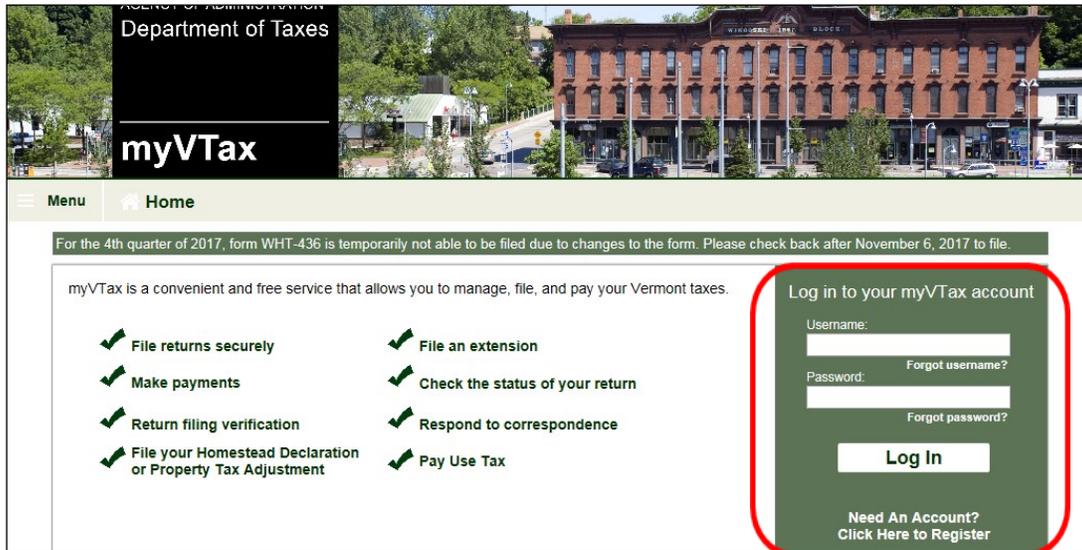


myVTax Guide: How to Submit a PACT Act Report

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

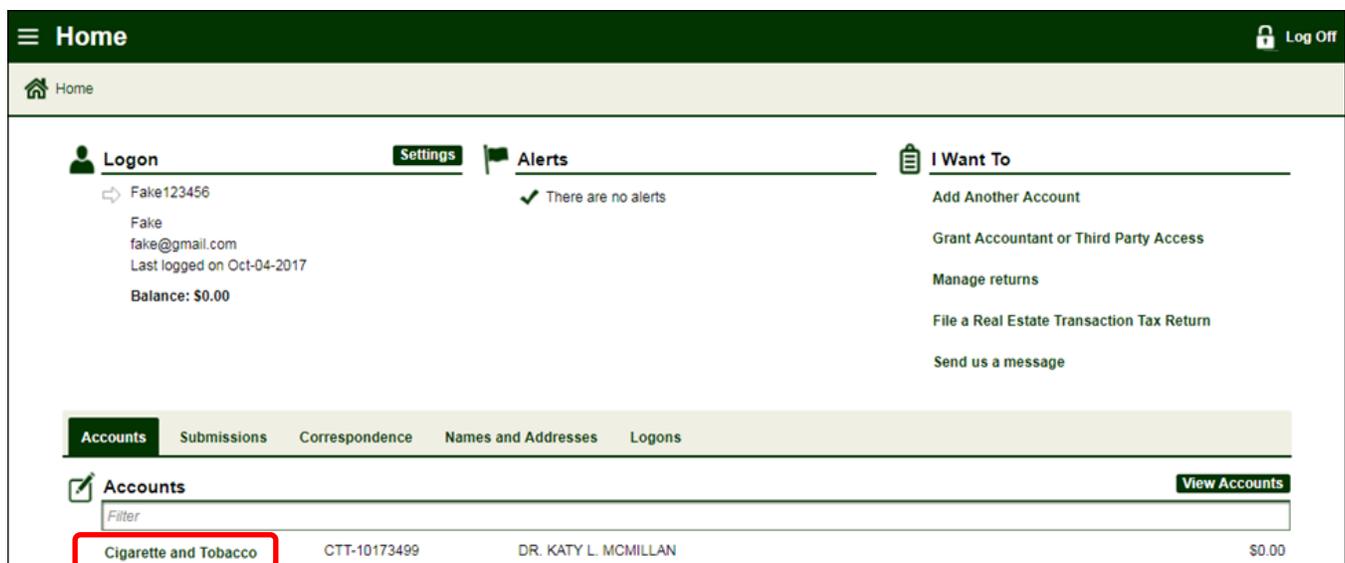
STEP 1: Log in to your account

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



STEP 2: Select the tax type

Under the **Accounts** tab, click **Cigarette and Tobacco**.



