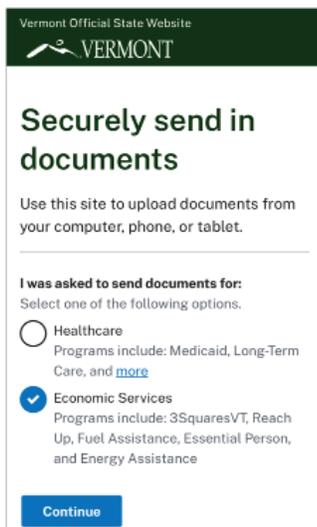


# Need to Send Us Documents?

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"**.



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### Securely send in documents

Use this site to upload documents from your computer, phone, or tablet.

**I was asked to send documents for:**  
Select one of the following options.

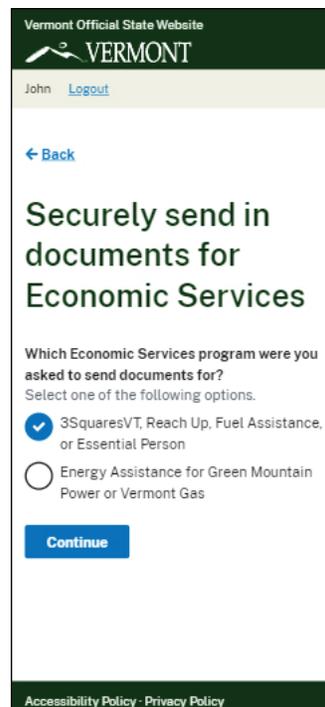
Healthcare  
Programs include: Medicaid, Long-Term Care, and [more](#)

**Economic Services**  
Programs include: 3SquaresVT, Reach Up, Fuel Assistance, Essential Person, and Energy Assistance

[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"**.



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John [Logout](#)

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### Securely send in documents for Economic Services

Which Economic Services program were you asked to send documents for?  
Select one of the following options.

**3SquaresVT, Reach Up, Fuel Assistance, or Essential Person**

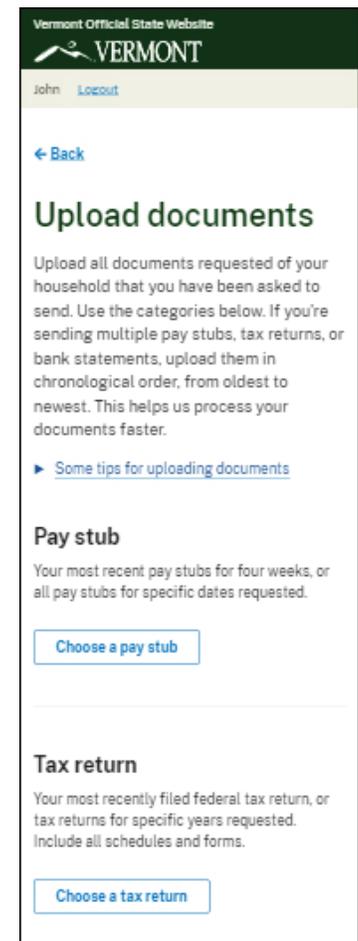
Energy Assistance for Green Mountain Power or Vermont Gas

[Continue](#)

Accessibility Policy - Privacy Policy

## 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"**.



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### Upload documents

Upload all documents requested of your household that you have been asked to send. Use the categories below. If you're sending multiple pay stubs, tax returns, or bank statements, upload them in chronological order, from oldest to newest. This helps us process your documents faster.

[▶ Some tips for uploading documents](#)

**Pay stub**  
Your most recent pay stubs for four weeks, or all pay stubs for specific dates requested.

[Choose a pay stub](#)

**Tax return**  
Your most recently filed federal tax return, or tax returns for specific years requested. Include all schedules and forms.

[Choose a tax return](#)

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