



## How To Ask Questions to Any Open Solicitation Prior to the Question Deadline

1. Login into <http://newhavenhousing.cobblestonesystems.com/gateway>
2. Select **All Solicitations** from the Solicitations 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 already 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 Successfully”**. See the 2<sup>nd</sup> picture below.

### My Questions/Answers

Ask A Question:  Ask Question

A screenshot of a rich text editor interface. The toolbar includes icons for undo, redo, copy, paste, and a dropdown menu currently showing "Times Ne...". Other icons include text color, background color, bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. Below the toolbar is a large, empty text area for entering the question.

Questions & Answers

**Question Submitted Successfully**

*Public Questions/Answers*

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Question	Answer
<input type="text"/>	<input type="text"/>