

## ANR Online Account Creation and Generic Form/Payment Submittal

**Step # 1 Create an ANR Online User Account.** *If you already have an ANR account, skip to item 6.* To create a user account:

1. Go to ANR Online at <https://anronline.vermont.gov>.
2. In the upper right corner of the page, click the **“Register”** button.
3. That will bring you to the **“Create User Profile”** page. **Complete the “User Profile” form.**
4. Click the **“Save”** button in the bottom right corner of the form.
5. When you save the User Profile form, the confirmation code entry screen will be displayed. At the same time, an email will be sent to your account email address that includes a confirmation code. Enter the confirmation code provided in the email into the Confirmation Code field in the confirmation code entry screen and click the Confirm Email button.

Note: Once you confirm your email address, your account is ready for use.

**NOTE:** If you do not receive the email message within a few minutes of saving your user profile, check your junk mail folder to make sure the message isn't there. If you don't receive the activation email, please contact [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov) for assistance.

6. Use our [generic form](#) to submit your application.

Note: There is a list of forms that have an online form available. Please review that list prior to submitting the generic form. If there is an online form available for the activity you are submitting for, please ensure you are using the correct form. If there isn't an online form for your submittal, please continue to use the generic form.

- a. Complete the contact person information including name, phone, and email.
  - b. Ensure you are selecting the correct program.
  - c. Ensure you are selecting the correct type of submission. This will be either permit application, compliance or reporting form or fee payment alone.
7. Click on next section **“attach forms/supporting materials”**
  - a. Upload all files that are applicable to your submittal.

8. Click on next section "review"
  - a. Review all information to ensure accuracy. If needed return to the section needing updating.
9. Click on next section "certify and submit"
  - a. Click on "submit form"

Your application has now been submitted for review. You will be contacted by a member of either the administrative or technical teams if more information any updates are required.