



Step 1: Create your account

- Go to secure.vermont.gov/VDH/emp
- Click on “Create New IRC Account.”
- Click on “I am a Property Owner.” Answer all the questions and click “Submit.”
- An email message will be sent to you to verify your account. Click on the link in the email message. You will not be able to log in until you verify your account. If you don't receive a verification email, email IRCCompliance@vermont.gov.
- Once you verify your account, click on “Existing IRC Account Login.”
- Click on “I am a Property Owner.” Log in with your system assigned username (in the format of Firstname.Lastname, for example, John.Doe) and the password you chose when you created your account.

Step 2: Add your property/properties

- Click on the tab "Your Properties."
- Click on the button "Add New Property."
- Enter the required information and click “Submit.”
- Repeat this step for all other properties.

Step 3: Add a property manager (skip this step if you don't have a property manager)

- *BOTH owner and property manager need to have their own accounts setup before requesting a property manager.*
- Click on the tab "Your Properties."
- Click on “Choose Existing Property Manager” and choose a manager from the dropdown list.
- Click the box of the property you're assigning a manager to and click “Submit.”

Step 4: File your compliance statement(s)

- Click on the tab "Compliance Statement(s)."
- Click on the button “File New Compliance Statement.”
- Answer all the questions.
- When you've reached the last page, click “Submit Filing.”