

How To <u>Ask Questions</u> to Any Open Solicitation Prior to the Question Deadline

- 1. Login into http://newhavenhousing.cobblestonesystems.com/gateway
- 2. Select All Solicitations from the Solicitions Menu
- 3. Select <u>View</u> for the solicitation that you are interested in asking questions. Please be aware that the system will not allow any questions to be asked after the deadline has passed.
- 4. Scroll down to the section that is pictured below. You can either type in the questions or if you have them aleady written in a word document, you can copy and paste the questions.
- 5. Select **Ask Question**.
- 6. To confirm that your question(s) have been submitted successfully, look in the section above the ask questions section to see the "Questions Submitted Succesfully". See the 2nd picture below.



