

## Filling out forms online

More and more goods and services are becoming accessible online. This includes government services, like booking an MOT, or applying for benefits. Many services are available through the NI government website: [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

This image is from the NI Direct website. On this website you will find information relating to benefits, health, motoring, pensions, citizens' rights, justice, education and much more.



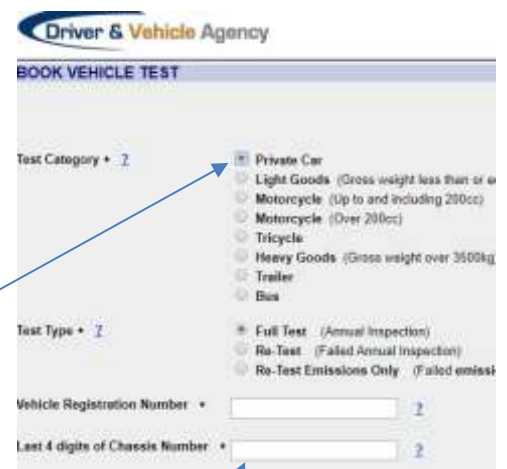
Here are a few of the things you can do online:

- Book your MOT test or your driving test
- Take an official practice theory test
- Check if you have won a Premium Bond prize
- Search the 1901 and 1911 census of Ireland
- Order a birth certificate
- Check the latest updates on traffic and weather
- Find out about Universal Credit and other benefits



Click on the link to access the online form

The online form will look like this. You have to select your vehicle type by clicking in the correct circle - these circles are called radio buttons, and you can only have one selected at a time



### Entering text

When you want to type information into an online form the first thing you have to do is tell the computer where you want to start typing.

Move your mouse until the arrow on the screen is "in" the box you wish to start typing in. Your arrow will change to an "I beam". It is called this because it looks like a capital I.

When you click in the box a second "I beam" will appear in the box. This "I beam" will be flashing. This means you are ready to start typing. Any keys you press on the keyboard will appear just before this "I beam".

Text box – you have to type in this using the keyboard

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Vehicle Registration Number \* HFZ

Last 4 digits of Chassis Number \*

When you have finished typing the answer to the question relating to that text box, use the mouse to move the arrow to the second box, then click once again.

Type here

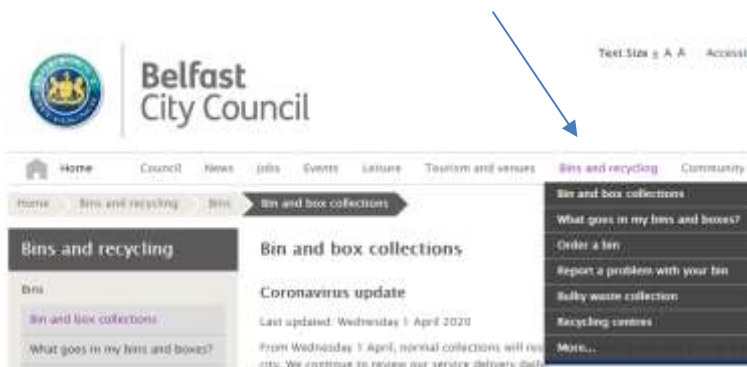
Then type here

Vehicle Registration Number \* HFZ

Last 4 digits of Chassis Number \* 27

### Drop down menus

These are used when you are restricted to a specific answer, however there may be many possible answer options. The following example uses the Belfast City Council website to find out a bin collection day. Enter the web address [www.belfastcity.gov.uk](http://www.belfastcity.gov.uk) and select **Bins and recycling**, then scroll down to **Find my bin collection day**



**Find my bin collection day**

- [Find your bin collection day online](#)
- Call us on 028 9027 0230
- Email [refusecollection@belfastcity.gov.uk](mailto:refusecollection@belfastcity.gov.uk)
- [Find your holiday bin collection dates](#)

Click the radio button for Postcode, enter your postcode in the text box, and then select Look up address

**Find my bin collection day**

Search by:  Street Name  Postcode

Enter the full postcode with a space, for example BT1 1GS or BT14 7GP. \*

BT7 3GG

Select the BT7 3GG address from the list

**Look up address**

A drop down menu will appear. Scroll down to find the right address. When your choice is highlighted in blue, click or tap, and you will navigate to a new web page with the relevant information.



### Classes and Workshops

Dance - World, Contemporary, Movement

Visual Arts - Drawing, Painting, Sculpture

Verbal Arts - Drama, Writing, Languages

Music - Traditional, Contemporary, Composing

Young People - Dance, Drama, Music, Visual, Verbal

Unlike radio buttons you can select several check boxes at once: you are not restricted to "either/or".

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