

Need to send us documents?

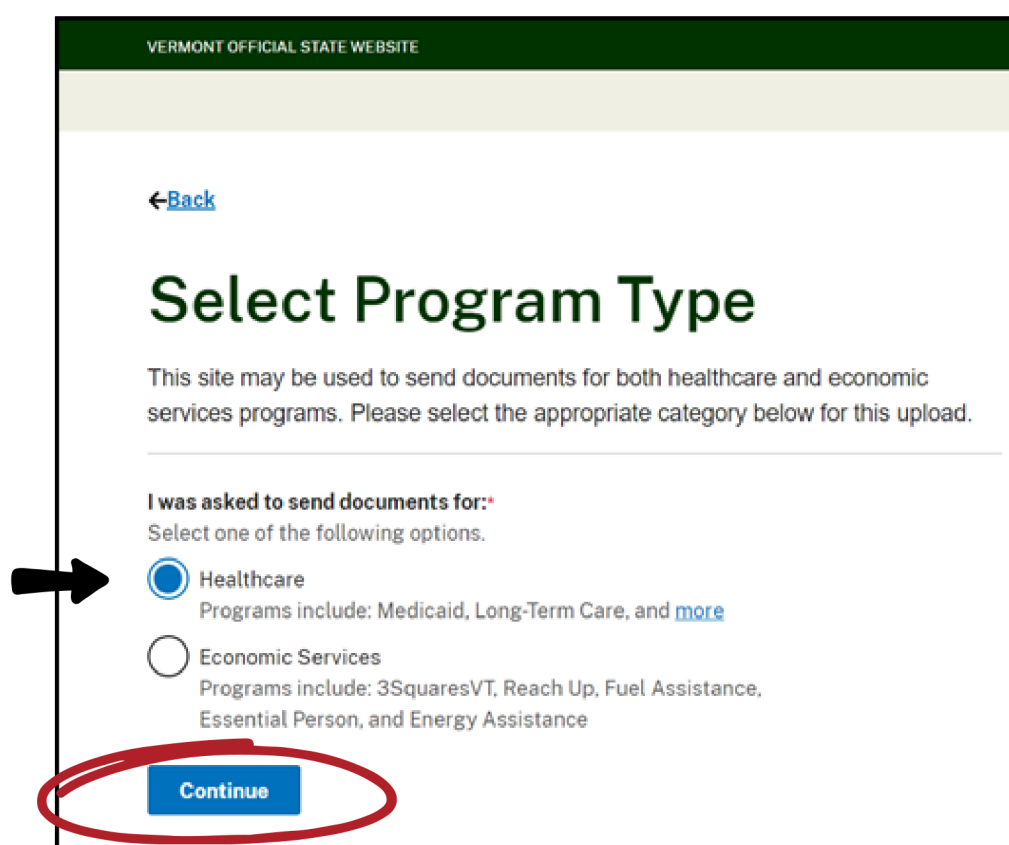
Use the internet. Do it the safe way in 4 easy steps!



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.

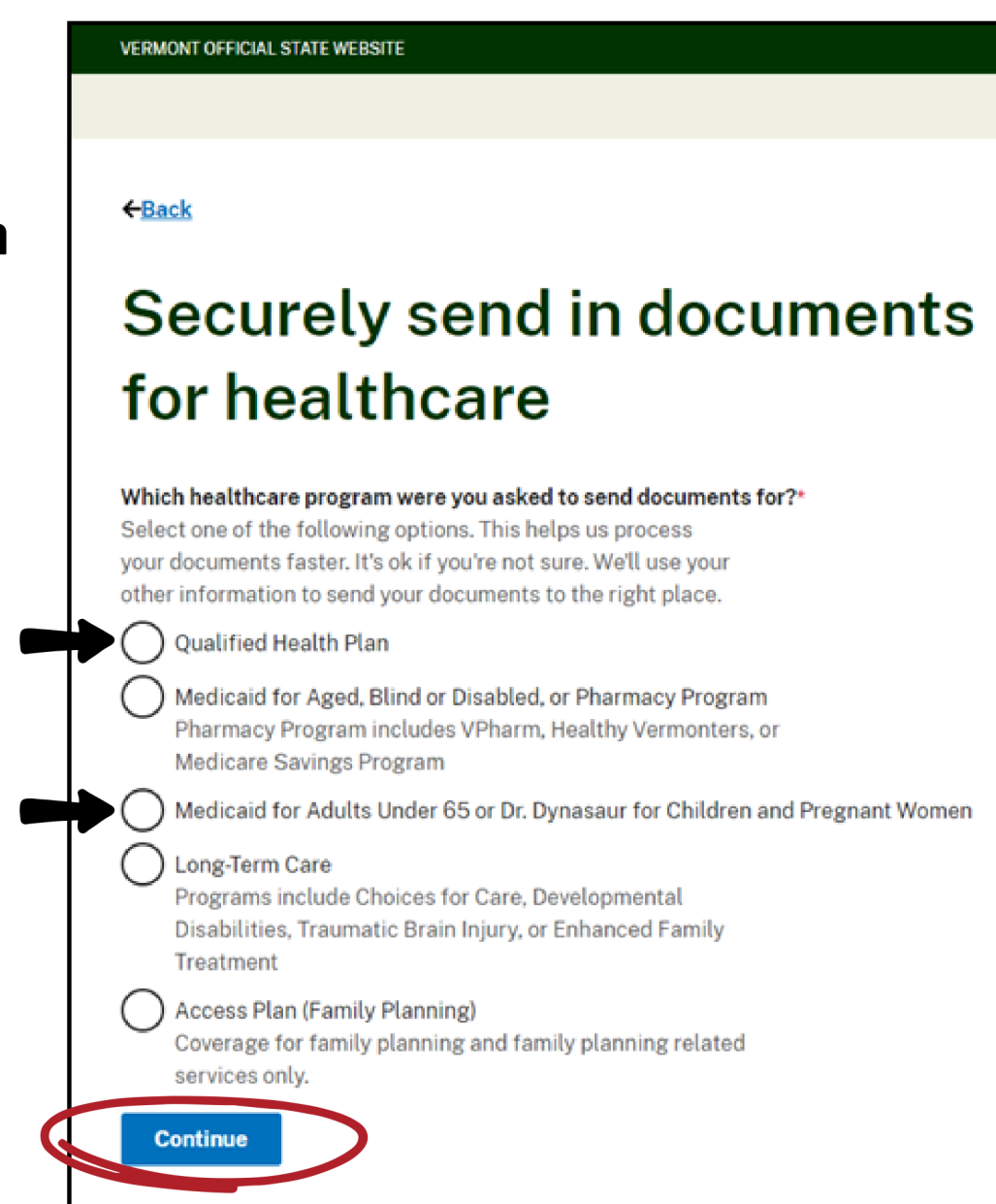
- Log in to the document uploader. If you do not have an account, create a new account (see other side for instructions).
- On the first page, click **“Healthcare”**. Then click **“Continue”**.



