Using NFPA's Electronic Submission System for Public Input (e-PI) or Public Comment (e-PC)

What kind of change do you want to propose? These instructions will walk you through all the steps from beginning to end.

If you would like to go directly to instructions for specific Public Input/Comment activities, please click the appropriate link below:

Making Changes to Text in an existing numbered section or larger block of text

To make changes to existing text, first you must **locate and select the text you wish to change**.

The left side of the screen shows an expandable Chapter List for the document you are working in. Click on the **+** symbol to the left of a Chapter Number and Title to expand the list of sections within that chapter. If a section contains sub-sections, another **+** symbol will allow you to expand to a deeper level. Click on the number or title of a sub-section, section or chapter to display the text you wish to see.

When the text has been displayed, select the text block that you wish to change by checking the check-box to the left of the appropriate sub-section, section, or chapter. Complete the selection process by clicking the **Revise Existing Sections(s)** button at the bottom of the screen. The Text Editor will open and make your selected text available for editing.

The Text Editor allows you to modify the text using some common editing tools. When you have made your changes, click the **Next>** button to see your changes. You can use the **Compare** button to see the original and modified text side-by-side, and you can click **<Prev** to make additional changes. The changes may not appear exactly as you typed them, but will be marked to make clear to the Technical Committee how the text has been changed.

When you are satisfied with your changes, click the Next> button to continue the Public Input/Comment Process. If you need to include files like graphics, tables, or other complex text that are part of your Public Input/Comment, you can attach them later in the submissions process.

Please see the **Completing Your Public Input/Comment** section below for remaining instructions.

Adding New Text to the document

To add a new section or sub-section, first you must **select the location where your new text should appear**. Use the expandable Chapter List as described above in **Making Changes to Text** to **find and display** the existing section or sub-section that should *immediately proceed* your new text.

Check the check-box to the left of the specific text block your new text should *follow*, then click the **Add New Section(s)** button at the bottom of the screen. The Text Editor will open so you can add your new text. If you need to include files like graphics, tables, or other complex text that are part of your Public Input/Comment, you can attach them later in the submissions process.

The Text Editor allows you to create text using common editing tools, or you can **paste** in text you have created separately.

When you are satisfied with your additions, click the Next> button to continue the Public Input/Comment Process.

Please see the **Completing Your Public Input/Comment** section below for remaining instructions.

Changing a Word or Phrase Everywhere It Appears in the Entire Document

To make a change throughout the document, use the Global Change option to summarize your instructions for the change, e.g., "Change 'red' to 'blue' throughout." Click the **Global Input/Comment: Create New or View Existing** button to open the Create Global Input screen. Click the **Create Global Input/Comment** button to open the Text Editor and type your instructions or **paste** in text you have created separately.

When you are satisfied with your additions, click the Next> button at the bottom of the screen to continue to submissions process.

Please see the **Completing Your Public Input/Comment** section below for remaining instructions.

Completing Your Public Input/Comment

Adding Additional Proposed Changes by Uploading Files

The **Upload Additional Proposed Changes** screen gives you the option to **upload text or graphics files** that are part of your proposed changed. For example, it may be easiest to include complex tables or lengthy additions by uploading them as Word or Excel files, and you may also choose to add graphic files to your submission. If you click the Upload File button, click Browse to locate the file you want to include. Click the Upload button, add a brief description or instructions related to your attachment, then click OK. You can repeat the process if you want to upload more than one file. When you are finished, click the Next> button at the bottom of the screen to continue to submissions process.

Completing the Statement of Problem and Substantiation for Public Input/Comment

The next screen is where you will enter the problem that would be resolved by your proposed change and provide substantiation for the Technical Committee. This is **required** information. NFPA is unable to accept copyrighted material that has been reproduced electronically or by duplication, so if you need to include supplementary material in support of your proposed change, NFPA's delivery address is included. Please list any materials you are sending to NFPA, then click the **Next>** button at the bottom of the screen to continue to submissions process.

