

# Quick How-To: How to Fill Out a Form Online (like a PFD or Clinic Registration)

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This guide is for anyone new to online forms — like applying for the PFD (Permanent Fund Dividend) or checking in for a medical appointment.

## Step-by-Step Instructions

### Step 1: Open the Form

- Click the link from an email or website to open the form.
- It may open in a browser or in a PDF reader.

### Step 2: Click into the First Box

- Use your mouse or finger to click inside the first box.
- A blinking line shows you where to type.

### Step 3: Fill In the Information

- Type in your name, birthdate, address, or other needed information.
- Take your time and double-check each entry.

### Step 4: Submit or Print

- Click **Submit** when you're done or **Download** to save a copy.
- If printing is needed, click the **Print** icon.

### **You Did It!**

You've completed and submitted an online form!