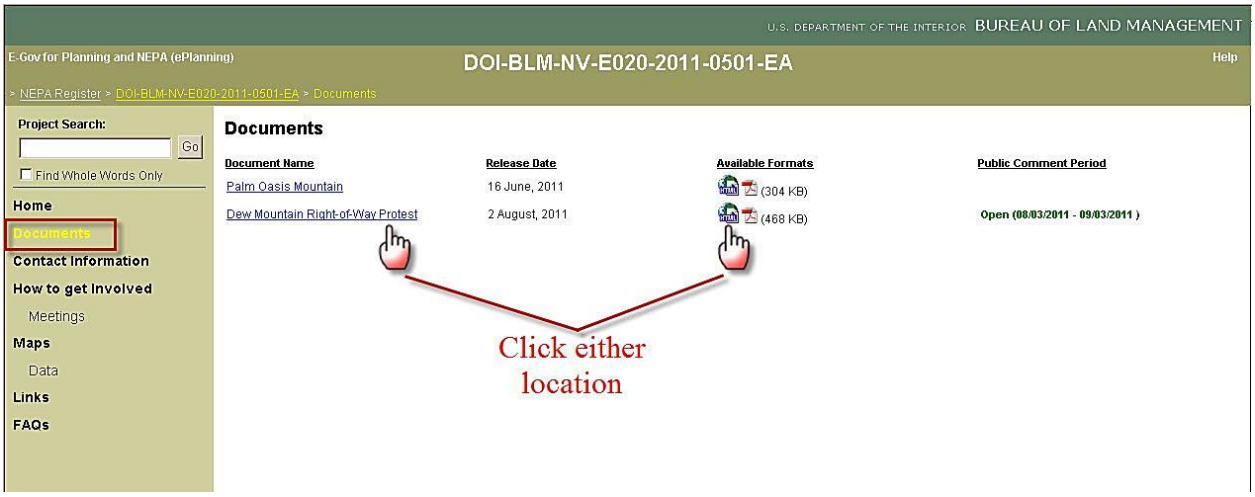
Commenting using ePlanning

1.) From the navigation pane (on the left-hand side of the screen), click on the "Documents" option.

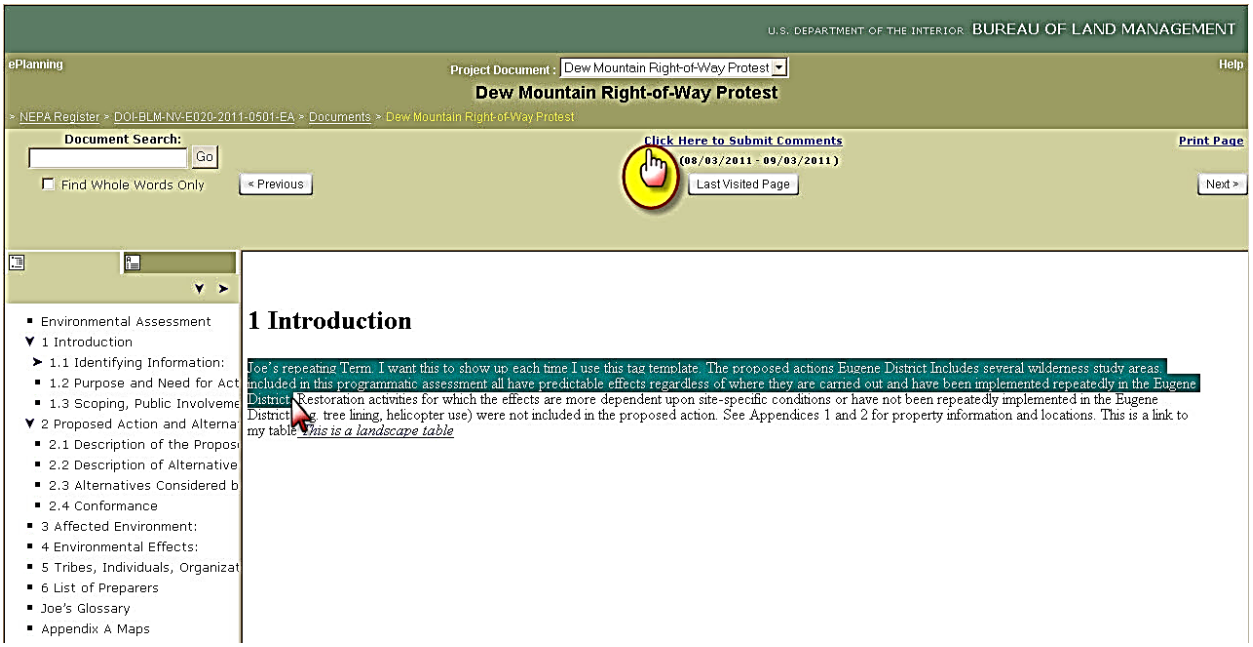
2.) Locate and click on the interactive document on which you wish to comment (see below image).

