

# *Quick Guide*

# Create an ANROnline Account

*Updated January 26, 2021*

Contact Information: <https://nrb.vermont.gov/act250-program/district-staff-and-commissions>

Feedback about these instructions: [NRB.General@vermont.gov](mailto:NRB.General@vermont.gov)

# 1. Go to ANR/NRB Online: <http://anrOnline.vermont.gov/home?organizationcode=NRB>

**VERMONT**  
Agency of Natural Resources  
*Respect...Protect...Enjoy!*

VTANR Home Home Finder Help Sign In Register

## Organizations

Select the organization from which you would like to submit a form.

Select Organization

## Forms

To locate a specific form please use our form finder.

Form Finder

## Natural Resources Board

### Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission

#### Choosing the Right Form

It is recommended you contact the District Coordinator for guidance on which form to use for your Act 250 land use project (see Contacts below). You can then choose the appropriate form according to the form's described use (see Forms section at the bottom of this page). **Note:** It is important to identify the correct form as submission of an incorrect form requires filling in a new form (no data or previously answered questions transfer over).

#### Application or CACC Submission

Once you reach the "Certify and Submit" section of the ANR/NRB Online forms, follow the instructions and then click on "Finalize Submission: Submit Form" to submit. How to download the payment voucher is covered in the **Act 250 Application Guide** (see Additional Links below).

#### Submitting Supporting Documents (Exhibits) for Your Application via Our FTP Site

Please upload all Exhibits (i.e., documents that are required for and/or that you believe are necessary to support your application) to our FTP site using the log-in information provided in our application guide. Do not use a web browser to open the FTP site with a PC. The application guide contains step-by-step FTP site instructions; exhibit guidelines, folder, and file naming conventions; and other steps necessary for the submission of a complete application.

#### Payment Voucher and Application Fee Check Mailing

Once you submit your application here and upload your exhibits to our FTP site, please print and mail the payment voucher and a check payable to "State of Vermont" for the application fee to your District Office to the mailing addresses listed in the Contact section below.

#### Project Number Assignment

2. At the top-right of the screen, in the menu bar, click on “Register.”

The screenshot shows the Vermont Agency of Natural Resources website. The top navigation bar includes the Vermont logo, the text "Agency of Natural Resources" with the tagline "Respect...Protect...Enjoy!", and a "VTANR Home" link. A secondary navigation bar contains links for "Home", "Finder", "Help", "Sign In", and "Register". A red arrow points to the "Register" link. The main content area is titled "Natural Resources Board" and contains several sections: "Organizations" with a "Select Organization" dropdown, "Forms" with a "Form Finder" button, and "Natural Resources Board" with a welcome message and instructions for application and form submission.

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VTANR Home

Home Finder Help Sign In Register

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Form Finder

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**Application or CACC Submission**

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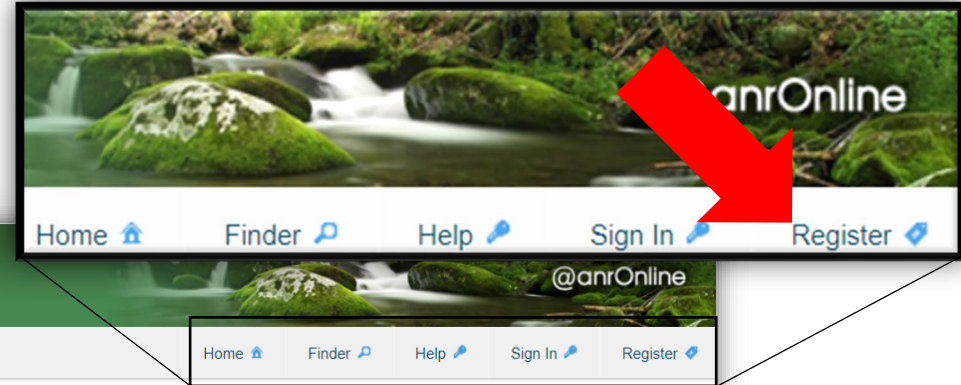
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**Project Number Assignment**



3. In the “Create User Profile” form, complete all fields and then click “Register” in the lower left-hand corner.

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Agency of Natural Resources &  
Natural Resources Board (Act 250)

an official VERMONT government website

VTANR TEST Home

Home Finder Help Sign In Register

**Organizations**  
Select the organization from which you would like to submit a form.  
Select Organization

**Forms**  
To locate a specific form please use our form finder.  
Form Finder

**User Profile** → Register for a new account

First name \* Last name \*  
Sam Smith

Email \*  
123Name@gmail.com

Phone \*  
555-555-5555

Password \*  
.....