Relating to Previously Submitted Public Input/Comment

If you are proposing changes that are related or are dependent on one another, you can indicate this relationship on the **Related Public Inputs/Comments for This Document** screen. The drop-down will give you with a list of your previously submitted Public Inputs/Comments so you can select those that are related. Note that you can only link Public Inputs/Comments within a single document and single revision cycle. After selecting the Public Input/Comment you want to relate to the current Public Input/Comment, click the **Add Link** button, add a brief description of the relationship, then click **Done**. You can repeat the process if you want to relate to more than one Public Input/Comment. When you are finished adding relationships, click the **Next>** button at the bottom of the screen to continue to submissions process.

Completing Submitter Information Verification

Your Name and User ID (usually your email address) will displayed for your review, along with any Company you included as part of your NFPA registration. You may adjust your Company relationship with regard to a specific Public Input/Comment, but if you need to make a permanent change to your Company affiliation, please update your profile at www.nfpa.org. In the Affiliation box, include the name of any organization on behalf of whom you are officially submitting this Public Input/Comment. This optional Company and Affiliation information will be considered by the Technical Committee when considering the Submitter's authority and full disclosure. When you are finished verifying your information, click the **Next>** button at the bottom of the screen to continue to submissions process.

Completing Copyright Assignment and Signature

Your Public Input/Comment cannot be submitted until you legally confirm that the content you have provided is "original" (your own work), that you are assigning copyright to NFPA, and that you are checking the Signature authorization box as a legal signature. You *must* check the Signature authorization box in order to submit Public Input/Comment. Submissions that are not original must be attributed to a specific source, so if you are *not* the author of some or all of your content, click the **click here** link in the Special Note section to use the **Alternative Copyright Assignment and Signature**.

Completing Alternative Copyright Assignment and Signature

If you are *not* the author of some or all of your Public Input/Comment, you must include as much information as possible about the source so NFPA can determine how to contact the copyright owner. You must still assign copyright to NFPA for materials you authored check the Signature authorization box as a legal signature. You *must* check the Signature authorization box in order to submit Public Input/Comment. If you later decide not use materials you did not create, you can use the **back** link in the Copyright Assignment section to go back to the standard **Copyright Assignment and Signature** screen.

Submitting your Public Input/Comment or Saving for Later Completion

When the Signature authorization box has been checked, you will be able to click the **Submit** button at the bottom of the screen to send your completed Public Input/Comment to NFPA. You may opt to **Save** your Public Input/Comment at any point during the process so you can complete it at your convenience for later submission to NFPA. Public Input/Comment that has been **Saved** but **not Submitted** will *not* be considered by the Technical Committee, so submitters are responsible for ensuring that all their Saved Public Inputs/Comments have been completed and Submitted before the closing date for submissions. Unsubmitted Public Inputs/Comments are tinted and labeled in red as **UNSUBMITTED** to ensure that they are not overlooked.

Reviewing and Changing your Public Input/Comment

Each of your specific Public Inputs/Comments will show above the section where you added it. The Public Input/Comment box includes buttons you can use to View, Edit, or Delete your Public Inputs/Comments. The **Global Input/Comment: Create New or View Existing** button at the end of the Table of Contents will show you all your Global Inputs.

Using My Public Input/Comments

You can see all your Public Inputs/Comments at once by clicking on the **My Public Input/Comments** link above the Table of Contents. This gives you the option to list only **Unsubmitted Public Inputs/Comments**, **Submitted Public Inputs/Comments**, or both. You can opt to see only submissions related to the current document, choose a different document for which you have made submissions, or see all your Public Inputs/Comments to any documents.

Using the Text Editor Tools

The Text Editor includes several tools that are similar to those used by most email and word processing software, editing. Basic actions like changing the font to bold or italic will be familiar to most users.

Please use the simplest formatting options that will allow you to make your changes clear. Final formatting will be added when Public Inputs/Comments for all users are reviewed and assembled for balloting. Complex text, tables, figures, or equations should be attached as Additional Proposed Changes.