myVTax Guide: How to Register an Attorney, Tax Professional, or Landlord Account

This guide is for attorneys, accountants, and other tax professionals to register an online account in myVTax. A professional account is necessary for requesting access to client accounts. It is also for landlords required to file Form LRC-140, the Landlord Certificate, or LRC-147, Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Trusts. If you do not provide professional tax or accounting services or are not a landlord, please do not use the steps in this guide to register for myVTax.

Step 1

Go to myVTax.vermont.gov and click Sign Up.

Step 2

On the Add Access Type screen, choose the account type: Accountants, Other Tax Professionals, Attorneys, and Landlords.
Step 3

This screen asks you to confirm your professional entity type and that you have a username, PTIN, or FEIN, and a valid email address ready. Click Next 1 to proceed.

If you are not an eligible entity, click Cancel 2 to stop the registration process. If you click Cancel, the system will ask you to confirm that you want to cancel.

Step 4

1 Enter your Basic User Information. Select your ID type from the dropdown.

2 If you are not part of a firm, or are self-employed, click the box to the right of Check here if you are self-employed. The Firm Information area will disable itself.

3 If you are part of a firm, type in your Firm EIN and Firm Name in the Firm Information fields at the bottom.

Click Next when done.
Step 5
Continue entering required and any desired optional information. Enter a valid email address. A red asterisk next to a field indicates a required answer. A question mark icon next to a field provides helpful information when selected. Click Next when done.

Step 6
1. Create a Username and Password. Your username must not match another user’s name.
2. Note the criteria for creating a password in the area to the right.
3. Choose a Secret Question from the dropdown, then enter and confirm your answer. Should you contact us about your account or to reset your password, you must know the answer to the secret question.
4. Click Submit when done.
The myVTax system will send a **confirmation email** to the address provided in **Step 5**. The email contains a **one-time security token**, which you will use to log in for the first time.

The screen shown here contains a **confirmation number**. You may write it down or **Print** this confirmation for future reference.

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**Related Guides**

For requesting access to a client’s account, see **myVTax Guide: How to Submit a Third-Party Authorization**

For lost account login information, see **myVTax Guide: How to Recover Your Username and Reset Your Password**

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**Need help with myVTax?**

Call (802) 828-6802

or email tax.myvtax@vermont.gov