

## Manual for placing a reaction on the Dutch internet consultation website

**Step 1** – go to [www.internetconsultatie.nl/](http://www.internetconsultatie.nl/).....

The Dutch-language web page of the consultation is shown here. To respond, please follow the steps below.

**Step 2:** – Press on the ‘Reageren’ button at the left of the page.

**Step 3:** Response – The following page now appears (note: the text may differ from the image below):

The screenshot shows the 'Reageren op consultatie' (Respond to consultation) page on the Overheid.nl website. The page has a blue header with the 'Overheid.nl' logo and navigation links. On the left, there is a sidebar with a search bar and a 'Reageren' button. The main content area is titled 'Reageren op consultatie' and contains a large text box for the user's response. Below the text box are two buttons: 'Verder' (Next) and 'Annuleren' (Cancel). The footer of the page lists various government departments and their websites.

- Press on ‘Direct naar document toevoegen’ to add any attachments to your response directly. You do not have to do this directly, this is also possible on the next page.
- Write any text of your response in the ‘Uw reactie’ text box.
- Press on ‘Verder’ to go to the next screen. Press on ‘Annuleren’ to cancel your response.

**Step 4:** Add documents – The following page now appears:

The screenshot shows the 'Documenten toevoegen' (Add documents) page on the Overheid.nl website. The page has a blue header with the 'Overheid.nl' logo and navigation links. On the left, there is a sidebar with a search bar and a 'Reageren' button. The main content area is titled 'Documenten toevoegen' and contains a large text box for the user's response. Below the text box are two buttons: 'Verder' (Next) and 'Annuleren' (Cancel). The footer of the page lists various government departments and their websites.

*“If you have drawn up your response in a document or if you have a document as an attachment, you can submit it here. Only MS Word files (doc and docx), OpenOffice Writer (odt) and PDF are accepted. The file may not be larger than 20MB. Do not include personal data in the document that you add to your response.”*

- Press on **‘Selecteer een bestand’** to add the desired document to your response.
- Press on **‘Verder’** to go to the next screen. Press on **‘Vorige’** to go back to the previous step.

**Step 5: Personal data** – The following page now appears:

*“An email address can only be used once per consultation. After sending your response, you will receive confirmation to the email address you enter here. This confirmation email contains a link to the consultation website that you must click to confirm your response. This is to prevent abuse of the site. Because of this, it is important that you enter your email address correctly here.”*

- Email address\*:
- Repeat email address\*:

### Personal information

*“Anonymous responses to a consultation are not permitted. Because of this, you must enter your name and place of residence here. Your information will be used to process the submission. More information is given in the privacy statement.*

*Your response will be published on the website with statement of your organisation name (if applicable), first initial, surname and place. If you do not want your response to be published on the site, you can indicate this below. In this case, your response will not be published except where required under the government’s responsibility based on a legal information requirement or court ruling.”*

- Title:
- Initials\*:
- Surname\*:
- Company name:
- Place\*:

*“Fields with \* are required”*

### Settings

- I would like to be notified about the progress of the consultation.
  - I agree that my response will be published on the website.
  - I agree that my personal information will be published.
  - I have read and agree to the terms and conditions.
  - I agree to the processing of my personal data according to the privacy statement.
- Press on ‘Verder’ to go to the next screen. Press on ‘Vorige’ to go back to the previous step.

**Step 6: send** – The following page now appears:

*“You have entered the information below. Use the ‘Vorige’ button if you want to edit this information.”*

### Your information

- Email address
  - Title
  - Initials
  - Surname
  - Company name
  - Place
- Press on ‘Inzenden’ if the information is correct and you want to send the response. Press on ‘Vorige’ to go back to the previous step.