myVTax Guide: How to Create an Additional Username for a Third Party Account

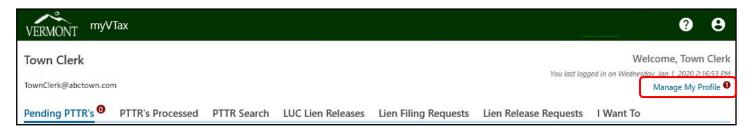
Third parties, such as accountants, attorneys, listers, and town clerks can provide others with access to some or all of their myVTax accounts. When a taxpayer provides access to a third party, they can choose whether that third party can extend access to others. Each type of third party has a specific home screen.

In this guide, we are using a town clerk as an example.

Note: Steps 1-4 are for the person providing the access. Steps 5-12 are for the person receiving the access.

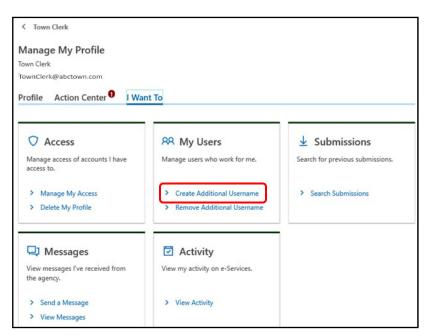
Step 1

From the logged-in **Home Screen** in myVTax, click **Manage My Profile.**





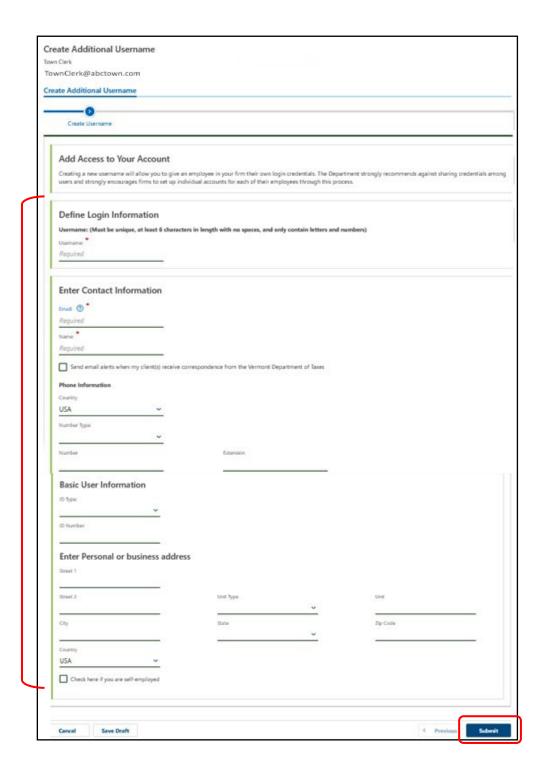
Under the I Want To tab, in the My Users panel, click Create Additional Username.







Enter all required information. Once complete, click **Submit.**



Step 4

This will bring you to the **Confirmation Screen**.

Make note of the **confirmation number**. You may print this screen if you wish.

Click **OK** to return to the main menu.

Step 5

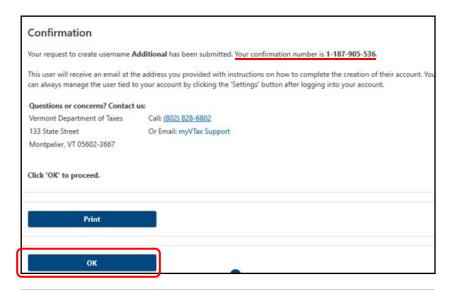
Note: the remainder of this guide is directed to the user who has received the access, referred to as "you."

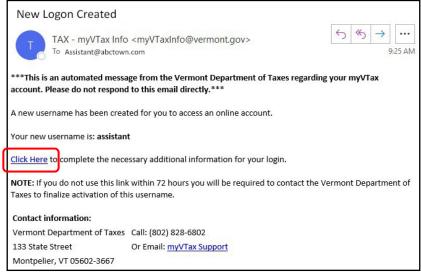
You (the additional user) will receive an email with a **Click Here** link to complete necessary additional information for your own logon account.

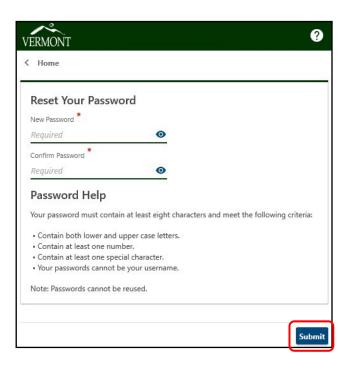
Step 6

You will be taken to the **Reset Your Password** screen on myVTax.

Enter and confirm the password, then click **Submit**.



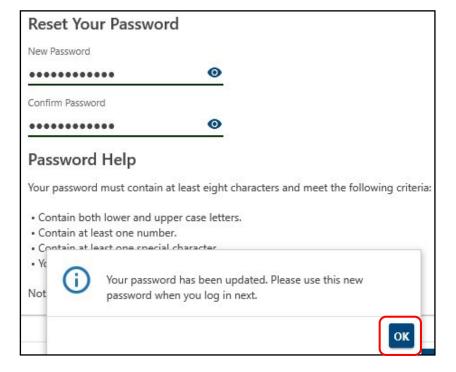




Step 7

You will receive a pop-up telling you the password has been updated and must be used at the next login.

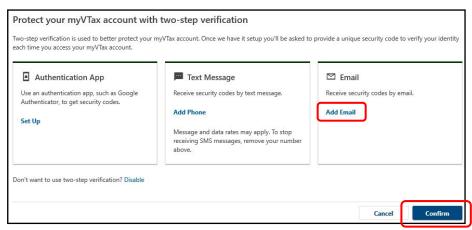
Click **OK** to return to the myVTax **home screen**.



Step 8

The next time you log into myVTax, you will be required to choose a two-step verification method using one of the options provided. For this example we are using the **Email** option.

Click Add Email, then click Confirm.



Step 9

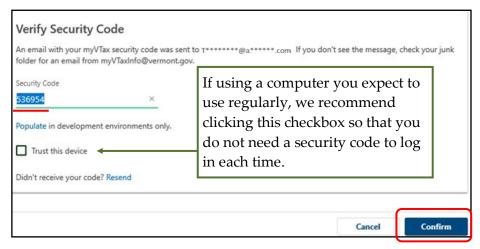
Enter a valid email address, and click **Save**.



Step 10

A **security code** will be sent to you (additional user) using the two-step verification method chosen.

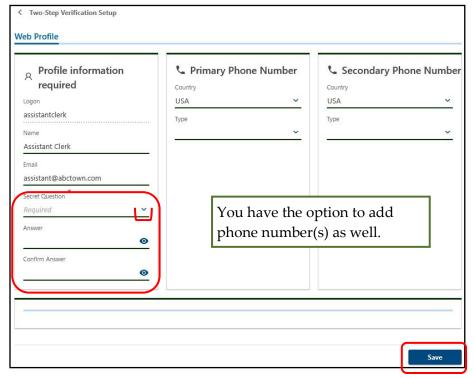
Enter the **Security Code** received, then click **Confirm**.



Step 11

Choose a **Secret Question** using the pull-down menu.

Enter and confirm your answer. Click **Save**.



Step 12

You will then be taken to your logged in myVTax home screen.

