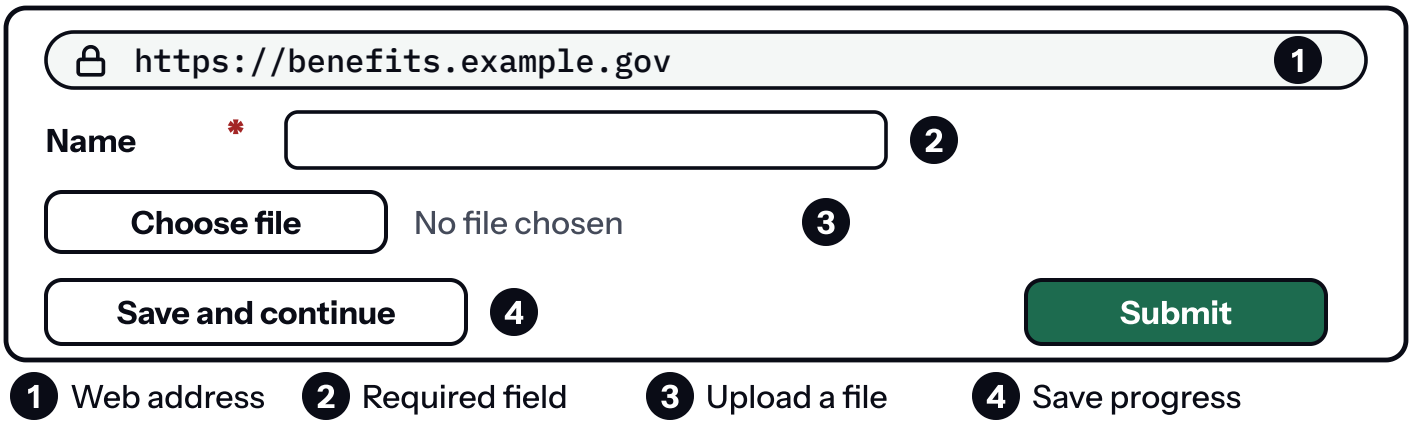
COMPUTER CENTER ONLINE · FREE GUIDE · LEVEL 2

Filling Out Forms Online

How to get ready, check the site, and protect your personal information.



Before you start

Gather what the form asks for, such as your address, dates and document numbers. Read the whole form once. Look for a Save or Save and continue button.

Check the website

Type the web address yourself or use a link from a source you trust. Government sites in the United States usually end in .gov. Do not use a link from a text or email you did not expect.

Fill it in

Fields marked with a star or the word required must be filled in. Some forms need your legal name. If you are not sure, ask the organization before you submit.

Social Security numbers

Give your Social Security number only when it is truly needed. If someone asks for it, ask why they need it, how they will protect it, and what happens if you do not give it. Never give it in reply to a message you did not expect.

Upload documents

Photos or scans can be uploaded with a button called Upload or Choose file. Check that it is the right file and that it is readable before you submit.

Save a copy

Before you submit, take a screenshot or print the page. After you submit, keep the confirmation number and the confirmation page.

On a shared computer

Do not let the browser save passwords, sign out when you finish, and avoid banking or other money tasks on a public computer.

Sources: USA.gov identity theft guidance; Social Security Administration. Last checked November 2026. Is something unclear or out of date? Use the contact form on our website and choose Guide feedback.