You will be directed to a confirmation page with a comment tracking number that can be used to find your comment once it’s published on Regulations.gov. Along with saving that number, you can also enter your email address in the field provided and click the button that says “Email Receipt” if you would like a confirmation email.