



NEW SERVICES

Subject: How to expedite Social Services forms electronically via the internet.

The Document Center unit at the Department of Social Services would like to inform you that we now have the capabilities of receiving electronic [via internet] requests for agency W- Forms.

This new process will allow you [the requester] to order the various forms on line.

Starting on June 25, 2008 we will be accepting requests via internet called Forms fulfillment.

We encourage everyone to use this quick and easy method of requesting DSS forms. Once you get into the site, you will be able to find a listing of all the DSS forms available for your use when you need them.

Please use the following instruction to register your mailing address to start the process.

See the following instructions for ordering your forms.

- 1) Go to the Department of social Services Website: <http://www.ct.gov/dss>.
- 2) Click on the forms link in the top menu bar.
- 3) This will take you to the DSS Forms page.
- 4) Select the **Order Bulk Quantity** link
- 5) First time visitors must register. Select the ***“Follow this link if you have not registered with us” Link***
- 6) Complete the registration form and click the **“Register”** button
- 7) You will be directed to the forms order page.
- 8) Check your company information and select **“Update”** if you notice any discrepancy.
- 9) To order forms, select the form from the dropdown box, enter the quantity desired and select the **“Add to Order”** button.
- 10) Add as many different forms to your order as needed and select the **“Review Order” button.**
- 11) If you’ve added a form incorrectly, select the appropriate checkbox and click the **“Delete”** button to remove it form the list.
- 12) When you have the correct forms and quantities listed, select the **“Complete Order”** button. This will e-mail your order to us and we can begin processing it immediately.

Again thank you for your cooperation.