Questions? Call toll free **1-800-250-8427**

Deaf or hard of hearing? Call **711**

Agency of Human Services Uploader
Upload documents required for Healthcare programs.

Upload
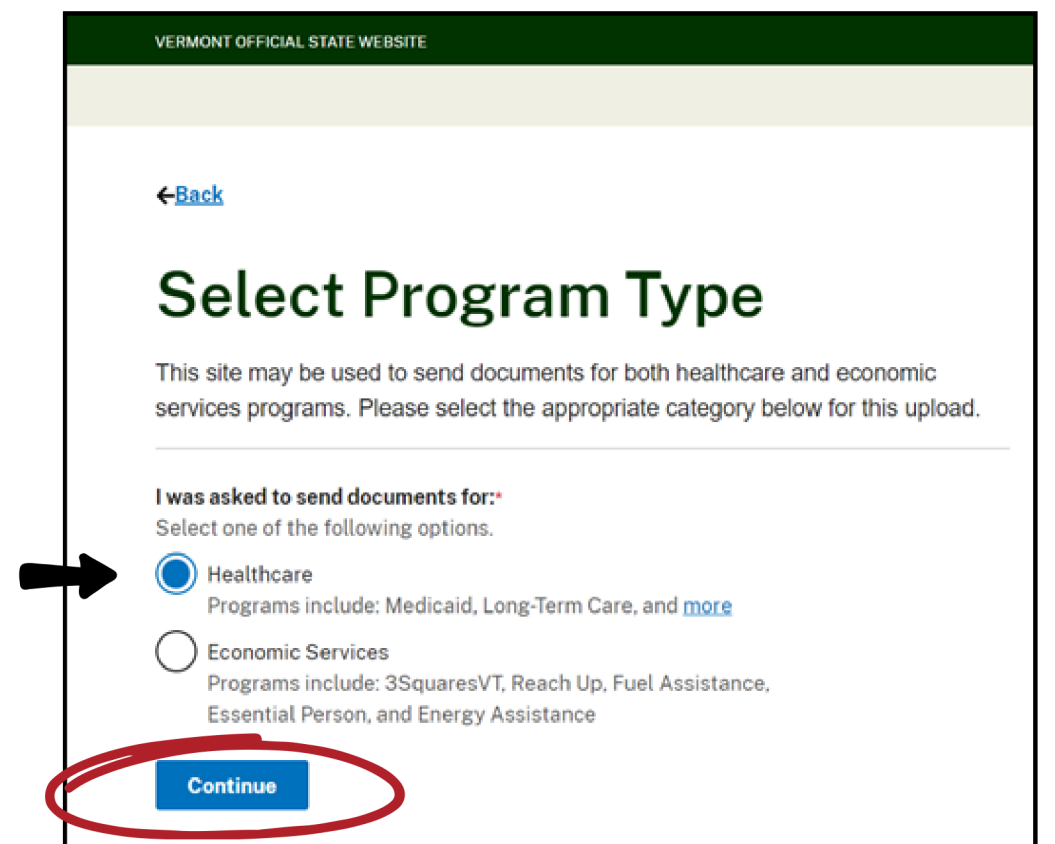
