myVTax Guide: How to Make Changes to Your Business Account

Changing a “doing business as” name, business address, email, and managing third-party access to your Vermont tax account are all found under the Manage My Profile function in myVTax. In this guide:
Change location or mailing address, page 2
Grant third-party access, page 6
Change d.b.a. name or corporate name, page 4
Cancel or change third-party access, page 7

GETTING STARTED

From the myVTax.vermont.gov homepage, log into your account.

From your Home Screen, click Manage My Profile.

On the Manage My Profile screen, you may click the associated link to make changes or add information, such as a name, email address, phone number, password, secret question, and two-step verification.

When you click on a link, you’ll be taken to a pop-up screen to make the desired changes.

Make your changes, then click OK, Save, or Next, as indicated in the lower right of a window.

Clicking Next saves your entries and moves you to the next step.

Example: Password screen
Step 1

From your logged-in **Home Screen**, under the **I Want To** tab, click **Manage Names & Addresses** in the **Names & addresses** panel.

Step 2

Click on the available **Address** link you want to change or add. In this example, we are changing the mailing address.

Step 3

A window will appear showing the current address associated with the profile. To change an address, click **Change this address**.

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**Step 1**

From your logged-in **Home Screen**, under the **I Want To** tab, click **Manage Names & Addresses** in the **Names & addresses** panel.

**Step 2**

Click on the available **Address** link you want to change or add. In this example, we are changing the mailing address.

**Step 3**

A window will appear showing the current address associated with the profile. To change an address, click **Change this address**.
Step 4

The address is now editable. Type the new address into the appropriate fields and click **Verify Address**.

From the **Address Search** popup window, click **Select this Address** for the correct address, then click **Save**.

Click **Next**.

TIP If you need to make a correction, click **Cancel** to close the popup, re-enter as needed, then click **Verify Address** again.

Step 5

When ready, click **Submit**.

Step 6

The Address Change Request is now submitted. You will receive a confirmation code. You may print this screen if you like.

Click **OK** to return to the previous screen.
Step 1

To add or change a name, from your logged-in Home Screen, click Manage Names and Addresses.

Step 2

Click the Name link you wish to change.

In this example, we are changing a Doing Business As (d.b.a.) name.

Step 3

A window will appear showing the current name associated with the Profile. To change a name, click Change this name.
Step 4
Enter the new name in the Name field, then click Next.

Step 5
When you are ready to submit the name change request, click Submit.

Step 6
The Name Change Request is now submitted. You will receive a confirmation code. You may print this screen if you wish.
Click OK to return to the previous screen.
Third-party access enables a tax professional to view and/or make changes to an existing account, such as submitting filings and authorizing payments. Access can only be granted by the client.

**Step 1**

From your logged-in **Home Screen**, under the **I Want To** tab, click **Manage Third Party Access**.

**Step 2**

All active logons will be visible. To add third party access, click **Add Third Party**.

**Step 3**

Enter all required information. When a valid third-party **Username** is entered, the associated **Name** will appear.

Click **Next**.
Step 4

Enter the date range for which you are giving access. The date range cannot exceed five years.

Choose the level of access you want to grant using the pull-down menu.

Check the granting confirmation checkbox.

Click Submit.

Step 5

You have now granted third-party access. You will receive a confirmation code.

You may print this screen if you wish.

When done, click OK to return to your Home Screen.

CANCEL OR CHANGE THIRD-PARTY ACCESS

Step 1

From your logged-in Home Screen, under the I Want To tab, click Manage Third Party Access.
To cancel existing access, click **Cancel Access** next to the existing third party logon you no longer want to use.

Click **Yes** on the popup window to confirm.

To view or change a specific **Third Party Logon's** information or access, click the link for that party.

To view or change the level of access for that third party, click current **Access Level**.

From this screen you can make various changes using the available pull-down menus and calendar fields.

After you have made all your changes, click **Save** to return to your logged-in **Home Screen**.