



# Create an Account and Sign In

Follow these 3 easy steps

**Agency of Human Services Uploader**

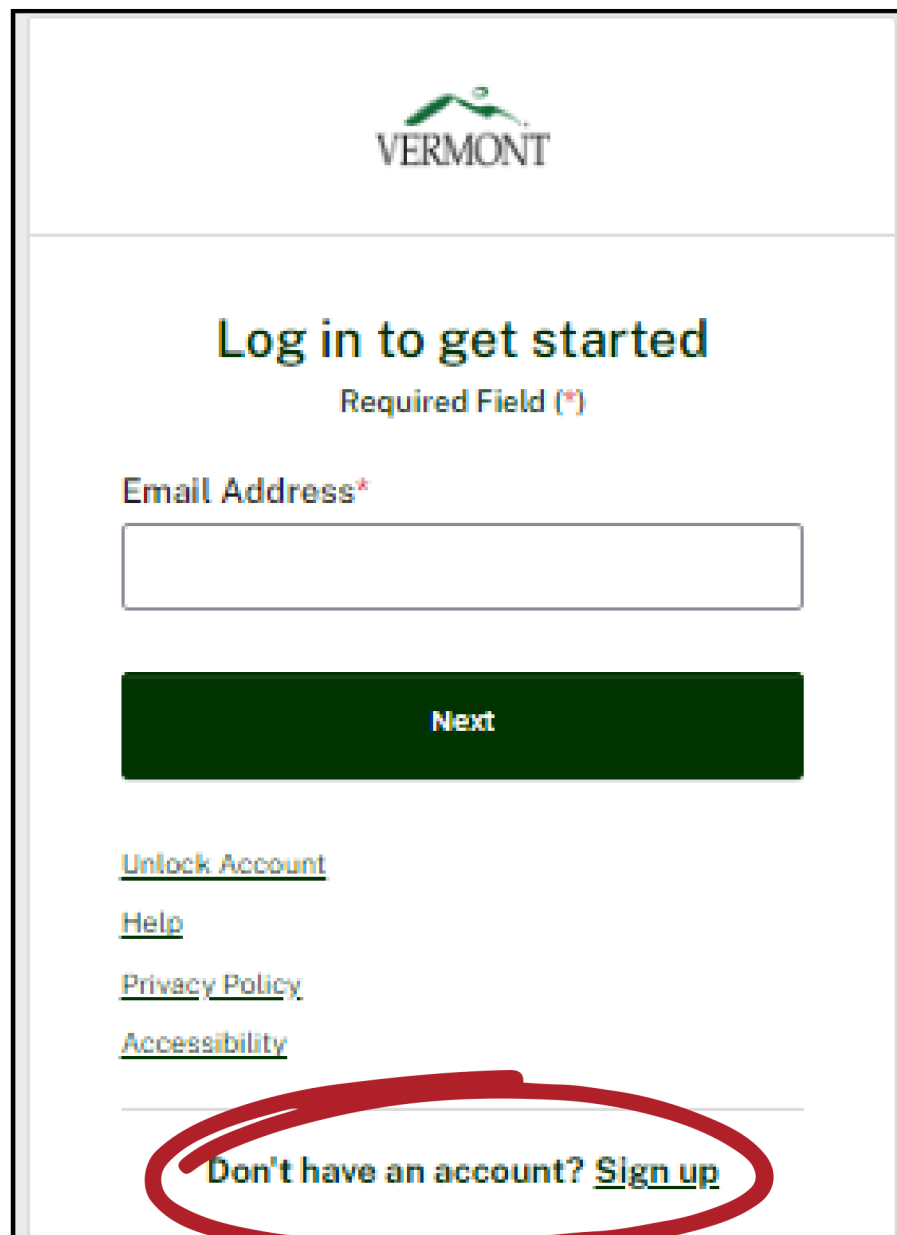
Upload documents required for Healthcare programs.

[Upload](#)

Login Help @ DVHA

# 1

- Go to [info.my.vermont.gov](http://info.my.vermont.gov) on the internet. Use the newest version of your internet browser.
- At the bottom of the Log in menu, click **“Sign Up”**.



