Payment Information Portal Navigation Instructions

Accessing the Payment Information Portal
- **Go to** https://secure.vermonttreasurer.gov/PaymentInformationPortal/ and Click Log in at the top of the page.

  OR

  Go to: https://www.vermonttreasurer.gov/

  Click Payment Information Portal Login under Quick Actions on the lower righthand side of the page. Click Login at top of the page.

- The first time you access this application you will need to register.

How to Register:

  Notice: As part of the registration process a confirmation email will be sent to the email address you enter. You must click a link in the email to complete the registration. To help ensure that the confirmation email is not blocked or sent to a Spam email folder, please set @vermont.gov or TRE-IT@vermont.gov as a safe sender in your email settings prior to completing the registration screen.

- Click the Register link located on the top righthand side of the Home Page.
  Fill in all the fields under Register then click Create.
  (**Password Criteria:** Passwords must be at least 6 characters. Passwords must have at least one Special character (non-letter or digit character), one lowercase ('a'-'z') and one uppercase ('A'-'Z'))
- You should receive a message under Create:
  "You will be emailed a link to confirm your email address. The link will allow you to log in for the first time."
- An email will be sent to the email address which was entered on the registration screen. The email will come from TRE-IT@vermont.gov with subject of "Confirm your account."
- Click the "here" link in the email and it will open a screen for Login and says "Your email has been confirmed. Please log in."

Login & Start information search:
- Enter your Username and Password then click Log in.
- Once the user successfully login to the application it shows all the features user have.

Add/Delete Vendor Id's:
  If the user is logging in for the first time or user does not have any associated vendor Id under user account
- Click Manage Vendors

- Click Add New Vendor
- Enter Vendor Id
- click Add Vendor
- If the user has more than one vendor id/multiple vendor ids please contact the administrator at wendy.dickinson@vermont.gov or TRE.ServicesAccounting@vermont.gov for assistance.
- To delete a Vendor Id, click "Delete" for the Vendor Id to be deleted.
  Note: Please be certain you want to delete the vendor before clicking the Delete button

Search Payments:

After adding vendor ids to the account the user can search their payments.

- Click Search Payments
- If the user has one vendor id payments to that vendor id will be displayed. If the user has more than one vendor ID, the user will select one vendor id from the list of ids and the payments for that ID will be displayed.
- For a specific date range, enter the Start date and End date.
- Click Search
- To download the all payments in the search results click Download as CSV and a .csv file will be downloaded.

To Change Password:

- Click on **Hello** *"User Name!"*
- Click on Change Password
  Enter your current Password, new password and confirm password
  (**Password Criteria:** Passwords must be at least 6 characters. Passwords must have at least one Special character (non-letter or digit character), one lowercase ('a'-'z') and one uppercase ('A'-'Z'))
- Click "Save"

To Edit Account Details:

- Click on **Hello** *"User Name!"*
- Change the details which want to edit like Email, First Name and Last Name
- Click "Save"

Recover Password:

- On the login page click Forget your password
- Enter your e-mail and click Email link
- You will be emailed a link to reset your password.
- Click Reset password link from the corresponding e-mail address which was used during registration process.
- Enter your new password and confirm password

(**Password Criteria:** Passwords must be at least 6 characters. Passwords must have at least one Special character (non-letter or digit character), one lowercase ('a'-'z') and one uppercase ('A'-'Z'))

- Click "Save"

Note: Always Log off and close the browser tab after completion of work. Do not share your user credentials with others.