

How Do I [Discrete, Multi-step Task to Accomplish]?

Get Prepared

- [Details about how to determine eligibility, if applicable]
- [Details about how to create or log into a user account, if applicable]
- [Information or resources the user needs to read or know about in advance of completing this task]

Gather What You'll Need

- [List of required identification, if needed - types needed, accepted date ranges, what information should be included on it]
- [List of necessary financial documents - taxes, business records, bank statements, insurance policies]
- [List of information user might need to share - address, phone number, email, social security number, account number]
- [List of necessary credentials, diplomas, certificates, licenses, or proof of membership]
- [Cost to complete transaction and accepted forms of payment, if applicable]

[Action-based Phrase for Transaction - e.g., “apply”, “submit application”, “register”, “renew membership”]

- [Transaction step 1]
- [Transaction step 2]
- [Transaction step 3]
 - [Drop-down of transaction method 1 - e.g., “apply online”]
 - [Drop-down of transaction method 2 - e.g., “apply by phone”]
 - [Drop-down of transaction method 3 - e.g., “apply by mail”]

Next Steps

- [What your agency will do after the user completes their end of the transaction - the review process, an estimate of how long it will take the user to hear back from your agency, what method the agency will use to contact the user]

- [Explanation of any additional actions the user will need to take - follow-up interviews, inspections, training]
- [Appeal options if the user is denied or rejected, if applicable]
- [Overview of any ongoing actions or responsibilities the user has to take once the initial transaction is complete - e.g., renewals, ongoing inspections, recertifications - and associated dates, methods, and cost, if applicable]

Example How Do I's

- [How to Get an Insurance Agent License](#) - Office of Commissioner of Insurance and Safety Fire
- [How to Apply for Medicaid](#) - Georgia.gov
- [How to Register an LLC](#) - Georgia.gov
- [Get a \(Class C\) Licenses](#) - Department of Driver Services