**Log in to get started**  
Required Field (\*)

Email Address\*

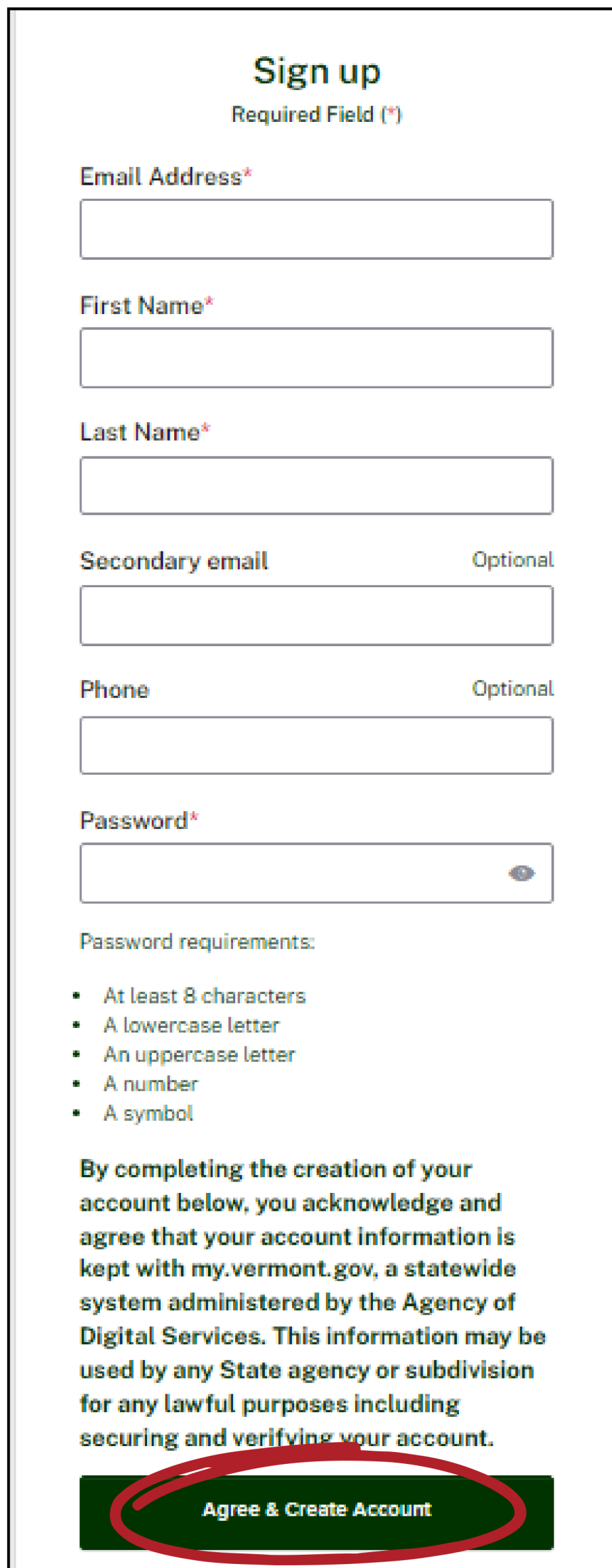
[Next](#)

[Unlock Account](#)  
[Help](#)  
[Privacy Policy](#)  
[Accessibility](#)

**Don't have an account? [Sign up](#)**

# 2

- Enter your email address, your first and last name, and password for your new account.
- At the bottom of the Sign up menu, click **“Agree & Create Account”**.



**Sign up**  
Required Field (\*)

Email Address\*

First Name\*

Last Name\*

Secondary email Optional

Phone Optional

Password\*

Password requirements:

