

Instructions for completion of electronic subscription forms via internet

Open form

1. Open the subscription form by clicking on the link (you can also copy the link into your internet browser).
2. Follow the directions on the screen.

Browse through the form, store entries, and finish later

It is possible to browse through the form, partially complete it, store entries and finish it later. Please proceed as follows:

3. To view the next page, click button "Next>>". To go back to the previous page, click button "<<Back".
4. Whenever you may decide to leave the form and store your entries made so far, click button "Store entries, finish later".
5. Next, a new page opens up and shows you a (new) code to re-access your stored form later. Optionally, you can send this new code to your e-mail address by entering your address in the data entry rule followed by clicking the 'Send code' button. Finally, click the "Close" button to leave the form. You will receive the e-mail within a few minutes.

Note:

The access code will only be sent if you click the 'Send code' button prior to clicking the "Close" button to actually leave the form. If the access code was successfully sent to your e-mail address, a confirmation will appear on the screen.

6. The next time you open the form by clicking on the link in this e-mail, please select '*I want to continue filling in my saved form*'. Enter your (new password (access code)) in the data entry rule and click the "Next>>" button to access your partially completed form.
7. If required, you can repeat steps 4 to 6.

Sending completed forms to GD Animal Health

After completion of the form, please proceed as follows:

8. Click the "To confirmation page>>" button and your entries will appear on the screen.
9. If you wish you can print your data.
10. If your entries are correct and you would like to submit them, please click the "Submit" button at the bottom of the page. A new page opens up and shows you the message "*Thank you for your application for the GD Proficiency testing scheme(s). Your application will be sent to you via e-mail.*". Your data will be sent to you via e-mail. Click the "Close" button to exit the form.
11. You will receive a confirmation via e-mail with an overview of all your entries within a few minutes.

Note:

Whenever the system fails to open a new page as described in step 10, obviously something went wrong and your entries may not be sent to GD Animal Health. In this case, please contact us (pts@gdanimalhealth.com).