

**How to make an online submission:**

1. Click 'Sign Up' and fill in the details
2. Click 'Register'
3. You will receive an email with a link to make your submission (if you do not receive the email, check your Spam folder and move the email to your inbox to access the link)
4. Follow the link, and click '**Add a Submitter**'
5. Fill in the details and click 'Done'
6. Find the original submission point that you want to make a submission on, click '**further submit on this point**' and enter the relevant details (whether you support or oppose the original submission point, the decision you want to see and why), click '**Save**'.
7. Once you have added your submission points, click '**Finalise and Lodge Submission**' (red button), click on the submission name and then '**Lodge Now**'.
8. The submission will be sent to the Council, and you will be sent an acknowledgement email.