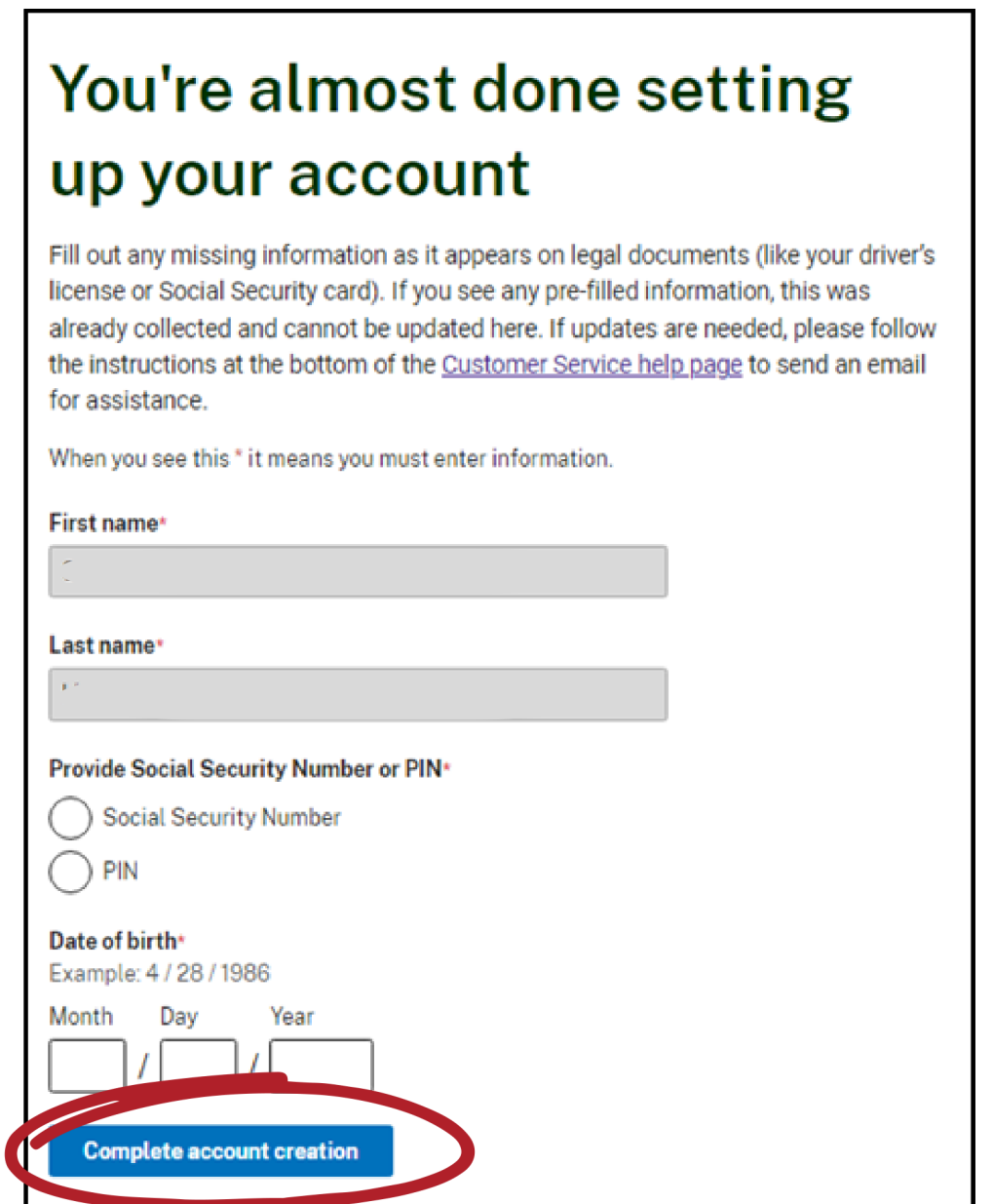
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol

By completing the creation of your account below, you acknowledge and agree that your account information is kept with my.vermont.gov, a statewide system administered by the Agency of Digital Services. This information may be used by any State agency or subdivision for any lawful purposes including securing and verifying your account.

[Agree & Create Account](#)

# 3

- An email will be sent to the email address you gave us. Open the email and click **“Activate Account”**.
- At the bottom of the page, click **“Complete Account Creation”**.



**You're almost done setting up your account**

Fill out any missing information as it appears on legal documents (like your driver's license or Social Security card). If you see any pre-filled information, this was already collected and cannot be updated here. If updates are needed, please follow the instructions at the bottom of the [Customer Service help page](#) to send an email for assistance.

When you see this \* it means you must enter information.

First name\*

Last name\*

Provide Social Security Number or PIN\*

Social Security Number  
 PIN

Date of birth\*  
Example: 4 / 28 / 1986

Month Day Year

[Complete account creation](#)

Questions? Technical difficulties? Find answers to common problems.



