

# SIMPLIFY AND SPEED UP DAILY TASKS



It's all too easy to get bogged down in paying bills and sorting out admin. Why not take advantage of online resources that help you manage everyday tasks such as paying household bills and balancing your books more quickly and easily, and all in one place?

**"WITH MY ONLINE BANK ACCOUNT I NOW ENJOY MY LUNCHTIMES, RATHER THAN STANDING IN THE QUEUE AT MY BANK."**

#### **Safety tip**

Keep your online banking secure: don't share your passwords with anyone and don't write them down. Visit [www.explore.ee.co.uk/digital-living](http://www.explore.ee.co.uk/digital-living) for more tips and advice.

## **Manage your money and pay bills online**

Most banks now offer an online banking service, which means no more queuing up in your branch, or hanging on the end of the phone listening to 'The Entertainer'. You can view your transactions whenever you want to, transfer money between accounts, and get total control of your money at all times. You can also use online banking to pay bills such as your council tax or electricity. It often saves money paying this way too.

#### **Taster**

Go to your bank and enrol for online banking or check out First Direct's award-winning online-only banking service. Advice is also available at [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk)

#### **On the go**

Mint's money manager app helps you organise and categorise your spending. Visit their website at [www.mint.com](http://www.mint.com)

## **Access public services and stay healthy**

More public services are moving online: you can now do everything from renewing your car tax to collecting benefits, and from paying for your TV license to filling in Registered Voters info, online. The NHS also has lots of information online to help you stay healthy.

#### **Taster**

Visit [www.direct.gov.uk](http://www.direct.gov.uk) to see all the public services available to you. [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) provides a wealth of information about all kinds of ailments – it even has a 'symptoms checker'. Not recommended for hypochondriacs!

#### **On the go**

Download the St John's Ambulance app to your phone for tips on what to do if you're in an accident and how you can help others and save lives.

## **Sort out your travel**

Going somewhere? The internet makes sorting out travel quicker, easier and cheaper. Whether you're at home or on the go, you can check train times and routes and book tickets early to get the best deals. You can also view maps and even get up-to-the-minute travel information, such as traffic alerts, so you don't get stuck in a jam.

#### **Taster**

Check train times at [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or get discounts when you book online at [www.thetrainline.com](http://www.thetrainline.com)

#### **On the go**

Use [Google Maps](https://www.google.com/maps) or a preloaded map on your smartphone to zoom in on your destination or plan your route. Try the [Nextbus](http://www.nextbus.com) app on your smartphone to find out bus times in your area.