2

You will see a new page.

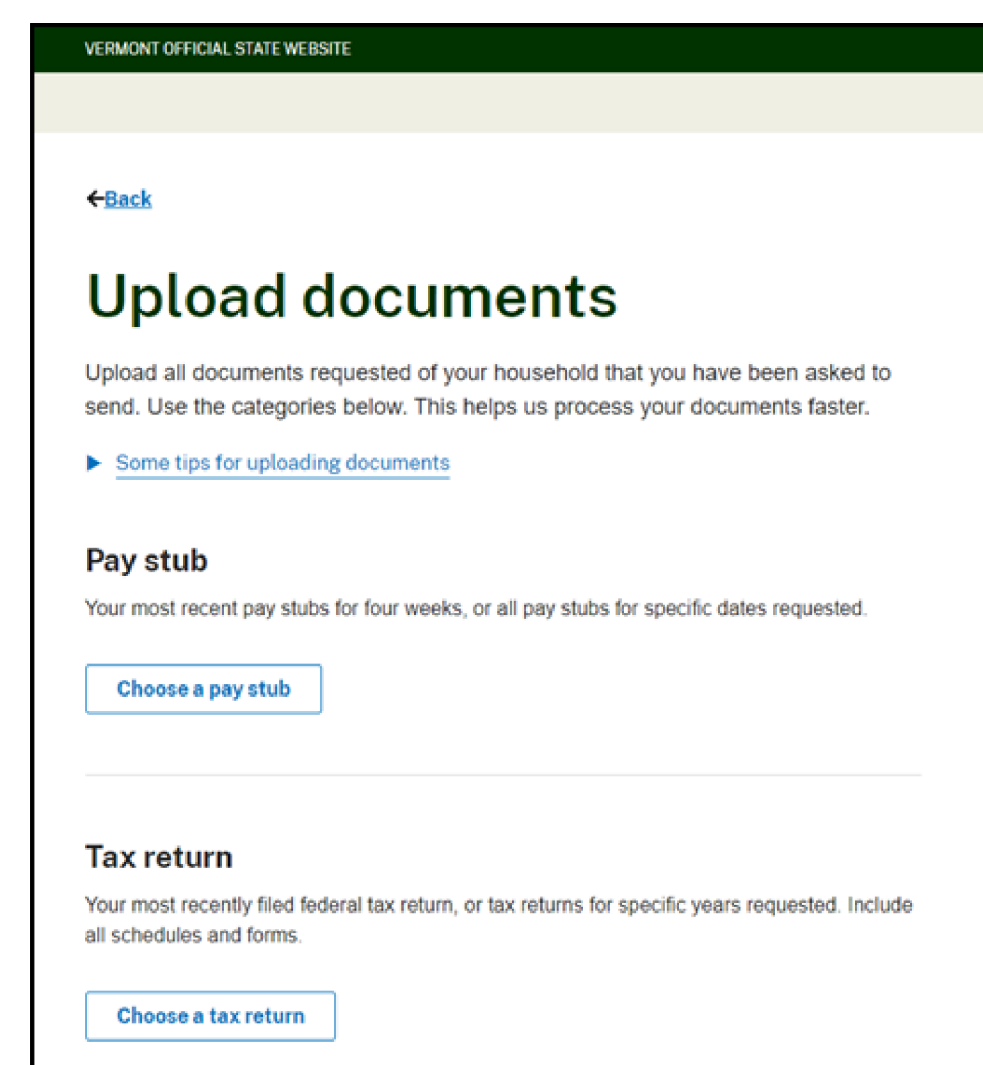
- Click on **“Qualified Health Plan”** OR **“Medicaid for Adults Under 65 or Dr. Dynasaur for Children and Pregnant Women”**. Then click **“Continue”**.