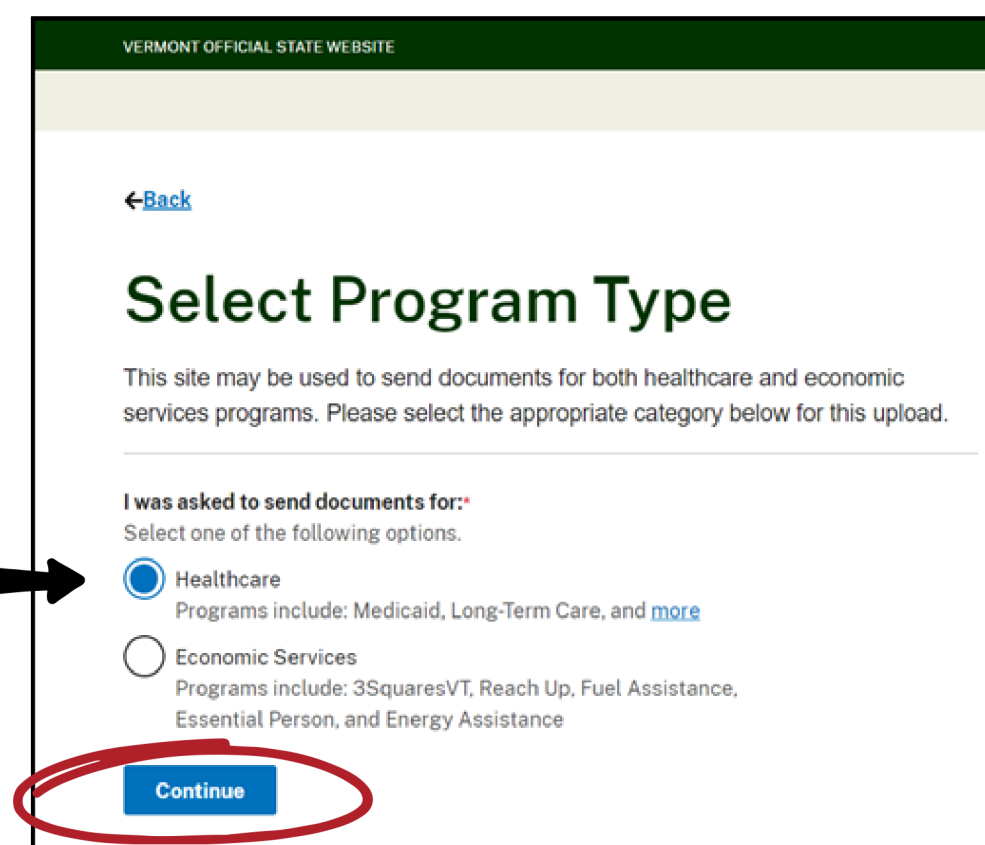
# Need to send us documents?

Use the internet. Do it the safe way in 4 easy steps!



