

Online Forms & Applications--Tips

Here are some tips to remember when filling out online forms or applications:

- Decide if online is best
 - Some places require you to sign up on the internet
 - Other times actual human contact gives you an edge
- Learn how to use the internet
 - Make sure you are comfortable with navigation elements (back, forward, clicking on hyperlinks, using scrollbars, etc.)
 - Know how to save your page for later if possible
 - Be able to type and spell accurately
 - If you are unsure of your skills, take or repeat the *Learn the WWW* or *Keyboarding* classes at one of the CLP PC Centers
- Have any necessary documents ready
 - Necessary documents will vary by web site
 - Having your paperwork on hand will save you time and prevent unnecessary “time-outs”
 - Examples of documents you might need: *
 - For PennDOT renewals/applications:
 - Driver’s License
 - Vehicle Identification Number
 - License Plate/Registration information
 - Odometer reading
 - For online banking:
 - Credit/Debit card numbers
 - Username and Password
 - Security question and answer information
 - Paper bank statement or bank account number
 - For school applications:
 - Educational background information
 - Transcripts
 - Driver’s License number, Social Security number
 - Financial information if applying for Financial Aid
 - For job applications:
 - Driver’s License or ID, Social Security number
 - Employment history
 - Educational background
 - Saved files of resume, cover letter

**Please note that these are not comprehensive lists of what you will need, they are just here to give you a general idea. You should always check on each online form to see what you will need and have it ready.*

- Get an email address
 - Filling out forms online requires an email address
 - If you have an address, make sure it works
 - If you do not have an email address, get one!
 - Email accounts are free at:
 - www.yahoo.com
 - www.hotmail.com
 - www.gmail.com
 - If you are not sure how to get email on your own, take or retake the *Hotmail* or *Advanced Hotmail* classes at one of the CLP PC Centers

Other tips:

- Read all instructions carefully!
 - Make sure you understand the instructions
 - If there are no instructions, look for a “help” page or link or FAQs
 - Use form elements correctly (drop down menus, text entry boxes, etc)
 - Recognize security codes on forms
- Give yourself enough time
 - See if there is a time estimate in the instructions
 - Make sure you have enough computer time to complete your task
- See if you can save your work
 - See if there is some way to save your incomplete form for later
 - Having a username and password usually means you can save-- but not always!
 - If you can't save, get it all done at once!
- Be accurate and truthful
 - Online forms may seem anonymous but they are not
 - Companies and organizations save your information
 - Lying or being inaccurate can get you fired or your application thrown out