

Transacting

The skills you need to register and apply for services, buy and sell goods and services, and administer and manage transactions online.

Can you:

Access and use public services online, including filling in forms ?	
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☺ E.g. requesting a service from your **local council**, making a **GP** appointment or requesting a repeat prescription, making a tax return to **HMRC**, ...

Set up online accounts with retailers such as Amazon and eBay and buy goods online?	
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☺ **eBay** is an online auction and shopping **website** in which people and businesses buy and sell a wide variety of goods and services worldwide. eBay icons can look like this:



Use travel websites and apps to book tickets and make reservations?	
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Use different payment systems to make payments for goods or services online?	
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☺ Usually you will get a choice of ways to pay: credit/debit card, bank transfer or **PayPal**.

☺ **PayPal** is a service which you can use to hide your bank and credit card details from a supplier. Payments are made to the supplier from a PayPal account which then recovers the sum from your nominated account.

Upload documents and photographs when this is required to complete an online transaction?	
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☺ **Uploading** means transferring information from your device to a website. A good example of this would be uploading a CV for a job application.

Use online banking using your bank's website or app?	
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☺ **Online** banking means that you can look at your account whenever you want, and easily pay others without writing out a cheque. It has been around for quite some time, and, if used responsibly, is secure and reliable.