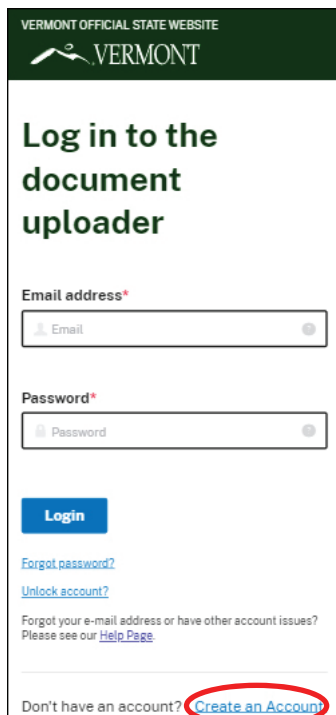


# Create an Account and Sign In

Create an account in 3 easy steps:

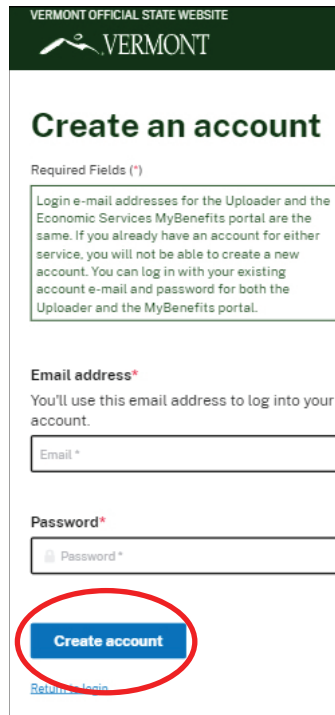
## Step 1

- 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.

