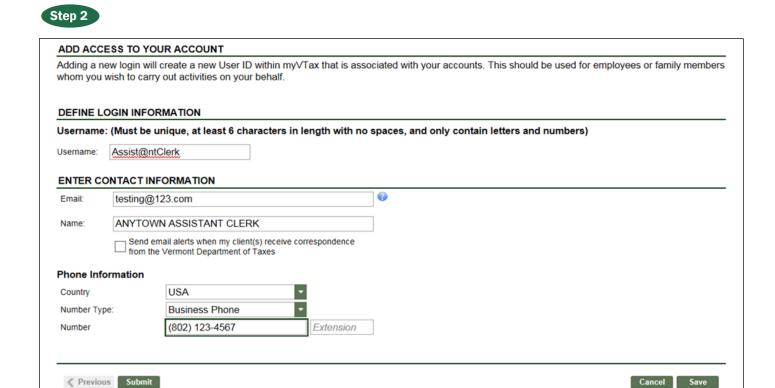
myVTax Guide for Town Clerks: How to Add More Users

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.



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

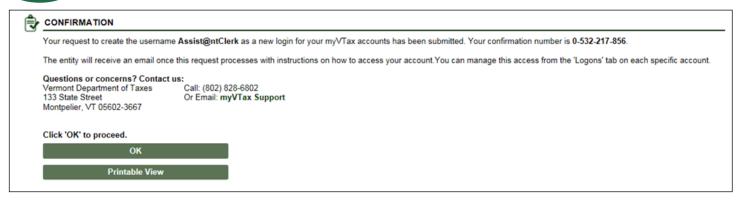


Create a **Username** for the person you wish to add to your account. Enter this person's contact information in the fields below. Note that anything

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

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Step 3



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.

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

All done!