ℹ Login Help @ DVHA

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** on the internet. Use the newest version of your internet browser.
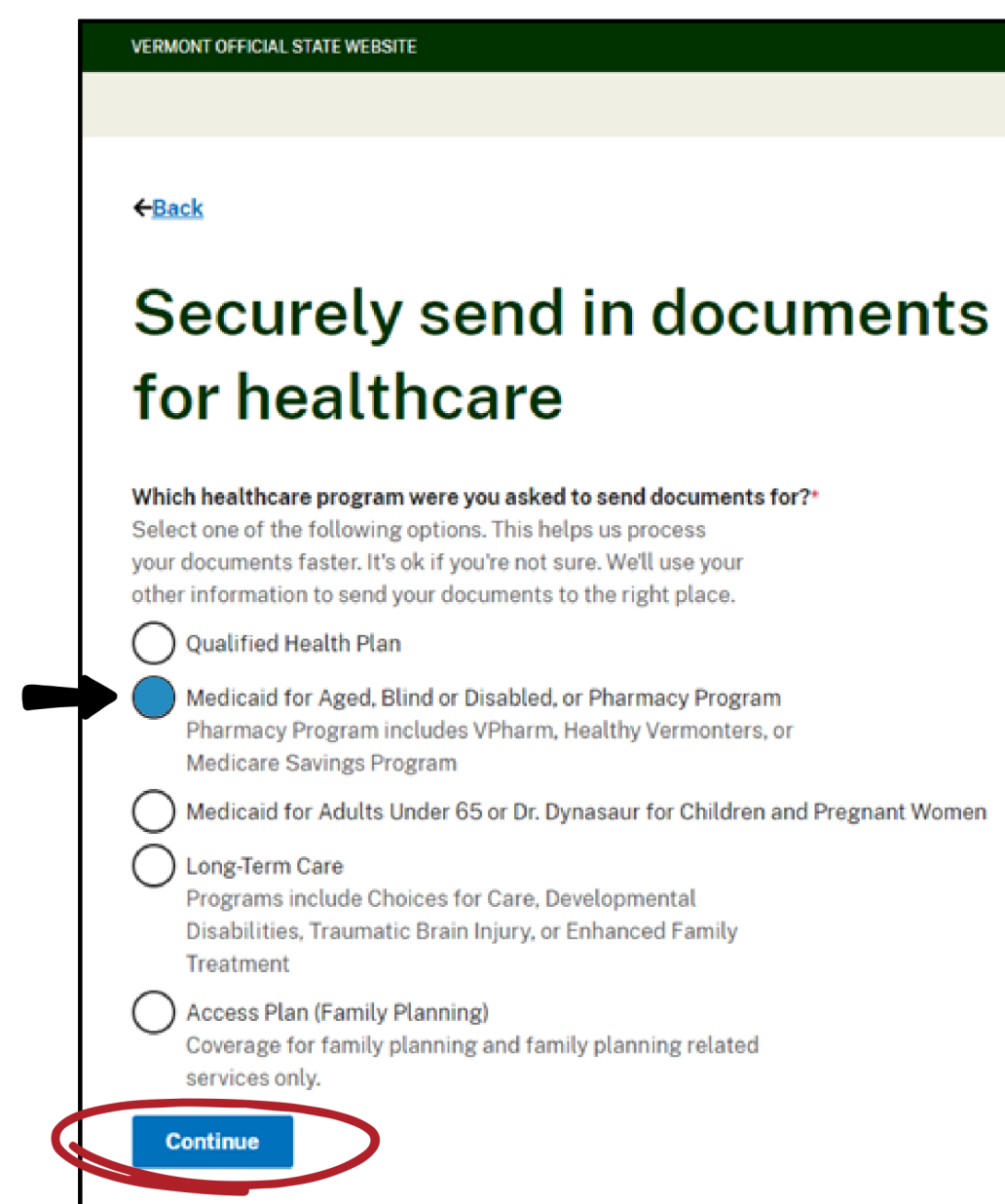
