

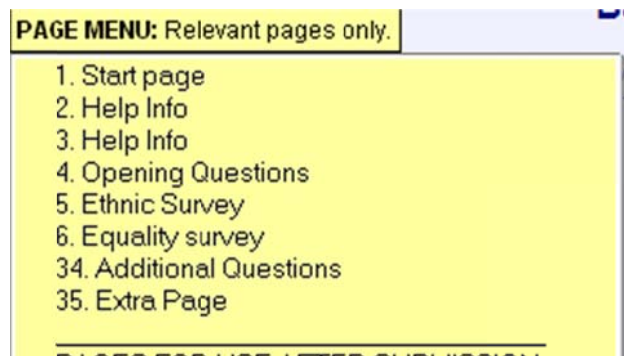
## About working with South Somerset E-forms

This electronic form uses advanced internet technology to make it quick and easy for you to fill in and complete. The form is interactive, and will help and guide you to make sure it is filled in correctly.

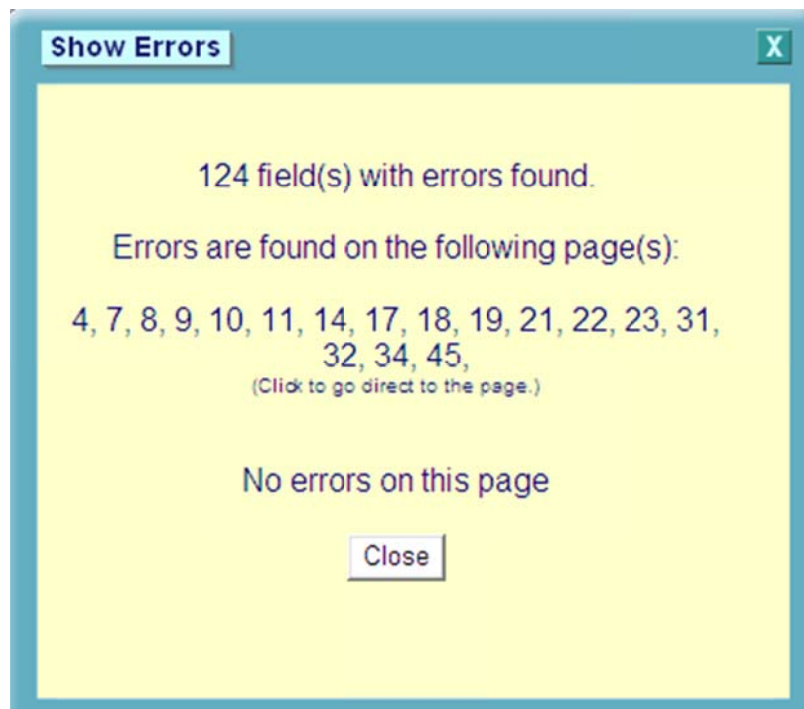
**Moving through pages:** Move back and forth through pages in each stage using the **Prev** and **Next** buttons on the control panel:




Alternatively, you can click the **Select Page**  button to display a list of dynamically generated form pages (depending on the choices made).




**Show errors:** This button can be used to display a list of fields not complete or incorrect filled pages (with clickable links). You should use this to make sure your form is correct and error free before you submit it to us.

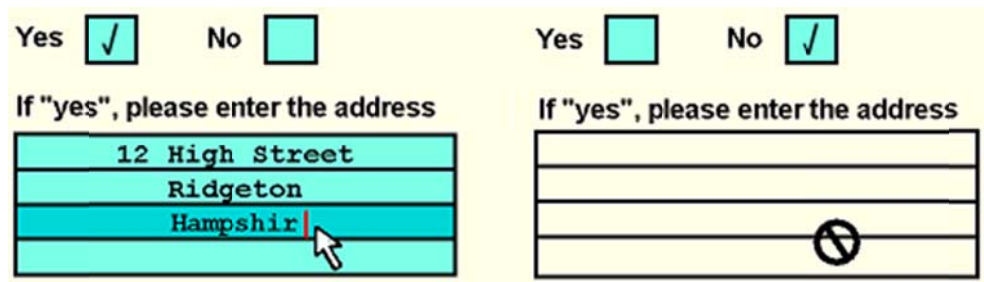


**Printing:** Click the following button in order to print pages: 

**Saving form data:** You can save a partially completed form by using the save button.  Follow the instructions on the page but remember to keep a note of the reference number you are given. This will enable you to go back to the form and complete it at a later date.

**Loading a saved form:** To open a previously saved form, return to the web site and open the relevant form then click this icon: 

**Form filling:** Use the mouse to click into a field, and use the keyboard to enter information.



Yes  No  If "yes", please enter the address

12 High Street
Ridgeton
Hampshir

Yes  No  If "yes", please enter the address


As you fill in the form, it monitors what you are entering and activates or deactivates different areas depending on whether they are relevant to you. You only have to fill in the blue coloured areas.

You can move through the form by using the Shift and TAB keys.

Pressing TAB will move you from one field to another.

Pressing Shift and TAB will move backwards through the fields.

**Check boxes:**

No  Yes

**Entering dates:** Enter dates directly into the text box by typing numbers separated by the "/" symbol e.g. 31/12/2005

**Submitting the form:** Click on the **Submit**  button when you have completed your form.

If there are any problems when you submit your form, you can save it and try sending it later.

When you have submitted the form, follow the on-screen instructions on what to do next.

***Please follow carefully any instructions on the form as you work through it.***

If you face any problems, please contact: [eForms@southsomerset.gov.uk](mailto:eForms@southsomerset.gov.uk)