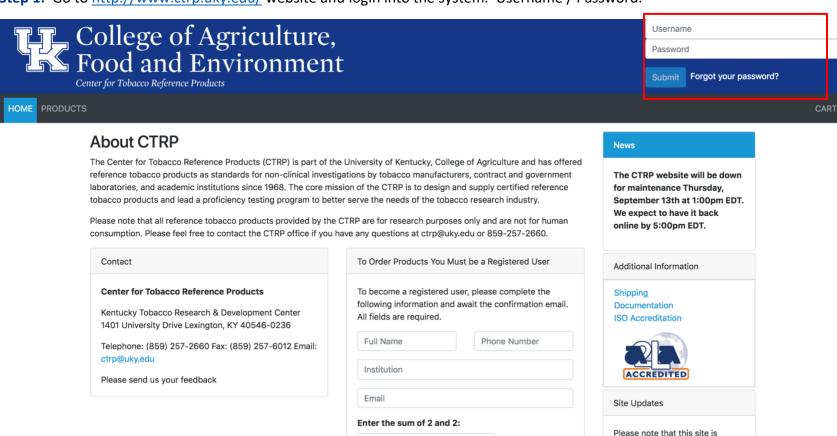# How to Submit Comments to the Interim Proficiency Test Report

Step 1: Go to http://www.ctrp.uky.edu/ website and login into the system. Username / Password.
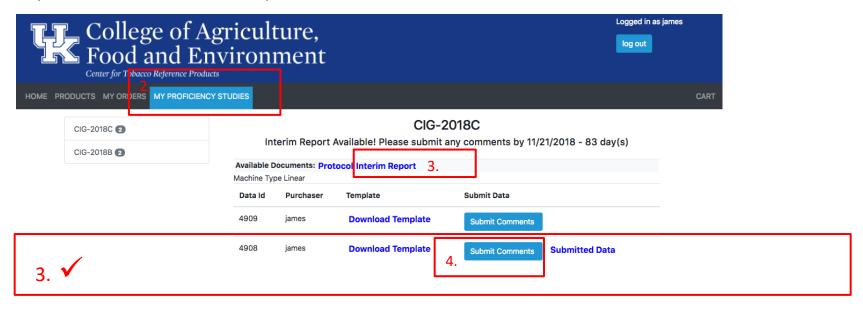
Step 2: Click on "My Proficiency Studies" tab.

Step 3: Identify the Proficiency Study open for comments and download the Interim Report.

Step 4: Click "Submit Comments" to open a comment box.

Step 5: Comment box will appear. Enter comments into text box: Page Number; Paragraph Number; Table/Figure (if applicable); and Comments.

Step 6: After you have typed in your comments, you can "Submit" or "Add another" comment. CTRP recommends that you frequently "Submit" your comments in the event that you may lose Internet connectivity.