- Log in to the document uploader. If you do not have an account, create a new account (see other side for instructions).
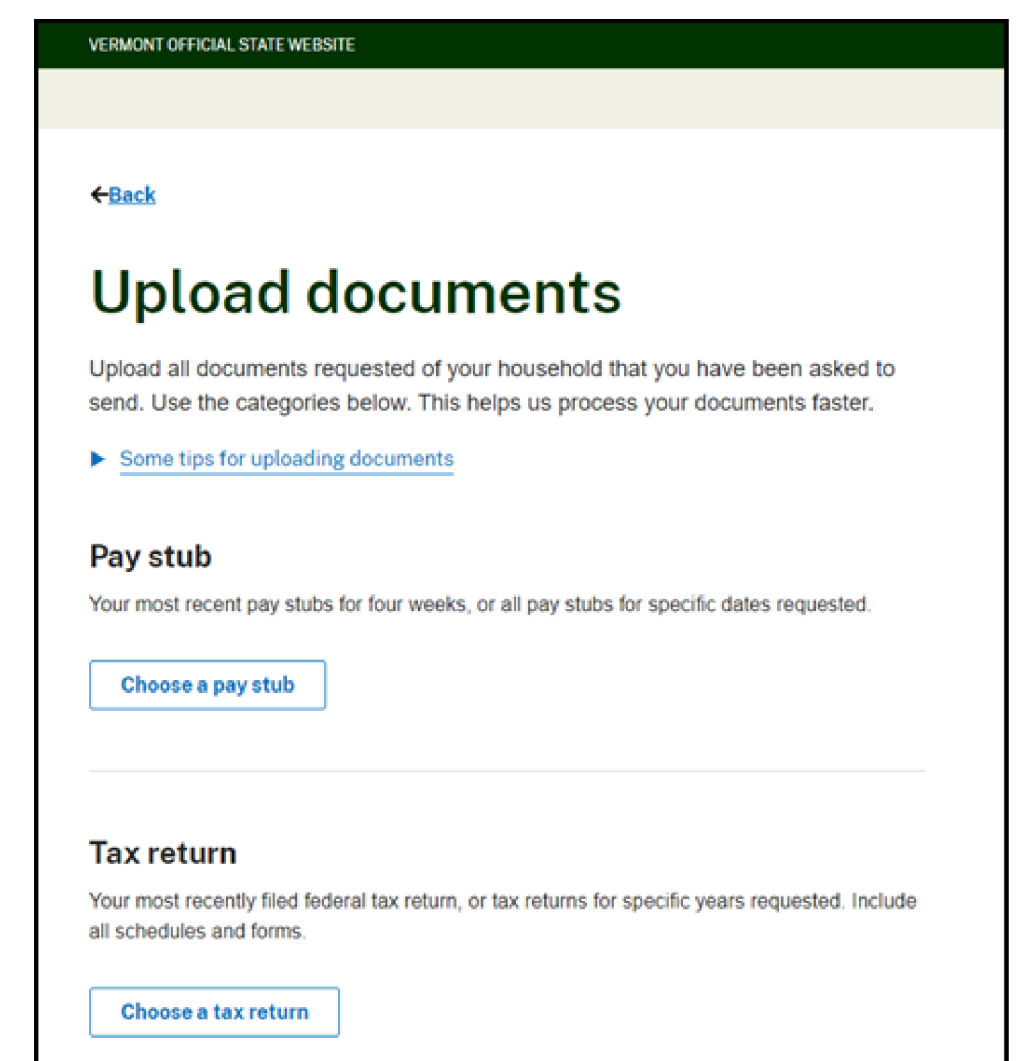- On the first page, click "**Healthcare**". Then click "**Continue**".

