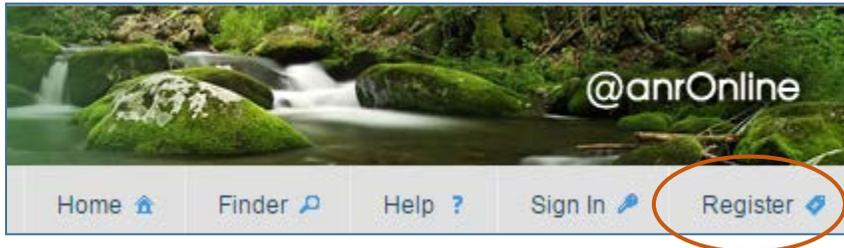


## User Registration

You must create a user profile in order to access the system. This access will let you initiate the filling out of a form or will allow others who fill out a form to provide you with access to the completed form for review and certification/submission.



Begin by clicking the “Register” link on the ANR Online Services Portal (<http://anronline.vermont.gov/>). Fill in all required information; keep in mind that the email address you enter will be used to send alerts and reminders from the system as well as serving as your username. After submitting the information, an email will be sent to you, requesting that you link to a location where your email may be verified. (If you do not see this email, please check your junk/spam folder. If the message isn’t there, please contact the ANR Online Administrator at [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov). Do not attempt to register again.)

## Signing In

After you have successfully registered and verified your email, you will be able to log in to the system, using the ‘Sign In’ tab on the menu bar.

Once logged in, there are several tabs available for your use in navigating the ANR Online site:



**Home:** Provides you with ANR contact information and form searching interfaces

**Finder:** Provides a direct route to form searching

**History:** Presents a list of forms previously begun/submitted, sortable by various features

**Help:** Links to the software’s Help documentation

**Your Name:** Provides an editable presentation of your account information. NOTE: If you change your email address, your account will be set to a status of “pending” until you receive the associated verification email and follow the steps outlined.