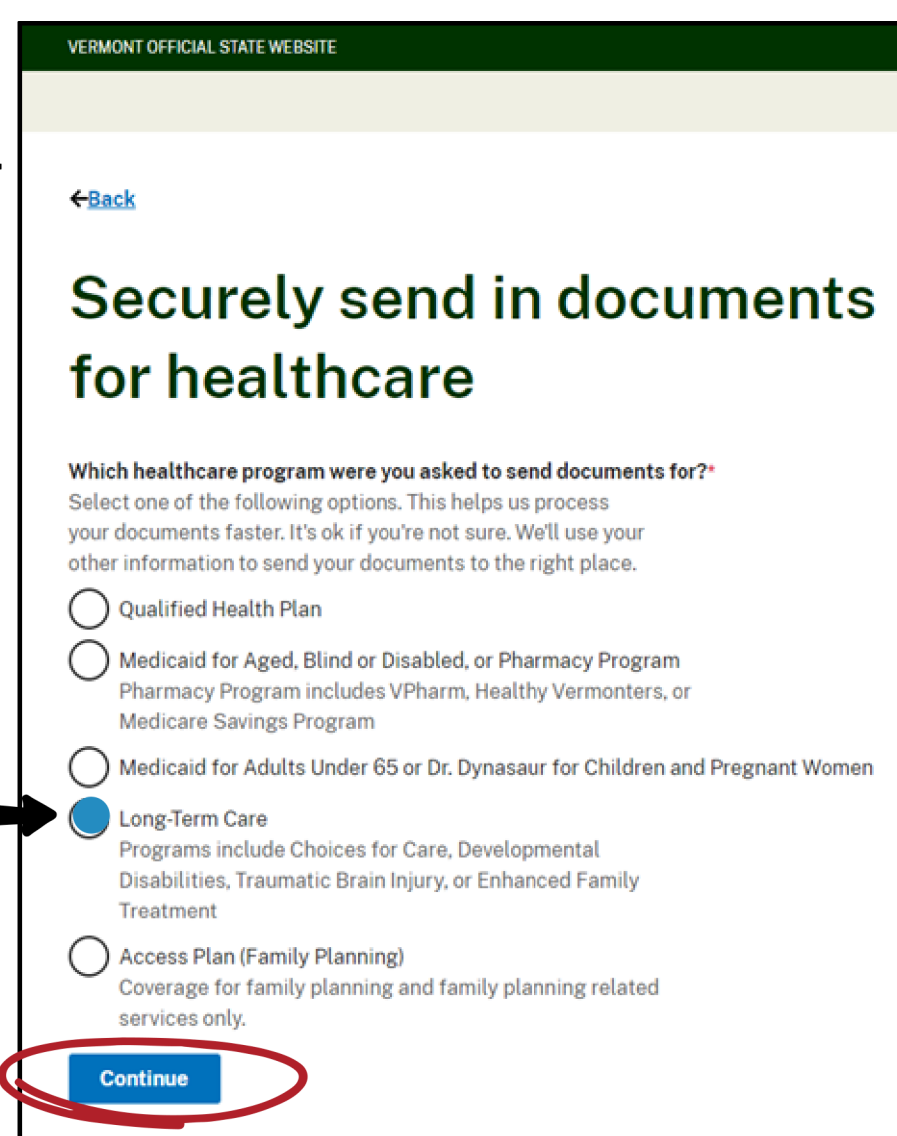
**1**

- Take clear pictures of the documents you need to send us. You can use a smart-phone, tablet or digital camera. You can also upload a .pdf file.
- Go to [info.my.vermont.gov](http://info.my.vermont.gov) on the internet. Use the newest version of your internet browser.
- Log in to the document uploader. If you do not have an account, create a new account (see other side for instructions).
- On the first page, click **“Healthcare”**. Then click **“Continue”**.



**2**

- You will see a new page. Click on **“Long Term Care”**. Then click **“Continue”**.

