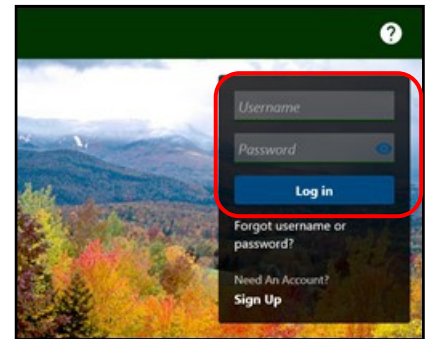


myVTax Guide for Listers: Initial Signup and Login

Step 1

To set up a lister username and password, **contact the IT Helpdesk at (802) 828-0428**. Once you have your username and password, go to www.myVTax.vermont.gov.

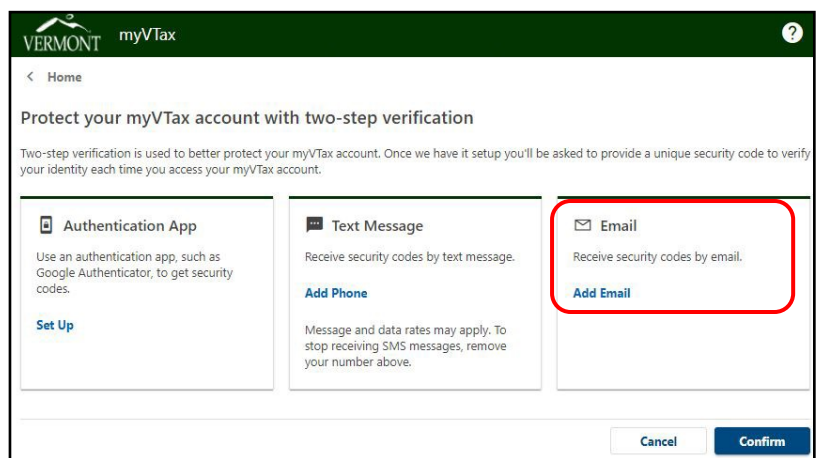
Enter the Username and Password you were given. Click **Log In**.



Step 2

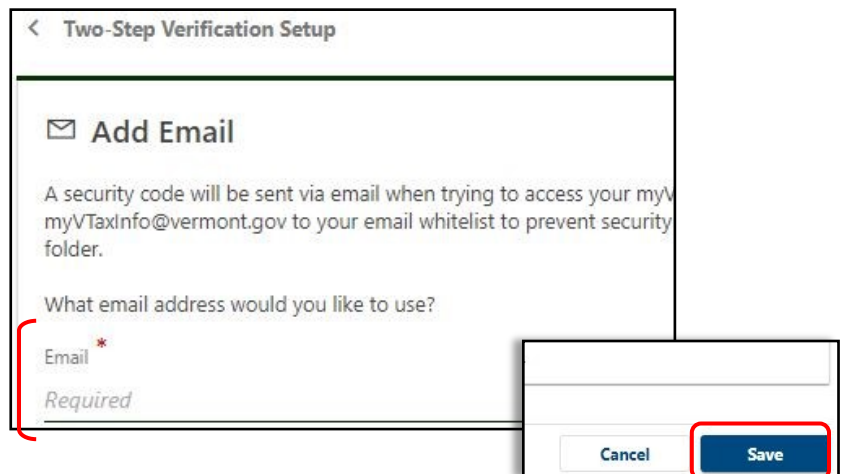
Choose a two-step verification method to receive your security code, which you use to verify your identity.

This guide shows the **Email** method.



Step 3

Enter your email address and click **Save**.



Step 4

You will be sent a security code via the two-step verification method you chose in **Step 3**.

Enter the **Security Code**, then Click **Confirm**.

Step 5

Under **Profile Information**, choose a **Secret Question** from the dropdown. Enter and confirm your answer.

You may also enter primary and secondary phone numbers, if applicable.

Click **Save** when done.

Step 6

You will then arrive at your logged-in **home screen**.