

## PROCEDURES FOR USING eCOMMENTS

1. After viewing the agenda calendar page and selecting eComments, users will be redirected to the eComment welcome page.
2. Users are prompted and required to enter their email and address information, and Council District. This information is kept as part of the record, but only a user's name is listed on the eComment report. Users then click "Next" and the agenda is displayed.
3. Users scroll through the agenda and click Comment on the agenda item that they wish to remark on. Users may only comment on one item at a time. However, they can go back and select additional items and may comment as many times as they like.
4. Once an item is selected, the user will be shown a text box and will type in their remarks. As eComment is not a blog page, and to protect eComment from spammers, users must enter the code words they see at the bottom of the screen.
5. After a user clicks "Submit", a Congratulations screen assures users that their comments have been received. Users may go back to the agenda or choose to comment on another item.
6. The eComment period will begin at 5pm on the Friday prior to the Thursday Council meeting and close at 9am the Wednesday before the Thursday regular meeting. A report listing comments will be distributed at the start of the meeting and will be published to the minutes of a subsequent agenda.