

Create an Account and Sign In

Create an account in 3 easy steps:

Step 1

- Go to **ahsuploader.vermont.gov** on the internet. Use the newest version of your internet browser.
- On the first page, click **"Create an Account"**.

Note: If you already have an account for the Economic Services MyBenefits portal, please do not create a new account. You can log in, and upload documents, with the same email and password as your MyBenefits portal account.



Log in to the document uploader

Email address*

Password*

[Login](#)

[Forgot password?](#)

[Unlock account?](#)

Forgot your e-mail address or have other account issues? Please see our [Help Page](#).

Don't have an account? [Create an Account](#)

Step 2

- You will see a new page. Enter your email address and password for your new account.
- An email will be sent to the email address you gave us. Open the email and click **"Activate Account"**.
- Some users might see a page that says "Vermont Agency of Human Services Portal". If you see this page, click **"Document Uploader"** to continue.



Create an account

Required Fields (*)

Login e-mail addresses for the Uploader and the Economic Services MyBenefits portal are the same. If you already have an account for either service, you will not be able to create a new account. You can log in with your existing account e-mail and password for both the Uploader and the MyBenefits portal.

Email address*

You'll use this email address to log into your account.

Password*

[Create account](#)

[Return to login](#)

Step 3

- Enter your personal information and click **"Complete account creation"**.
- You will see a screen that says "Your account has been created". Click **"Continue to the document uploader"** to sign in to your account and upload documents.



You're almost done setting up your account

Fill out your name as it appears on legal documents (like your driver's license or Social Security card).

First name*

Last name*

Last 4 digits of Social Security Number*

If you do not have a Social Security Number, please contact the Economic Services call center at 800-479-6151 or Healthcare call center at 855-899-9600, to complete Uploader registration.

Date of birth*

For example: 4 / 28 / 1986

Month / Day / Year

 / /

[Complete account creation](#)

Want to find out if we got your documents? Wait **5 business days** after you send them in.

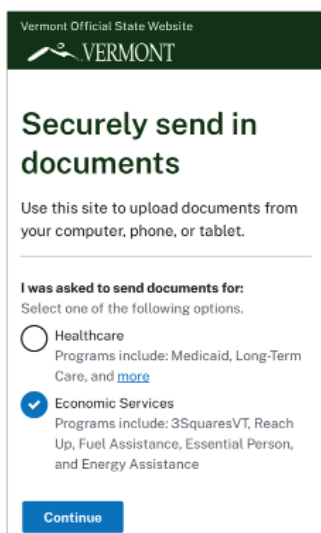
If you submit your documents after 4:30PM or on a weekend or holiday, the filing date is the next business day.

Need to Send Us Documents?

Use the internet. Do it the safe way in 3 easy steps!

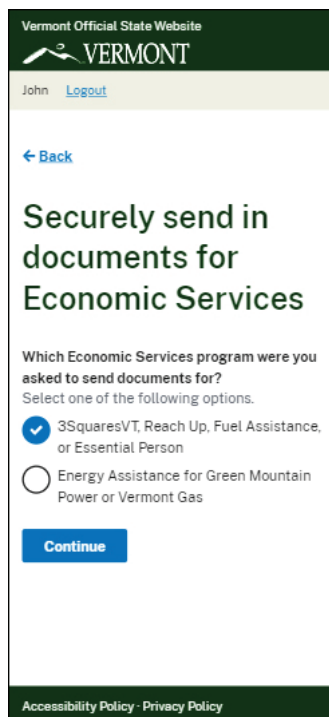
Step 1

- Take clear pictures of the documents you need to send us. You can use a smart-phone, tablet or digital camera. You can also upload a pdf file (preferred).
- Go to **ahsuploader.vermont.gov** on the internet. Use the newest version of your internet browser.
- Log in to the document uploader. If you don't have an account, create a new account (see the other side for instructions).
- On the first page, click "**Economic Services**". Then click "**Continue**".



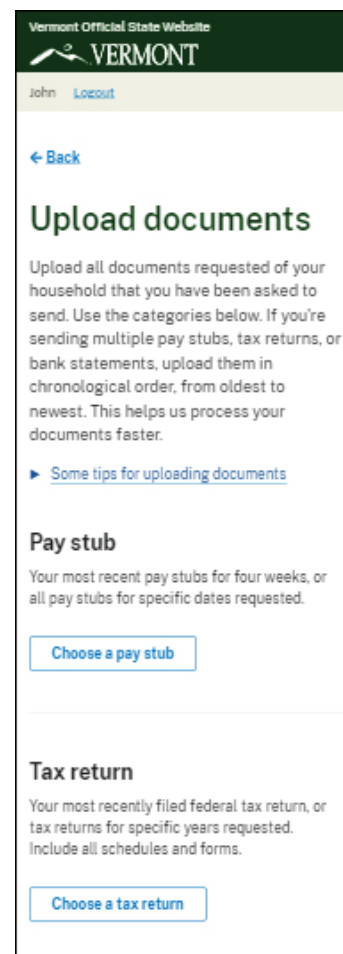
Step 2

- You will see a new page. Click on either "**3SquaresVT, Reach Up, Fuel Assistance, or Essential Person**" OR "**Energy Assistance for Green Mountain Power or Vermont Gas**". Then click "**Continue**".
- The next pages ask questions about your account. Answer the questions and click "**Continue**".



Step 3

- The next page lets you upload the documents we asked for. You can add more than one document by clicking "**Add another document**".
- When you're done, click "**Finish and submit**".



Want to find out if we got your documents? Wait **5 business days** after you send them in.

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