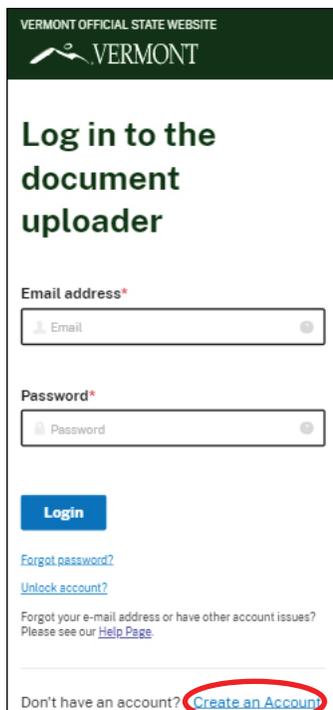


# Create an Account and Sign In

Create an account in 3 easy steps:

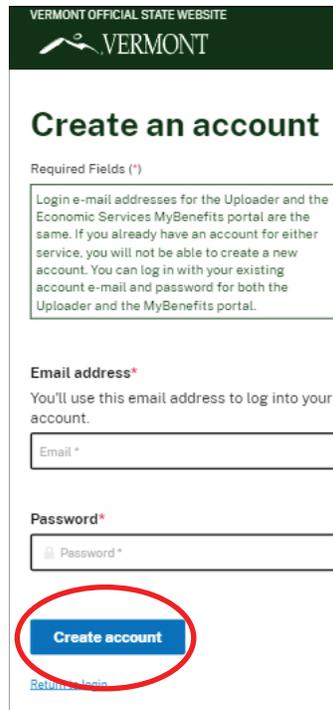
## Step 1

- Go to **ahsuploader.vermont.gov** on the internet. Use the newest version of your internet browser.
- On the first page, click **"Create an Account"**.



## Step 2

- You will see a new page. Enter your email address and password for your new account.
- An email will be sent to the email address you gave us. Open the email and click **"Activate Account"**.
- Some users might see a page that says "Vermont Agency of Human Services Portal". If you see this page, click **"Document Uploader"** to continue.



## Step 3

- Enter your personal information and click **"Complete account creation"**.
- You will see a screen that says "Your account has been created." Click **"Continue to the document uploader"** to sign in to your account and upload documents.



# Need to Send Us Documents?

Use the internet. Do it the safe way in 3 easy steps!

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



### Securely send in documents

Use this site to upload documents from your computer, phone, or tablet.

**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](#)

## Step 2

- You will see a new page. Click on either "**Qualified Health Plan**" OR "**Medicaid for Adults Under 65 or Dr. Dynasaur for Children and Pregnant Women**". Then click "**Continue**".
- The next pages ask questions about your account. Answer the questions and 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

[Continue](#)

## Step 3

- The next page lets you upload the documents we asked for. You can add more than one document by clicking "**Add another document**".
- When you're done, click "**Finish and submit**".

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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.

[▶ Need help uploading documents?](#)

#### Pay stub

**Only upload if you were asked to send a pay stub.**  
Your most recent pay stubs, or all pay stubs for specific dates requested.

[Choose a pay stub](#)