

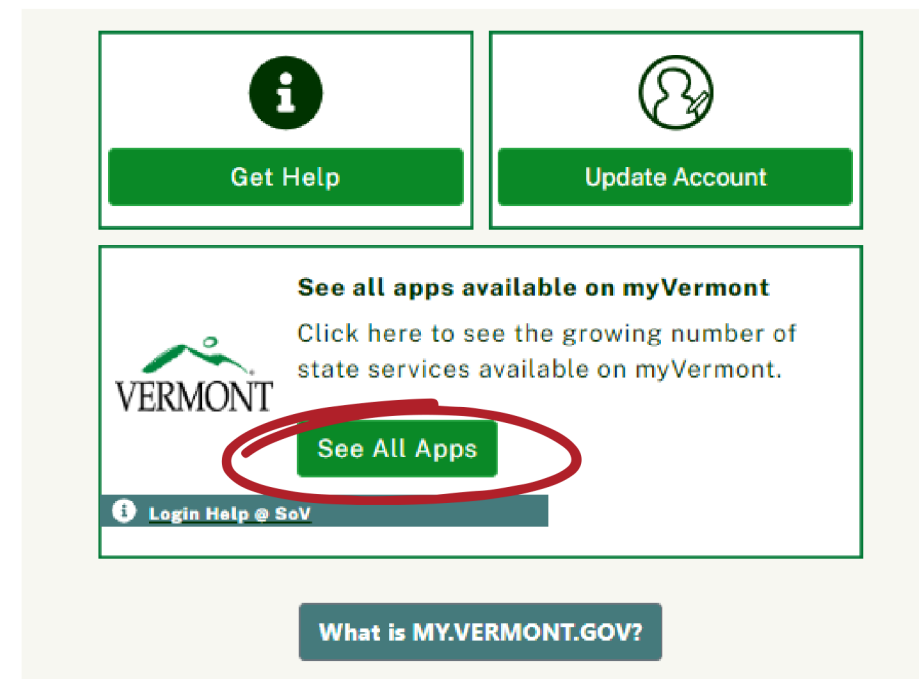
# Need to send your application?

Use the Document Uploader. Do it the safe way on the internet!

**1**

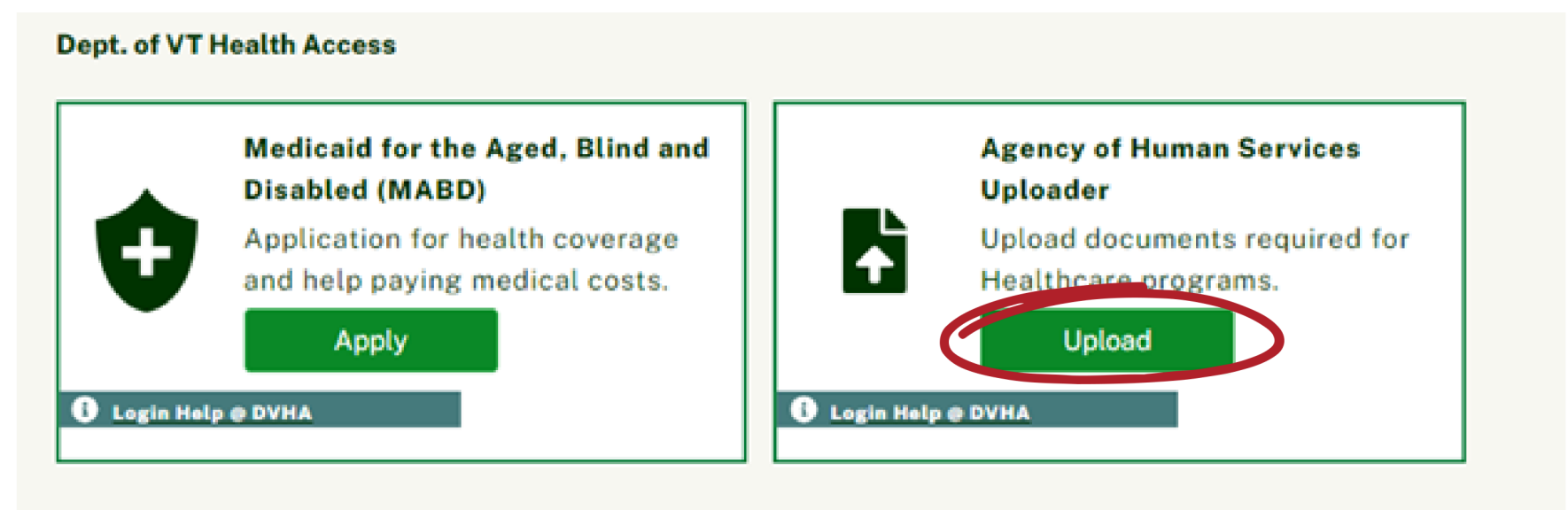
- Go to [info.my.vermont.gov](http://info.my.vermont.gov) on the internet. Use the newest version of your internet browser.
- Click **“See All Apps”**.