YOUR PASSWORD MUST CONTAIN

- ✓ One lower case letter
- ✓ One upper case letter
- ✓ One number
- ✓ One special character
- ✓ 8 characters minimum

Register Cancel

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:  
ANR Online Phone Support: 802-272-4529 or 802-477-2982  
ANR Online Email Support: ANR.OnlineServices@vermont.gov

4. Once your profile has been saved, a new window will pop up asking for a confirmation code, which will be sent to the email address you used to create the account from ANR/NRB Online Services. **Do not close this window!**

The screenshot shows the ANR/NRB Online Services Portal. The header includes the Vermont logo and the text "Agency of Natural Resources & Natural Resources Board (Act 250)". The main content area is titled "Welcome to the ANR/NRB Online Services Portal". On the left, there are sections for "Organizations" and "Forms". A modal window titled "Confirm account" is open, displaying a confirmation code "FRHx5B" and buttons for "Confirm Code", "Cancel", and "Resend Confirmation Code".

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Agency of Natural Resources &  
Natural Resources Board (Act 250)

an official VERMONT government website

VTANR | [Home](#) | [Finder](#) | [Help](#) | [Sign In](#) | [Register](#)

### Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

### Forms

To locate a specific form please use our form finder.

[Form Finder](#)

## Welcome to the ANR/NRB Online Services Portal

### Confirm account

An email has been sent to **123Name@gmail.com**. Please check it and enter the confirmation code below.

Confirmation code \*

[Confirm Code](#) [Cancel](#) [Resend Confirmation Code](#)

**IMPORTANT:** Most forms require that you have an account before you can access the form. Instructions on how to create an account are available below under "Additional Links."

### Getting Help...

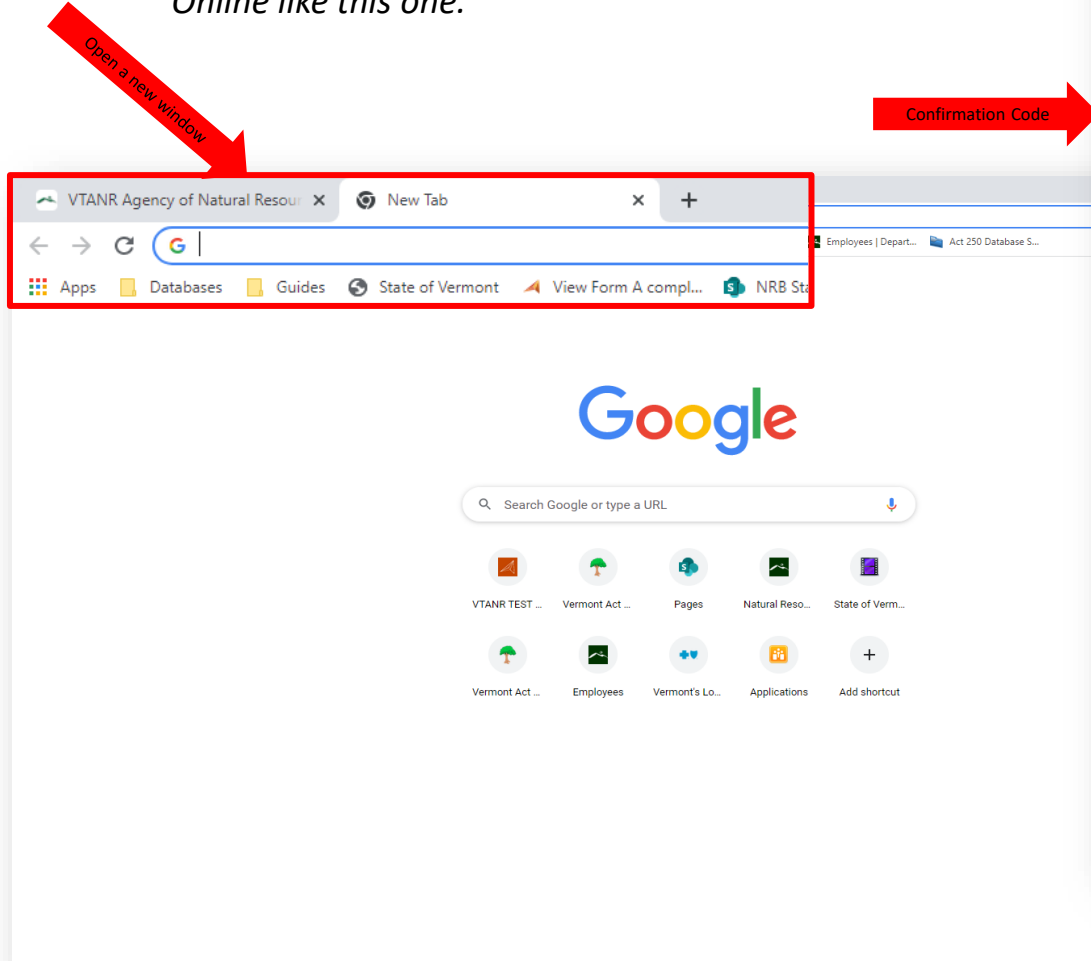
#### ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