Note: You are allowed to comment only on the interactive documents.

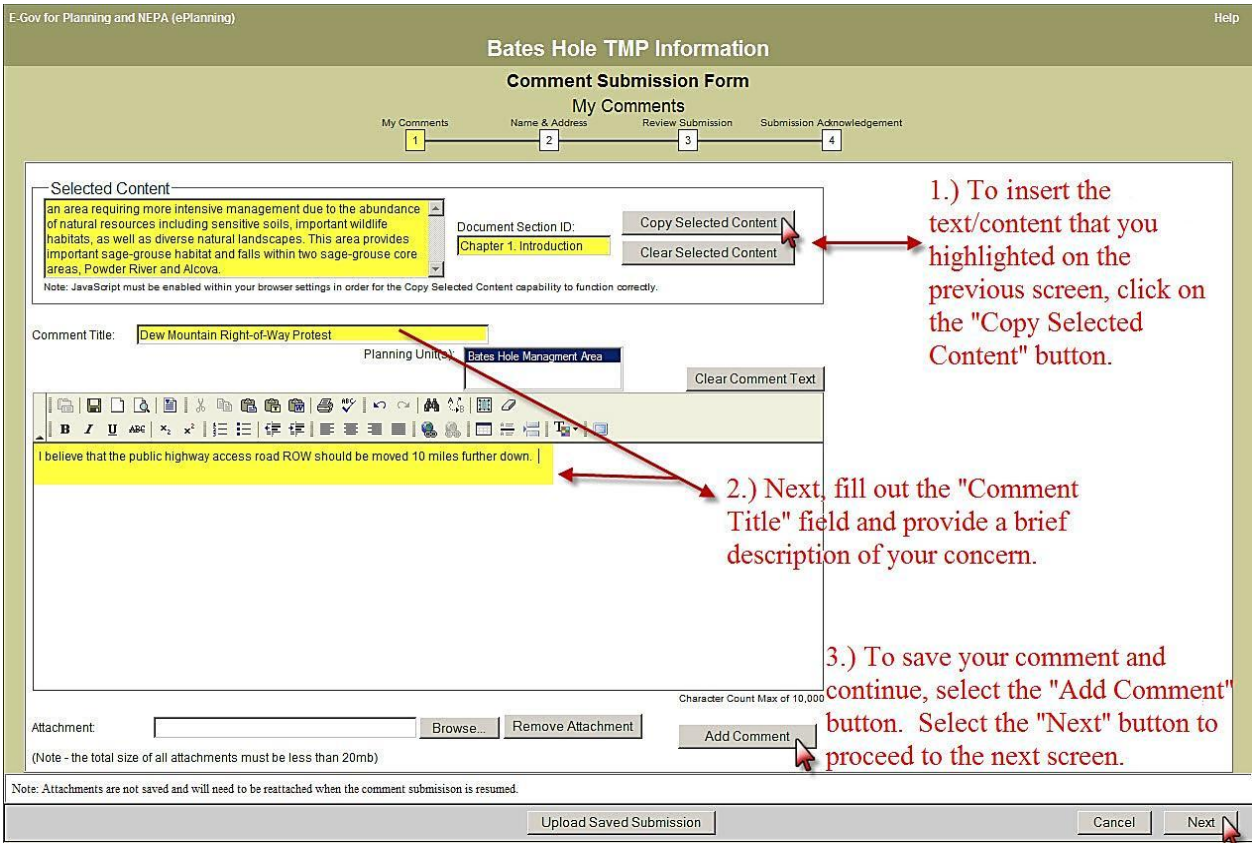


3.) The screen will refresh, and now you will see the document in its interactive format. Use your mouse to highlight the text on which you wish to comment, and then click