

myVTax Guide for Listers: Initial Signup and Login

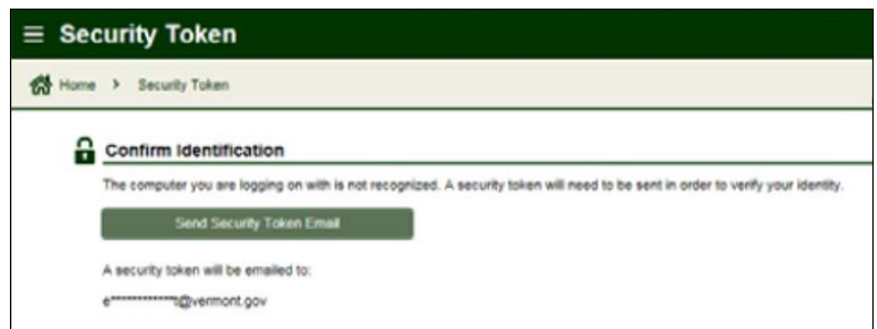
Step 1

To set up a lister username and password, contact the IT Helpdesk at (802) 828-0428. Once you have your username and password, go to www.myVTax.vermont.gov.



Step 2

Click **Login** to get to **Send a security token**. The security token will be sent to your email address on file.



Step 3

Enter your security token. Click **Yes to Trust this Browser**, then click **Logon**.



Step 4

You will be prompted to enter a new password. Enter it twice to confirm. Click **Submit** to go to the Profile Page (step 5).



Step 5

The Profile page requires you to pick a secret question.

- 1 Click on the dropdown menu. Pick a question and answer it twice.
- 2 Under **Type**, choose **Business** and enter a phone number below. Then click **Save** to complete the signup process.

