

### Instructions for Online License Applications

If you have an existing portal account, log in to <https://vtdoh.safefoodinspection.com/Login.aspx>. If not, select New Account.

**Welcome To Vermont Dept. Of Health**

**Log In**

User Name \*:

Password \*:

Once the account is created, you will be directed back to the login page. Log in with your new account information. Select Add New Business.

Select Create New Owner Account and enter your business ownership information exactly as it appears on the Secretary of State business registration or Vermont Liquor Control application, if applicable. Note a liquor license will not be issued if these are not exactly the same. If you're an unregistered single-owner business, choose Sole Proprietor and enter your full legal name. Or, choose Select Owner if the business has already been added to the account.

**Program Owner Information**

     Select Owner

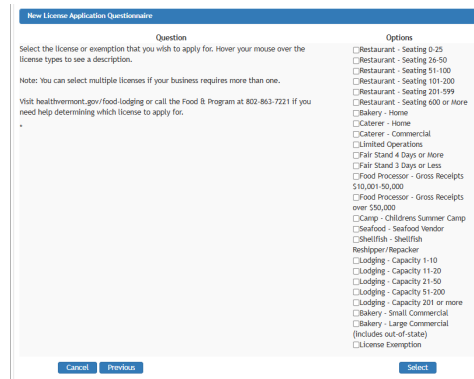
Enter owner and facility information and select Save New Business to continue.

Then select your water supply, sewage system and add at least one contact person. Select Save Changes and Add License.

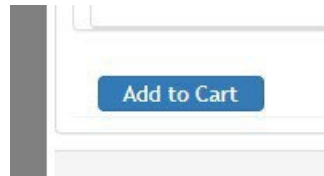
Select Yes to start a license application or to file a license exemption.

Question	Options
Do you want to start an application? *	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Next"/>	

You can hover over each license type to see a description. If you need help determining which license to apply for, contact the Food & Lodging Program at [foodlodging@vermont.gov](mailto:foodlodging@vermont.gov) or 802-863-7221.

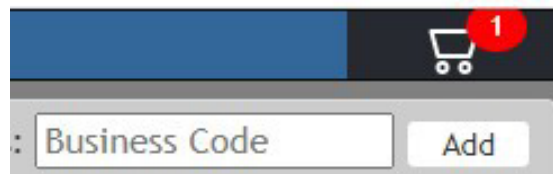


Select the appropriate license(s) or license exemption and continue to answer all application questions related to that license type. To finish applying for the license, save and then select Add to Cart.



You will be redirected to the Facility Portal page, click on the shopping cart in the upper right-hand corner and select Checkout.

You will be redirected to Authorize.net to complete the license fee payment.



**IMPORTANT!** Your application is not complete until you click on the Confirm Payment button, *even if you received a transaction receipt email.*



After the payment is confirmed, you can close out of the browser. When the application has been processed, you will receive an email with directions for the next steps in scheduling an inspection.