## Welcome to my.vermont.gov!



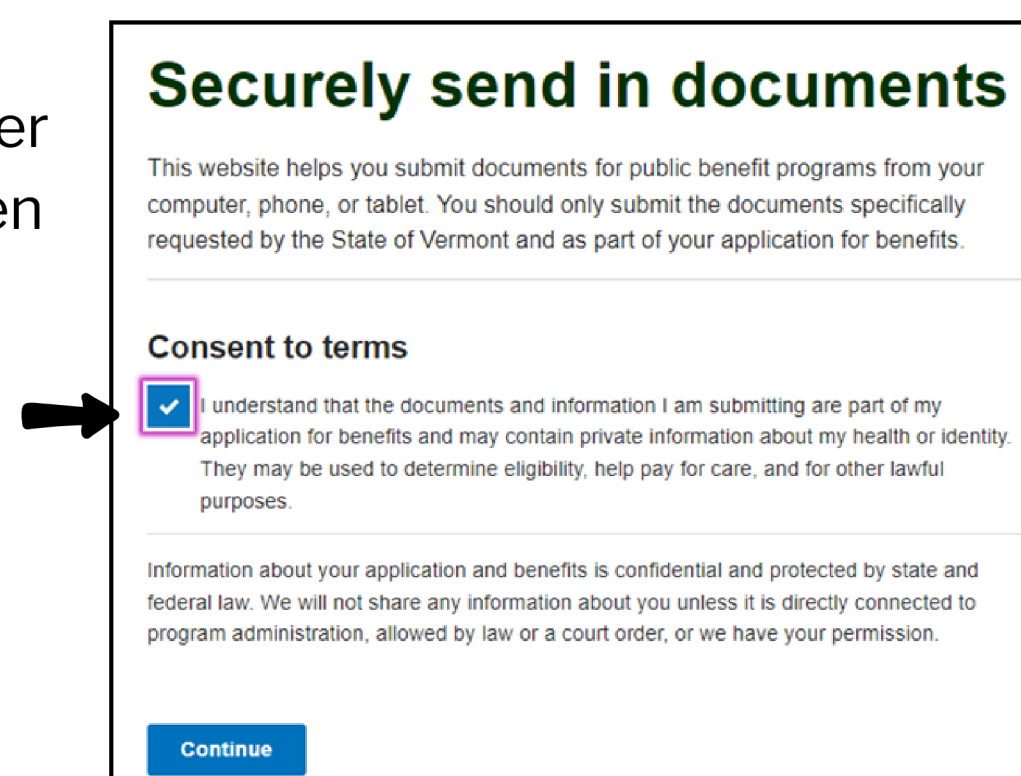
**2**

- Look for the “Agency of Human Service Uploader” box. Then click **“Upload”**.