on the "Click Here to Submit Comments" button at the top of the screen (see image below).

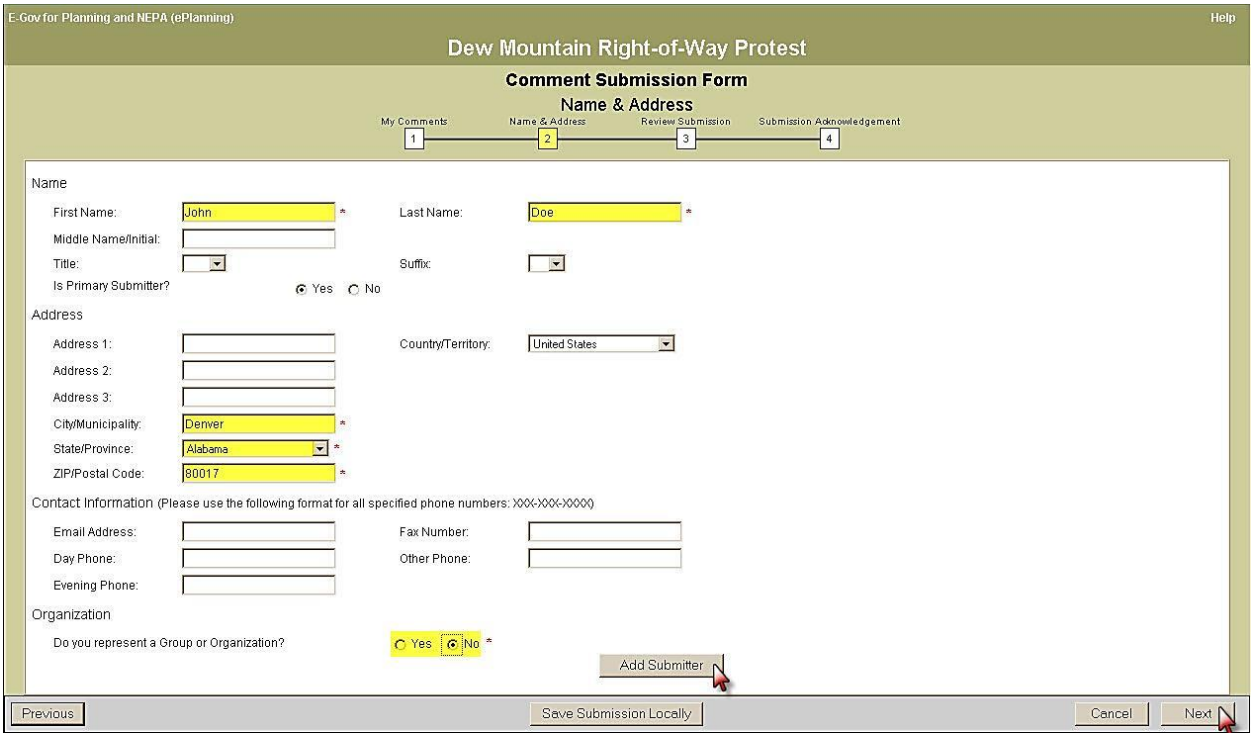
Note: If you wish to comment on the entire document, simply click on the "Click Here to Submit Comments" button without highlighting any content.



