Instructions for accessing the Windows character map to use UK characters

1. Click on the start icon and type ‘character map’ in the ‘search programs and files’ field then click on the program.

2. Once the character map is open choose basic UK characters to type in your name, for example, if your name is Dr W Smith then you would do the following:

3. Click on the first letter (D) and then click on Select.

4. It will appear in the characters to copy field.

5. Continue to add characters, to add a space, click on the Characters to copy field and press the space bar.

6. Finally click on Copy.
7. Go into GMC Online and submit your application.
8. When you get to the Pay360 payment screen, paste this information into the card name field (Ctrl & V or right click with the mouse and click on Paste).

9. Complete the remaining details and then click to Pay.