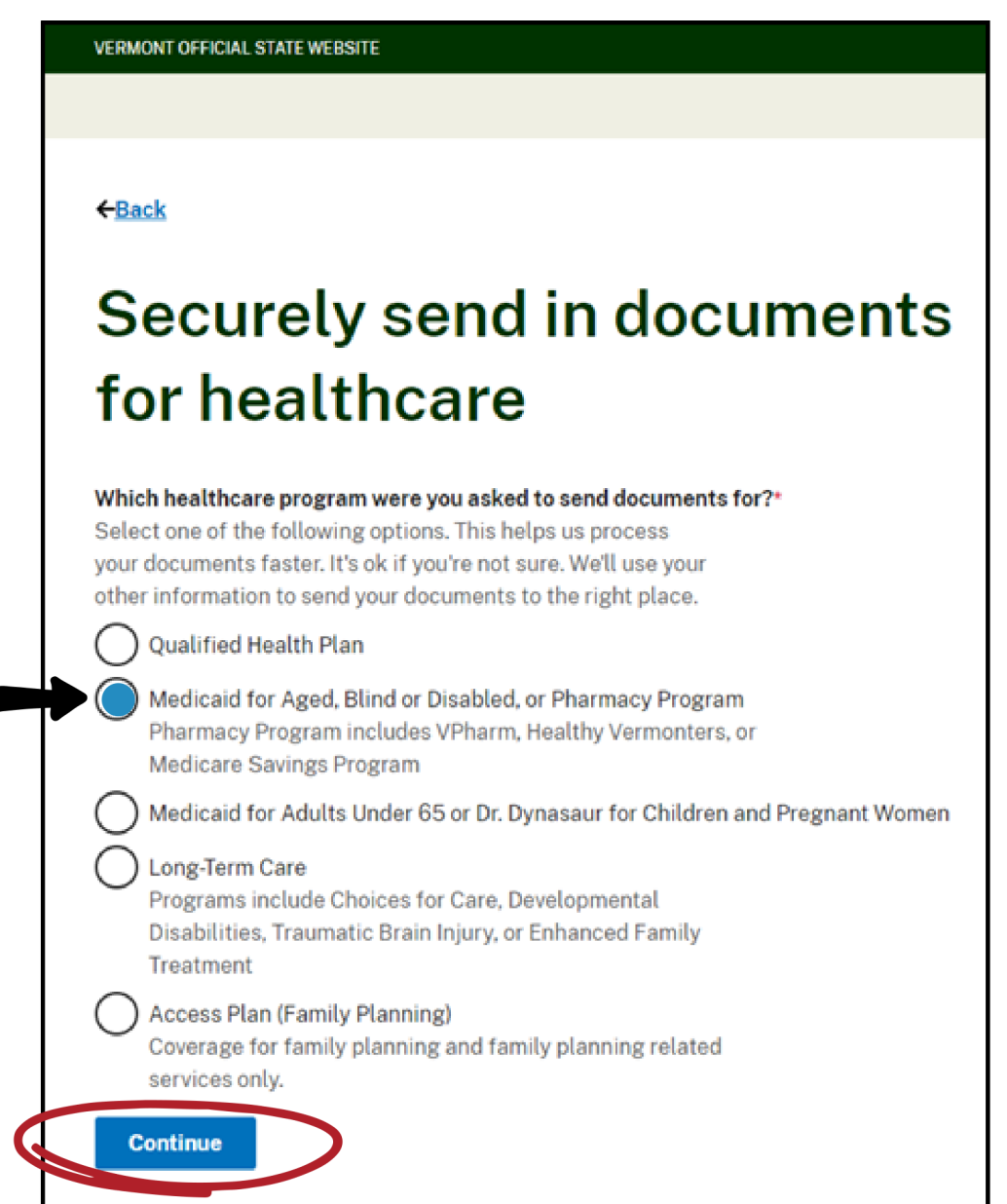
**3**

- Click the **check box** under “Consent to Terms”. Then click **“Continue”**.



