

# myVTax Guide for Town Clerks: How to Add More Users

This guide provides step-by-step instructions for town clerks to add other individuals in your office with whom you wish to share access to Property Transfer Tax Returns.

## Step 1

The screenshot shows the myVTax home screen. At the top right, it says "Last login Dec-06-2016". The main navigation area includes:
 

- ACCESSING CLIENT ACCOUNTS**: BARRE TOWN CLERK, marylee.woods@vermont.gov, You are managing client accounts.
- ALERTS**: There are no alerts.
- I WANT TO**: **Create Additional Username** (circled in red), Send us a message.

 Below this is a summary bar:
 

- PENDING PTTR'S<sup>2</sup>**
- PTTR'S PROCESSED<sup>0</sup>**
- PTTR SEARCH<sup>0</sup>**

 At the bottom left, there is a "PENDING PTTR'S" section with a "Filter" button.

Once you log in, you should see the following options on your home screen. Click **Create Additional Username**.

## Step 2

The screenshot shows the "ADD ACCESS TO YOUR ACCOUNT" form. It includes the following sections:
 

- ADD ACCESS TO YOUR ACCOUNT**: Adding a new login will create a new User ID within myVTax that is associated with your accounts. This should be used for employees or family members whom you wish to carry out activities on your behalf.
- DEFINE LOGIN INFORMATION**: Username: (Must be unique, at least 6 characters in length with no spaces, and only contain letters and numbers). The input field contains "Assist@ntClerk".
- ENTER CONTACT INFORMATION**: Email: testing@123.com; Name: ANYTOWN ASSISTANT CLERK;  Send email alerts when my client(s) receive correspondence from the Vermont Department of Taxes.
- Phone Information**: Country: USA; Number Type: Business Phone; Number: (802) 123-4567; Extension: (empty).

 At the bottom, there are buttons for "Previous", "Submit", "Cancel", and "Save".

Create a **Username** for the person you wish to add to your account. Enter this person's contact information in the fields below. Note that anything

with an orange carat indicates a required field, and you will not be able to continue without completing those fields.

## Step 3

**CONFIRMATION**

Your request to create the username **Assist@ntClerk** as a new login for your myVTax accounts has been submitted. Your confirmation number is **0-532-217-856**.

The entity will receive an email once this request processes with instructions on how to access your account. You can manage this access from the 'Logons' tab on each specific account.

**Questions or concerns? Contact us:**

Vermont Department of Taxes  
133 State Street  
Montpelier, VT 05602-3667

Call: (802) 828-6802  
Or Email: **myVTax Support**

Click 'OK' to proceed.

OK

Printable View

You should receive **Confirmation** of the request. An email will be sent to the person you have added with instructions for finishing the registration. The email will appear from [myVTaxInfo@vermont.gov](mailto:myVTaxInfo@vermont.gov).

If one does not arrive, please have them check to ensure it has not been sent to a Spam folder.

All done!