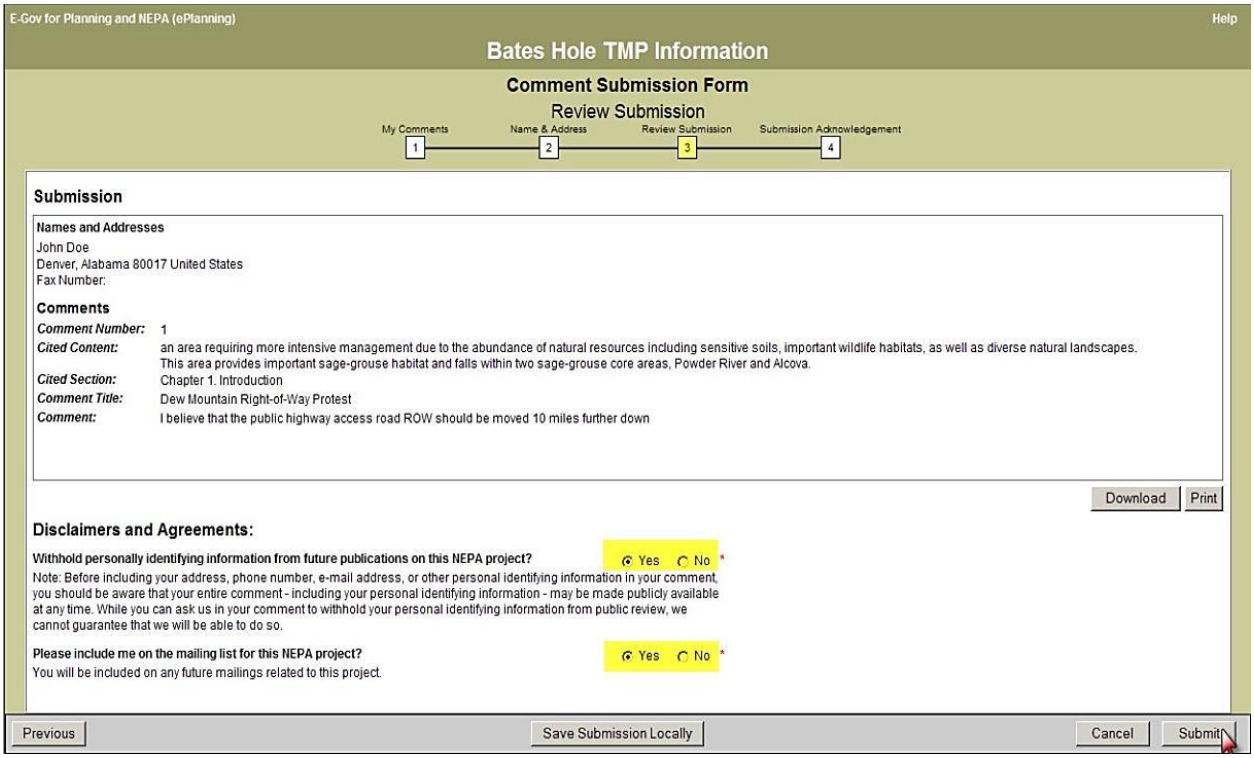
4.) In the new window, click on the "Copy Selected Content" button to insert the text you selected on the previous screen. Next, give your comment a title and in the field provided, enter your comment. When you are finished entering your comment, click the "Add Comment" button to save it. Click the "Next" button to continue to the next screen (see image below). Note: Repeat if you have more than one comment; use your mouse to jump between the original screen and the Comment Submission Form.