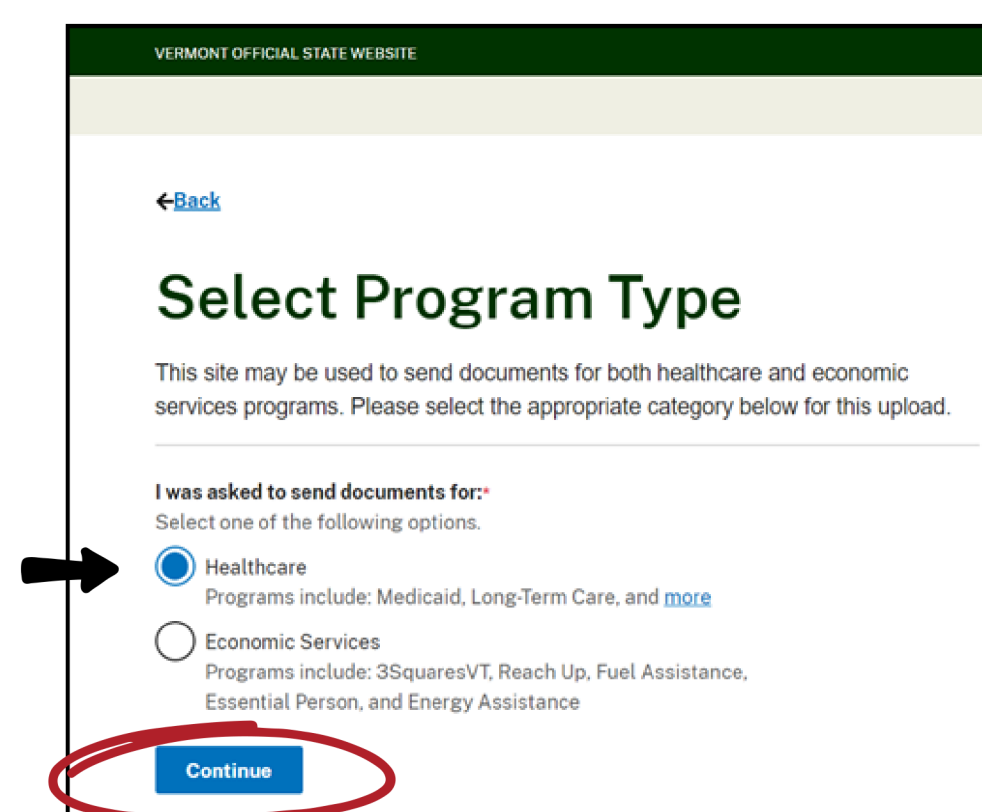
**5**

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



**4**

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



Want to find out if we got your documents? Wait **5 business days** after you upload them. Then **call** Customer Support at **1-800-250-8427**.

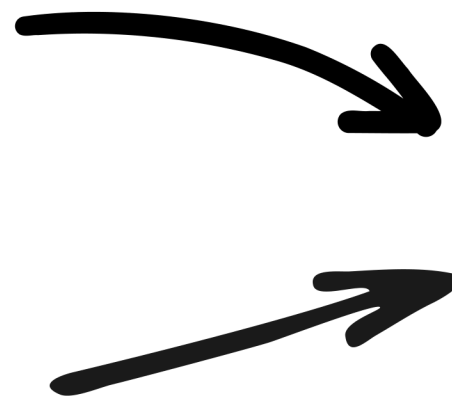
# Need to send your application?

Steps 6-9 (of 9)

Use the Document Uploader. Do it the safe way on the internet!

**6**

- If you are uploading documents for your own case, click on “**My case**” then click “**Continue**”.
- If you are uploading documents for someone else, click on “**Someone else’s case**” then click “**Continue**”.



### First, tell us who you are uploading documents for

Are you uploading documents for the case you belong to, or for someone else's case?\*

My case

Someone else's case

**Continue**

**7**

The next page will ask questions about your account.

- Answer the questions and click “**Continue**”.
- If you are uploading documents **for your own case**, enter **your information**.
- If you are uploading documents **for someone else**, enter **their** information.

### 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](#)

First Name\*

Last Name\*

Social Security Number\*

Date of Birth\*  
Example: 4 / 28 / 1986  
Month / Day / Year  
 /  /

Phone Number  
Optional

**Continue**

**8**

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

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

### Upload documents

Upload all documents requested of your household that you have been asked to send. Use the categories below. If you're sending multiple pay stubs, tax returns, or bank statements, upload them in chronological order, from oldest to newest. 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**

- If you are uploading an **application**, click “**Other**”.

**Other**

**Choose a document**

**9**

- 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**

Want to find out if we got your documents? Wait **5 business days** after you upload them. Then **call** Customer Support at **1-800-250-8427**.