STEP 3: Select the filing period for your report

Under the **Recent Periods** tab, select the filing period for your report by clicking the date.

Cigarette and Tobacco Log Off

Home > Cigarette and Tobacco

Account Settings **Account Alerts** There are no alerts **I Want To** Close Account

Fake123456
DR. KATY L. MCMILLAN
***-**-5647

Cigarette and Tobacco
CTT-10173499
Balance: \$0.00

Recent Periods Submissions Correspondence Names and Addresses Logons Account Payments

Recent Periods View Periods

Oct-31-2017	\$0.00
Sep-30-2017	\$0.00
Aug-31-2017	\$0.00
Jul-31-2017	\$0.00
Jun-30-2017	\$0.00
May-31-2017	\$0.00
Apr-30-2017	\$0.00
Mar-31-2017	\$0.00
Feb-28-2017	\$0.00
Jan-31-2017	\$0.00
Dec-31-2016	\$0.00
Nov-30-2016	\$0.00

STEP 4: Upload your PACT Act Report into myVTax

Under the **I Want To** column, click the **Upload PACT Act Report**.

May-31-2017 Log Off

Home > Cigarette and Tobacco > May-31-2017

Period Period Alerts There are no alerts **I Want To** Upload PACT Act Report

Fake123456
DR. KATY L. MCMILLAN
***-**-5647

Cigarette and Tobacco
CTT-10173499
May-31-2017
Balance: \$0.00

Summary Period Activity There has been no activity

There has been no financial activity

STEP 4 (cont.): Upload your PACT Act Report into myVTax

myVTax will prompt you to attach your report as a .CSV file. **Note:** myVTax will not accept other file formats.

Click the **Add** button and follow the steps listed below.

1. **Type** field: The system will default to PACT Act Upload. Do not change the field from the default.
2. **Description** field: Enter a description such as “PACT Act Upload” as shown below.
3. **Choose File** button: Click the button to browse your files and find your PACT Act Report .CSV file.
4. You will know you’ve uploaded your report successfully when the title of your report appears in the **Choose File** field. Click **Save**.

You have successfully uploaded your report when you see the title of your PACT Act Report appear in this field.

The title shown here is just an example—please name your report as appropriate for your business.

STEP 5: Submit your PACT Act Report

You should see the title of your attached PACT Act Report added to myVTax. Click **Submit**.

PACT Act Report Upload Log Off

Home > Cigarette and Tobacco > May-31-2017 > PACT Act Report Upload

UPLOAD YOUR PACT ACT REPORT

Instructions: Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

• [Click here for Pact Act Upload Specifications](#)

Attachments Add

Type	Name	Description	Size	
PACT Act Upload	PACT Validation Final Test File.csv	PACT Act Upload	20	Remove

Submit Cancel

STEP 6: Complete the upload

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

Confirmation Log Off

Home > Cigarette and Tobacco > Jun-30-2017 > PACT Act Report Upload > Confirmation

Confirmation

You have successfully submitted PACT ACT Report.

Your Confirmation number is: **1-567-719-424**

Questions or concerns? Contact us:
 Vermont Department of Taxes Call: (802) 828-6802
 133 State Street Or Email: myVTax Support
 Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK

STEP 7: View certification and summary

myVTax will take you to the **Period** page which once again confirms you have successfully uploaded and submitted your report.

The screenshot shows the myVTax interface for the 'Period' page. At the top, the date 'May-31-2017' is displayed, with a red callout box around it labeled 'Filing Period'. Below the header, there are navigation links for 'Home', 'Cigarette and Tobacco', and 'May-31-2017'. The main content area is divided into several sections:

- Period:** Displays user information: 'Fake123456', 'DR. KATY L. MCMILLAN', '***-**-5647', 'Cigarette and Tobacco', 'CTT-10173499', 'May-31-2017', and 'Balance: \$0.00'.
- Period Alerts:** Shows 'There is 1 unread message'.
- I Want To:** Includes a link for 'Upload PACT Act Report'.
- Summary:** States 'There has been no financial activity'.
- Period Activity:** Shows a log of activity with columns for date and status. One entry is 'Oct-04-2017 Submitted', with a red callout box around the word 'Submitted'. Another entry is 'PACT Act Report Upload', with a red callout box around it labeled 'The attached PACT Act Report'.