4

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

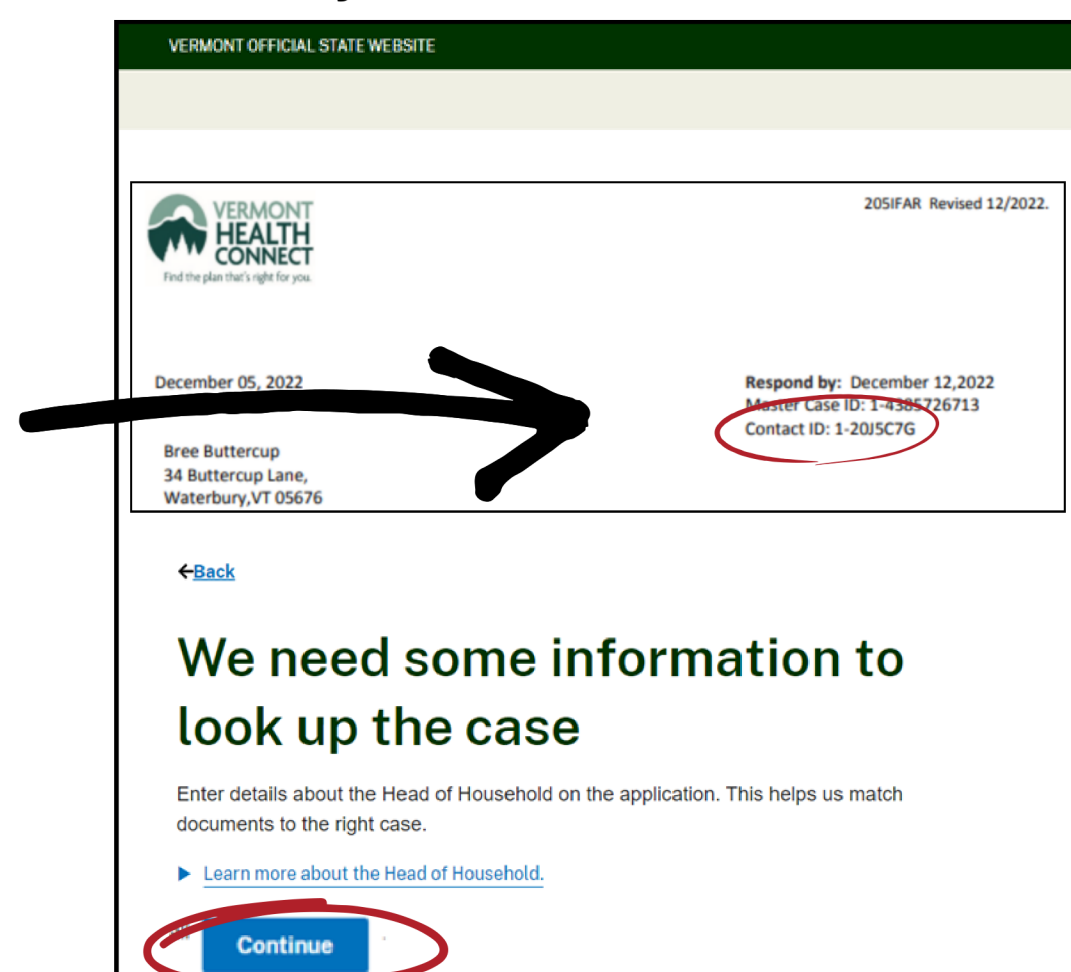
- Click on the type of item you are uploading. You can add more than one document by clicking **“Add another...”** on the document type.



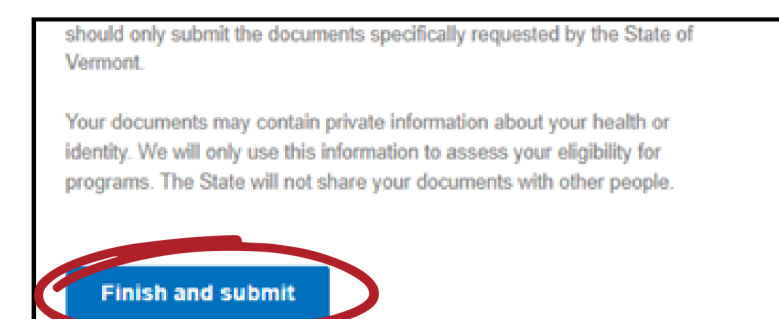
3

The next pages will ask questions about your account.

- Answer the questions and click **“Continue”**.
- You can also enter the **Contact ID** to ensure documents are uploaded to your case. Find your **Contact ID** on the main page of the notice we sent you.



- When you're done, click **“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**.