

# 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

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.







Be ready for emergencies >

Move to Universal Credit >

Cost of Living information and advice

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

## Book an MOT/vehicle test online □ >

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

# Test Category • 2 Private Car Light Goods (Gross weight less than or er Motorcycle (Up to and including 200cc) Motorcycle (Over 200cc) Tricycle Heavy Goods (Gross weight over 3500kg) Trailer Bus Test Type • 2 Full Test (Annual Inspection) Re-Test (Failed Annual Inspection) Re-Test Emissions Only (Failed emission) Vehicle Registration Number • 2 Last 4 digits of Chassis Number

### **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

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

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".

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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.

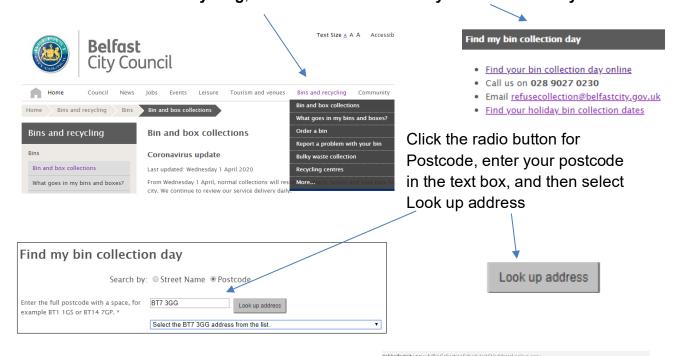


### Type here

	Vehicle Registration Number * HFZ
Then type here	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 <a href="www.belfastcity.gov.uk">www.belfastcity.gov.uk</a> and select **Bins and recycling**, then scroll down to **Find my bin collection day** 



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.



Belfast
City Coul.

The Mount Charles Corou, Ltd. 261-263 Omeau Road, Belfast, B17 3GG
Self-275 Omeau Road, Belfast, B17 3GG
Kwill-fit.27-259 Omeau Road, Belfast, B17 3GG
Kwill-fit.27-259 Omeau Road, Belfast, B17 3GG
Granda, Office, 251-250 Omeau Road, Belfast, B17 3GG
Granda, Dromau Road, Belfast, B17 3GG
Aspect Media, 285A Omeau Road, Belfast, B17 3GG
Select the B17 3GG address from the list.

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

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