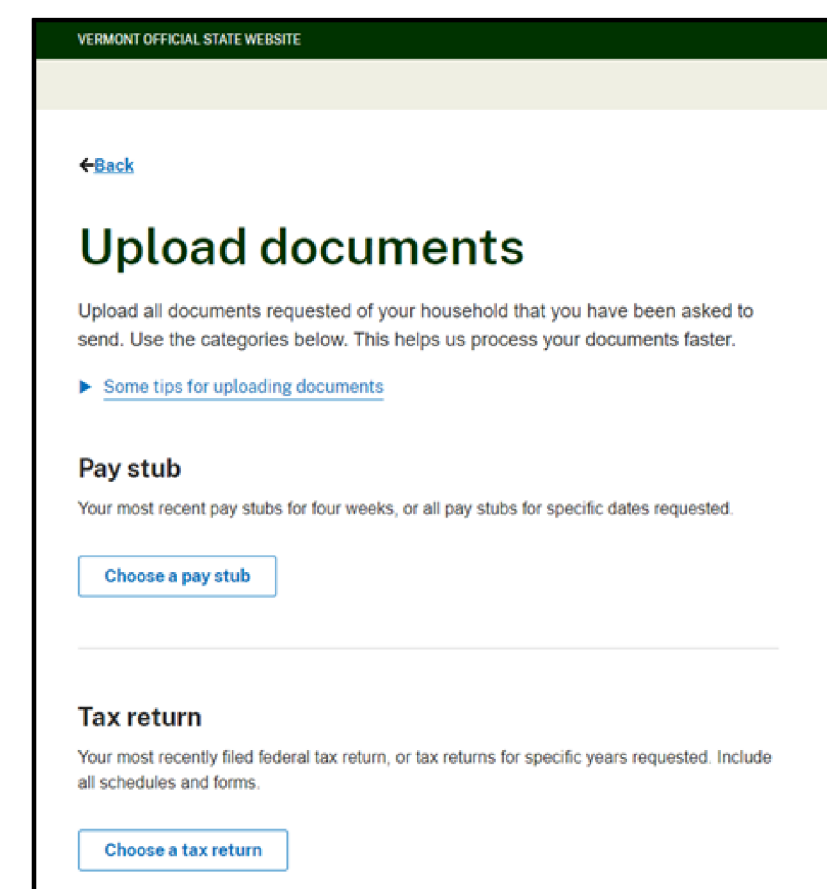


**4**

The next page lets you upload the documents we asked for.

- Click on the type of item you are uploading. You can add more than one document by clicking **“Add another...”** on the document type.

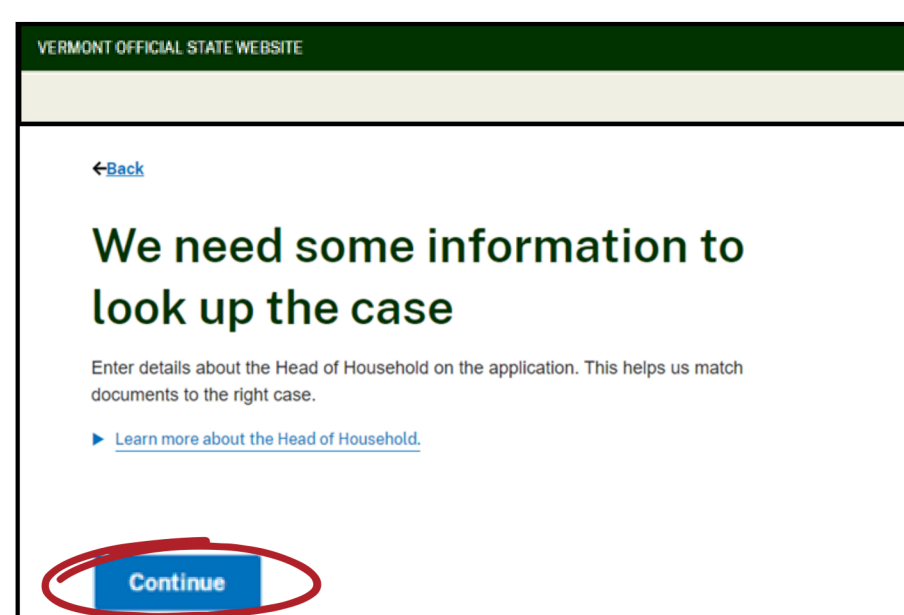
! If you are an **authorized representative** for someone else, please upload your auth rep document. You will need to do this **EVERY TIME** you upload forms for this person.



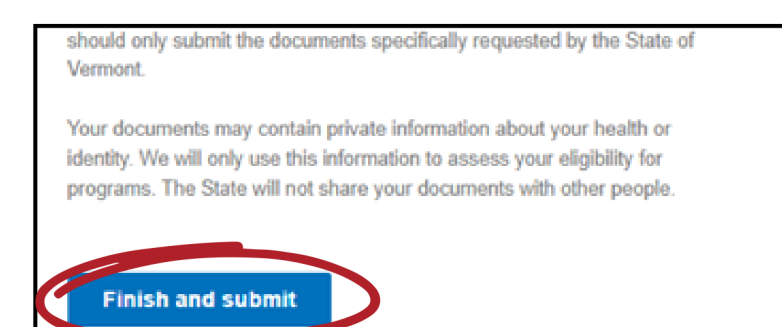
**3**

The next pages will ask questions about your account.

- If you are uploading documents for your own case, click on **“My case”**.
- If you are uploading documents for someone else, click on **“Someone else’s case”**.
- To find your account and case, fill out required information and click **“Continue”**.



- When you’re done, click **“Finish and Submit.”**



Questions? Technical difficulties? Find answers to common problems.