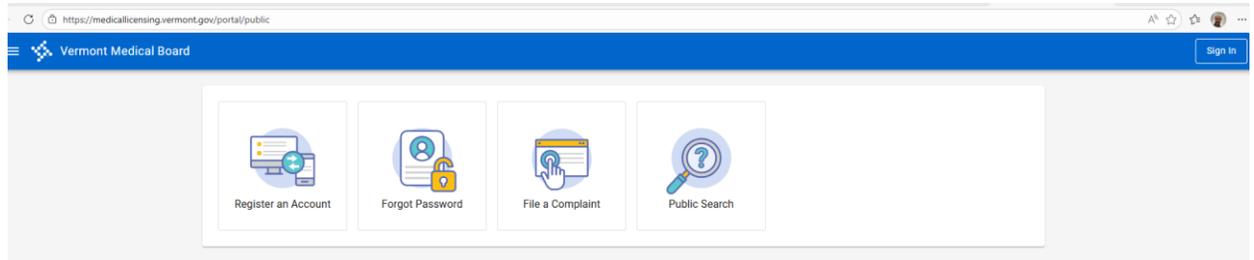# Accessing the VTBMPOnline licensing system

1. **Go to Board of Medical Practice | Vermont Department of Health**

2. **Click here to access VtBMPOnline.**

3. **If this is your first time logging into our new VtBMPOnline upgraded system, select *Register an Account (if you are returning go to Sign In in upper right corner)***



4. **You will be prompted to enter the e-mail address you wish to use for your account.**



- If you already use MyVermont.gov with this e-mail, you can continue to use it. You may be asked to set up Multi-Factor Authentication.

- If you don't remember your password, select Forgot password

- If you're unsure whether you have an account, choose Sign Up.

## 5. Enter password



- If you enter your password and get the message that you are unable to sign in, this is **either** you have the wrong password or you do not have an account associated with the e-mail.

- **If you know you have an account** with this e-mail and think you have forgotten your password select **Forgot Password**.

- **If you are unsure if you have an account**, select "**Back to Sign in**" and then choose the **Sign Up option**.

## 6. Set Up Security Methods

If you have not set up MFA security methods on your account for accessing the licensing system you will be prompted to do so.  If you have logged in previously and set these you will proceed to being prompted to perform MFA (step 7).

**Security Set up screens**

7. **The next time you log in the flow will just be**

- Provide Username and Password
- Perform MFA
- Be routed to the VtBMPOnline system

# Flow when "Sign Up" is selected

- If you Select **Sign Up** you will be prompted to provide the information required to create an account.
- If you submit your information and receive the following message it means there is an existing account with that e-mail you have entered.   To proceed using this e-mail return to sign on and select the **Forgot Password Option**.
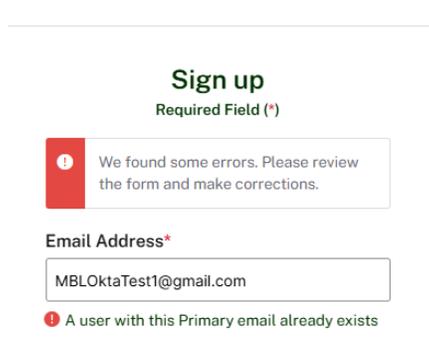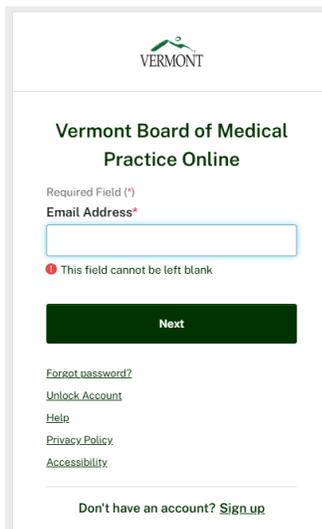
# Access from the MyVermont.Gov webpage (info.my.vermont.gov)

Note: This is also where you land when Help is selected from any of the login pages.

Users should navigate to the Tile for the application (under Vermont Department of Health)



Selecting Login will bring the user directly to the log in prompt.



From here, users experience the same flow as if they accessed this from the Tyler page (starting at step 4 above).