

PH-03 — Point at every date and dollar

Academy · free worksheet · Pair with PH-03. The paper wins. The chat does not check its own answer.

Never type or paste these into a chat

- Passwords, or codes sent to your phone or email
- Social Security number, bank or card numbers, account numbers, barcodes
- Health details — yours or anyone's (symptoms, medicines, test results, insurance cards)
- Kids' names, schools, teams, and where they'll be when
- Full street addresses, birthdays, other people's phone numbers or emails

Use stand-ins: [Landlord], [Kid A], [my street]. The chat writes just as well without the real thing.

Stop 1 — Health

Don't type symptoms, medicines, or test results. Write your questions on paper and bring them to your doctor, nurse, or pharmacist. Emergency: call 911. This card has no box to fill in, on purpose.

Stop 2 — Today's price

The chat doesn't know today's price, what's in stock, or this week's sale. Read the shelf tag, the store's own page, or call the store.

Stop 3 — Rules and the law

A letter the chat writes is not legal advice. For a lease, school, airline, or town rule, open the page printed on your paper or call the office. Court, eviction, custody, immigration: stop and call a lawyer or legal aid (in NJ, Legal Services of New Jersey).

Stop 4 — Tax, benefits, and scams

You're responsible for what you file. Don't ask the chat to fill in a tax or benefits form, and never type your SSN or income. Use the agency's own site or the number on a letter you trust. Free tax help exists (IRS VITA sites). If anyone — a caller, a pop-up, a page, or a chat — asks for a password, a code, gift cards, a wire, or crypto, or promises a bot will earn you money: stop, hang up or close it, and ask a person you trust.

Brake

If this happens	Do this
It's typing too much, or something you don't want	Click Stop — the square that replaces the send arrow while it's writing
You closed the tab by mistake	Ctrl+Shift+T (Mac: Cmd+Shift+T). It comes back.
The chat got strange, long, or off track	Click New chat (a pencil or plus, usually near the top). Clean page.
You're on a shared or library computer	Before you leave: click your initial or picture → Log out / Sign out, then close the browser
You pasted something from the don't-paste card	Don't paste it again to check. Delete that chat (the ... menu next to its name → Delete). If it was a password or code, change it on the real site. If it was a bank or card number, call the number on the back of your card. Tell a person you trust.
Stuck after two honest tries	Stop. Book a human. It's not you — these sites change often.

0. Filled example — find what was added

Paper says: recycling moves to Thursday beginning November 3; curb by 6:00 a.m.; bulk items need a \$15 sticker at Town Hall. It does not mention a fine.

- 1) Put recycling out Thursday by 6 a.m. starting November 3.
- 2) Bulk items need a \$15 sticker.
- 3) If you miss pickup, you may be fined **\$50** under **township rules**.

Cross out \$50 and “township rules.” What the paper says about missing pickup: nothing. That's MISSING.

1. Half filled — one addition is already marked

Paper says: due Friday, October 10. Late fee \$0.25 a day after that. Renew at the desk or on the site printed on the notice. Nothing else.

- 1) Renew by Friday, October 10. — on the paper
- 2) Late fee is \$0.25 a day. — on the paper
- 3) You must also pay a \$12 replacement fee if you are one week late.

Not on the paper: \$12 and “one week”

I cross out: _____

What the paper says instead: MISSING

Your answer will be worded differently. That's normal. Check it has the same parts: each date and dollar is on the paper, or it is crossed out.

2. Your answer — blank

Copy the answer from your screen. Finger on each date, time, dollar, and place. Not on your paper → cross it out.

Line _____

On the paper? yes / crossed out

Line _____

On the paper? yes / crossed out

Line _____

On the paper? yes / crossed out

☐ I found both added things in the practice answer (\$50 and township rules)

☐ Every date and dollar in my answer is on my paper, or crossed out