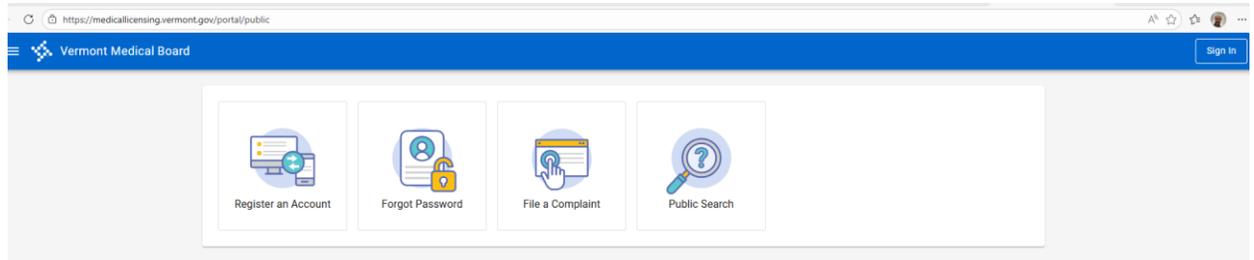


Accessing the VtBMPOnline licensing system

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.

A screenshot of the registration form for the Vermont Board of Medical Practice Online. At the top is the Vermont state logo. Below it, the text reads 'Vermont Board of Medical Practice Online'. A 'Required Field (*)' label is above the 'Email Address*' field, which is a text input box. Below the input box is a red error message: 'This field cannot be left blank'. A dark green 'Next' button is positioned below the error message. At the bottom of the form, there are several links: 'Forgot password?', 'Unlock Account', 'Help', 'Privacy Policy', and 'Accessibility'. At the very bottom, it says 'Don't have an account? [Sign up](#)'.

- 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

The image displays two side-by-side screenshots of a password verification interface for 'VERMONT'. Both screens feature the Vermont logo at the top, a circular icon with a padlock and four asterisks, and the heading 'Verify with your password' for the email address 'MBLOktaTest1@gmail.com'. The left screenshot shows a password field with seven dots and a 'Verify' button. The right screenshot shows the same interface but with an error message 'Unable to sign in' displayed above the password field.

- 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



Set up security methods

testtues2@team747776.testinator.com

Select an MFA option to proceed. If you have already selected one for your loginvt-test account, you can select additional for more options during future log ins, or you can click continue to proceed.

Required now

-  **Email**
Verify with a link or code sent to your email
[Set up](#)
-  **Phone - Text or Voice**
Verify with a code sent to your phone
[Set up](#)
-  **Authenticator Apps**
Enter a temporary code generated from authenticator apps including Google Authenticator, and Microsoft Authenticator.
[Set up](#)
-  **Okta Verify**
Okta Verify is an authenticator app, installed on your phone and used to prove your identity.
[Set up](#)

[Back to sign in](#)



Set up phone authentication

testtues2@team747776.testinator.com

A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

[Verify](#)

[Return to authenticator list](#)
[Back to sign in](#)



Optional additional security methods

testtues2@team747776.testinator.com

Select an MFA option to proceed. If you have already selected one for your loginvt-test account, you can select additional for more options during future log ins, or you can click continue to proceed.

Optional

-  **Authenticator Apps**
Enter a temporary code generated from authenticator apps including Google Authenticator, and Microsoft Authenticator.
[Set up](#)
-  **Okta Verify**
Okta Verify is an authenticator app, installed on your phone and used to prove your identity.
[Set up](#)

[Skip and continue...](#)

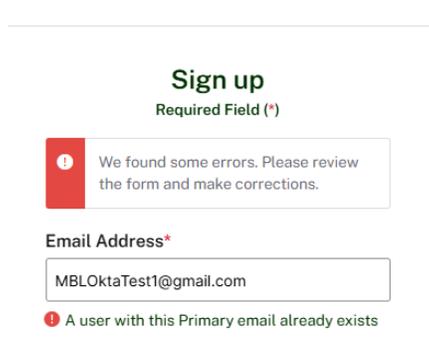
[Back to sign in](#)

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**.



The screenshot shows a 'Sign up' form with the following elements:

- Sign up** (Section Header)
- Required Field (*)** (Label)
- Error Message:** We found some errors. Please review the form and make corrections.
- Email Address*** (Label)
- Input Field:** MBLOktaTest1@gmail.com
- Error Message:** A user with this Primary email already exists

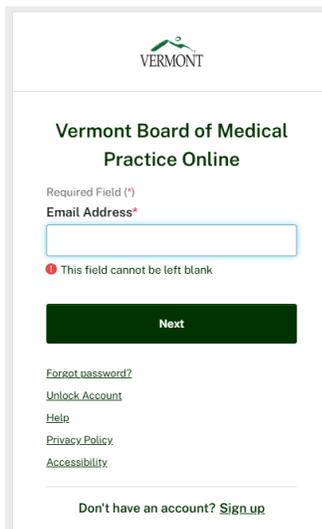
Access from the MyVermont.Gov webpage (info.my.vermont.gov)

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.

A screenshot of the login page for the Vermont Board of Medical Practice Online. The page features the Vermont state logo at the top. Below the logo, the text "Vermont Board of Medical Practice Online" is displayed. A "Required Field (*)" label is positioned above the "Email Address*" input field. The input field is empty, and a red error message below it states "This field cannot be left blank". A green "Next" button is located below the input field. At the bottom of the page, there are links for "Forgot password?", "Unlock Account", "Help", "Privacy Policy", and "Accessibility". A link for "Don't have an account? Sign up" is also present at the bottom.

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