HOW TO SUBMIT MEDICARE ADVANTAGE COMMENT LETTER

1) Go to [https://www.regulations.gov/](https://www.regulations.gov/)
   - Electronic comments must be submitted on or before the date shown in the Docket.
   - Comments for this RFI can be received until 11:59pm Eastern Time at the end of August 30th.
   - Please make sure your letter does not include confidential/HIPAA information

2) In the Search field type: CMS-4203-NC

3) Search Results should include ‘Request for Information: Medicare Program’.

4) Click the Comment Icon

5) Attach Files – Click Browse to drop in your comment letter

6) Place your email address in appropriate box (if you want to receive email confirmation of submissions and tracking number click the box)

7) Select whether you are submitting this letter on behalf of yourself or your organization. KHA selects ‘organization’

8) Click Submit Comment