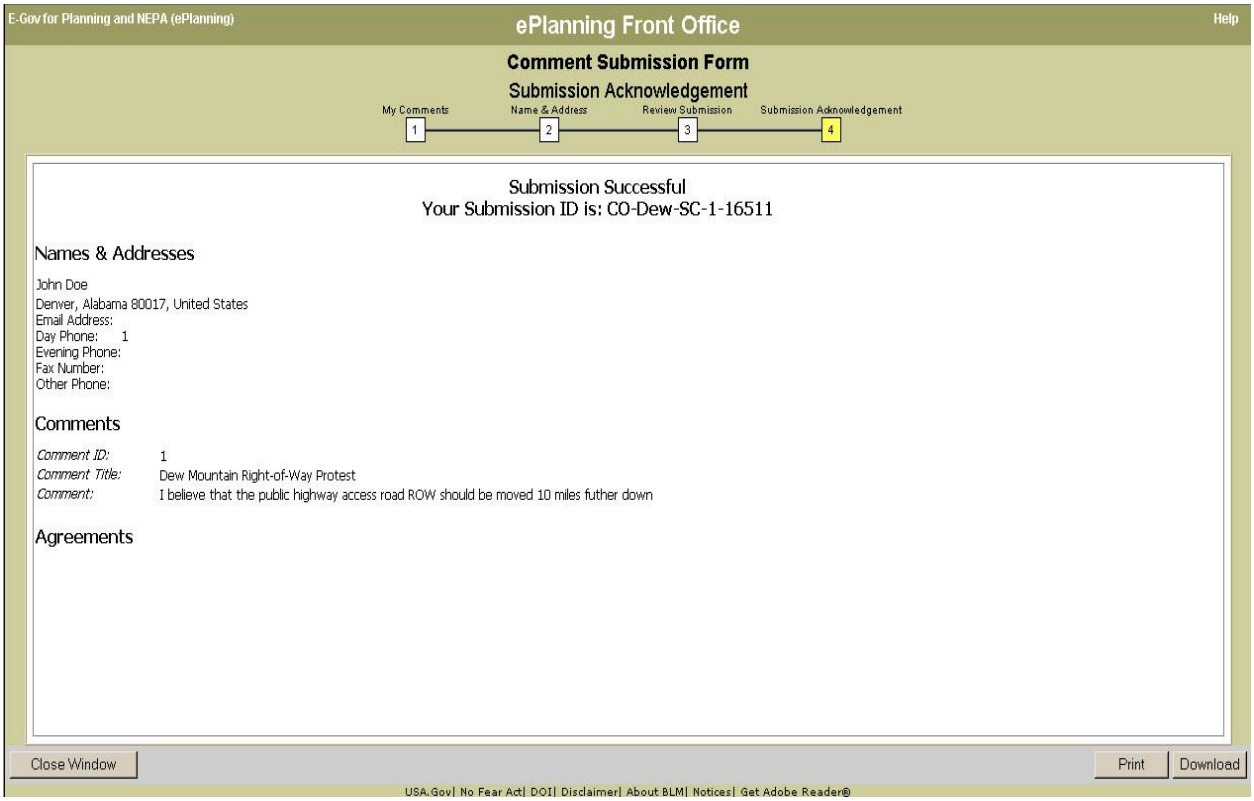
5.) On the "Name & Address" screen, fill out all of the required submitter demographic information. Required fields are indicated by a red asterisk. Once you have finished inputting the requested information, click the "Add Submitter" button. Click the "Next" button to continue to the next screen (see image below). Note: Repeat steps if you would like to add more than one submitter to this comment.



6.) The "Review Submission" screen will appear, allowing you to review your comment(s) for accuracy. If you are satisfied with your comments, and after selecting the disclaimer options, click the "Submit" button at the bottom of the page (see image below).



7.) After you submit your comment(s), you will be taken to the "Submission Acknowledgement" screen. This screen allows you to review and print your comment(s). This screen also provides you with a submission ID number, which you can use later to track your comment(s).



— End of Instructions —