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Select Program Type

This site may be used to send documents for both healthcare and economic services programs. Please select the appropriate category below for this upload.

I was asked to send documents for: *
Select one of the following options.

⦿ Healthcare
Programs include: Medicaid, Long-Term Care, and more

◯ Economic Services
Programs include: 3SquaresVT, Reach Up, Fuel Assistance, Essential Person, and Energy Assistance

Continue

2
You will see a new page.
- Click on "**Medicaid for the Aged, Blind, Disabled, or Pharmacy Program**". Then click "**Continue**".

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Securely send in documents for healthcare

Which healthcare program were you asked to send documents for? *
Select one of the following options. This helps us process your documents faster. It's ok if you're not sure. We'll use your other information to send your documents to the right place.

◯ Qualified Health Plan

⦿ Medicaid for Aged, Blind or Disabled, or Pharmacy Program
Pharmacy Program includes VPharm, Healthy Vermonters, or Medicare Savings Program

◯ Medicaid for Adults Under 65 or Dr. Dynasaur for Children and Pregnant Women

◯ Long-Term Care
Programs include Choices for Care, Developmental Disabilities, Traumatic Brain Injury, or Enhanced Family Treatment

◯ Access Plan (Family Planning)
Coverage for family planning and family planning related services only.

Continue
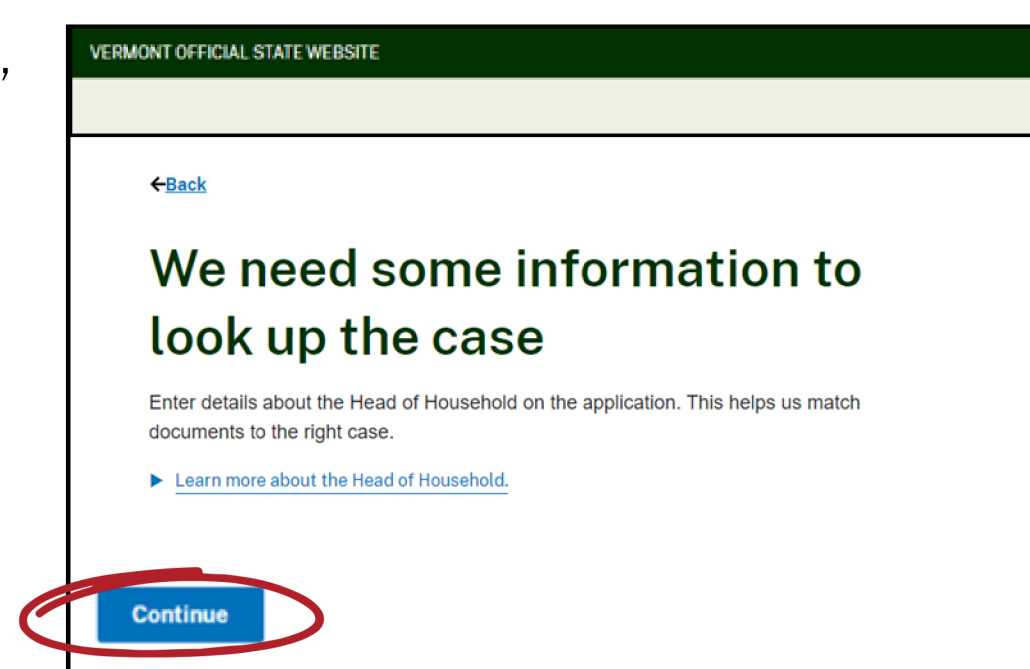
4
The next page lets you upload the documents we asked for.
- Click on the type of item you are uploading. You can add more than one document by clicking "**Add another...**" on the document type.

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Upload documents

Upload all documents requested of your household that you have been asked to send. Use the categories below. This helps us process your documents faster.

▶ Some tips for uploading documents

Pay stub
Your most recent pay stubs for four weeks, or all pay stubs for specific dates requested.

Choose a pay stub

Tax return
Your most recently filed federal tax return, or tax returns for specific years requested. Include all schedules and forms.
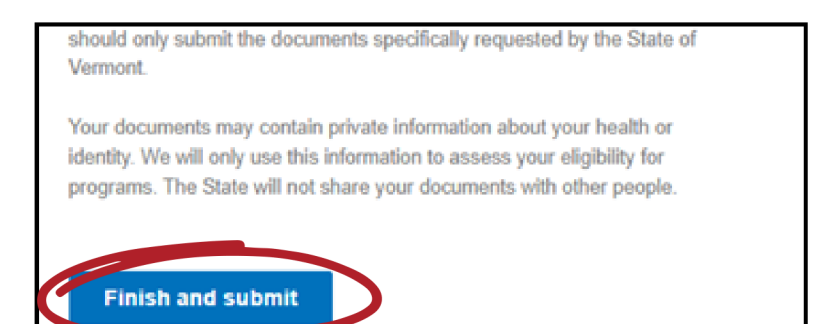
Choose a tax return

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**".

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We need some information to look up the case

Enter details about the Head of Household on the application. This helps us match documents to the right case.

▶ Learn more about the Head of Household.

Continue

- When you're done, click "**Finish and Submit**."

should only submit the documents specifically requested by the State of Vermont.

Your documents may contain private information about your health or identity. We will only use this information to assess your eligibility for programs. The State will not share your documents with other people.

Finish and submit