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 **View** 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.