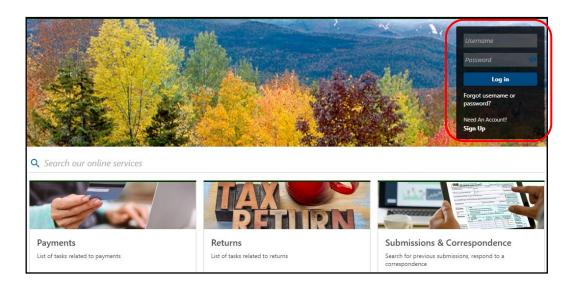
myVTax Guide: How to Submit a PACT Act Report

Submitting your PACT Act Report is easy when you follow these steps.

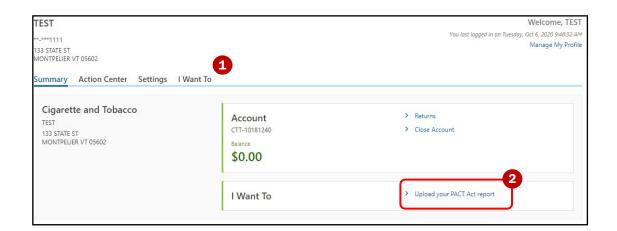
Step 1 Log in to your account

Go to www.myVTax.vermont.gov. On the myVTax homepage, log in to your account using your **Username** and **Password**. Click **Log In.**



Step 2 Upload your PACT Report.

Under I Want To 1 click Upload your PACT Act Report. 2





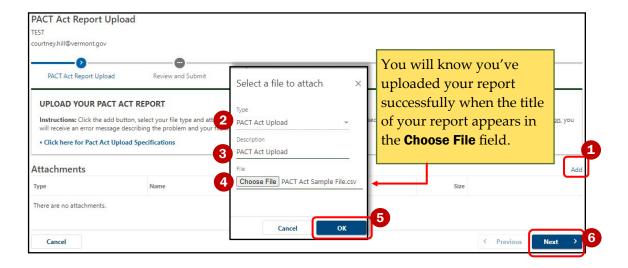
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Step 3 Upload File

MyVTax will prompt you to attach your report as a .CSV file. Click **Add** 1 and follow the steps in the resulting pop-up window.

Note: myVTax will not accept other file formats. For instructions on how to prepare this attachment, you may click on "Click here for Pact Act Upload Specifications."

- 2 Type field: The system will default to PACT Act Upload. Do not change the field from the default.
- **3 Description field:** Enter a description such as "PACT Act Upload" as shown below.
- 4 Choose File button: Click the button to browse your files and find your PACT Act Report .CSV file. Click **Okay** 5 to close the pop-up.
- Click **Next** 6 when done.



Step 4 Confirmation

After you have submitted your Pact Act Report, myVTax will bring you to the **Confirmation** page. You may click **Print** 1 to print a copy of the confirmation for your records. Click **OK** 2 to proceed to certification and summary.