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5. While keeping the ANR/NRB Online Services window open, open a new window to check the inbox of the email account you used to register at ANR/NRB Online Services to verify you received the confirmation code email.

The confirmation code is found in an email from ANR Online like this one.



Welcome to the ANR Online Services Portal.

You have successfully created a new ANR/NRB Online account. Your username is [123Name@gmail.com](mailto:123Name@gmail.com). To complete the registration process and activate your account, enter the Confirmation Code provided below in Confirmation Code field on the Confirmation page in ANR/NRB Online.

Confirmation Code : FRHx5B

**NOTE:** If for some reason you have left the Confirmation page on the ANR/NRB Online site before entering the Confirmation Code, you can return to the Confirmation page by doing the following:

- Go to the ANR/NRB Online site if you are not already there at <https://anronline.vermont.gov>.
- Click the "Sign In" button in the top menu bar.
- When the Sign In window opens, enter you User ID (your email address) and the password you created when registering to create your account.
- Click the "OK" button.
- The Sign In window will now display a message in red instructing you to click the "Resend Confirmation Code" button. Click the Resend Confirmation Code button.
- Clicking the Resend Confirmation Code button will send another email to you with the same confirmation code and it will also open the Confirmation page in ANR Online in your browser where you can enter the Confirmation Code.
- Enter the Confirmation Code and click the "Confirm Email" button.
- Your account should now be activated.

If you did not request to register this account, or if you are having difficulty accessing or using the ANR/NRB Online system, please contact [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov).

Thank you,

 **VERMONT**  
Agency of Natural Resources (ANR)  
Natural Resources Board / Act 250 (NRB)

For assistance contact: [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov)

[Customize Chrome](#)

6. Copy and paste the confirmation code you received by email (an example code is used below) into the corresponding box in Confirm-account window

VERMONT Agency of Natural Resources & Natural Resources Board (Act 250) an official VERMONT government website

VTANR TEST Home Home Finder Help Sign In Register

### Organizations

Select the organization from which you would like to submit a form.

Select Organization

### Forms

To locate a specific form please use our form finder.

Form Finder

## Welcome to the ANR/NRB Online Services Portal

### Confirm account

An email has been sent to 123Name@gmail.com. Please check it and enter the confirmation code below.

Confirmation code \*

FRHx58

Confirm Code Cancel Resend Confirmation Code

**IMPORTANT:** Most forms require that you have an account before you can access the form. Instructions on how to create an account are available below under "Additional Links."

### Getting Help...

#### ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

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## 7. Enter the password you created and sign in.

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Natural Resources Board (Act 250)

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VTANR TEST Home Home Finder Help Sign In Register

### Organizations

Select the organization from which you would like to submit a form.

Select Organization

### Forms

To locate a specific form please use our form finder.

Form Finder

## Welcome to the ANR/NRB Online Services Portal

### Sign in

✔ **Your account has been activated.**  
You may now sign in to your new account.

Username \*

123Name@gmail.com

Password \*

Sign In Cancel

### Getting Help...

#### ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

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ANR Online Email Support: [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov)



8. A welcome message appears. Choose one of the two options in the bottom boxes to continue.

The screenshot displays the website for the Vermont Agency of Natural Resources & Natural Resources Board (Act 250). The page features a header with the Vermont logo and navigation links (Home, Finder, Help, Sign In, Register). The main content area is divided into sections for Organizations, Forms, and Finding Forms. A modal dialog box titled "Welcome" is overlaid on the page, containing a welcome message and two buttons: "Don't show me this again" and "Remind me next time". A red arrow points to the "Remind me next time" button.

VERMONT  
Agency of Natural Resources &  
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VTANR TEST Home Home Finder Help Sign In Register

**Organizations**  
Select the organization from which you would like to submit a form.  
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**Forms**  
To locate a specific form please use our form finder.  
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**Welcome**  
Welcome to the Online Services Portal  
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**Vermont Agency of Natural Resources (ANR)**  
and the  
**Vermont Natural Resources Board (NRB)**

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reporting, and other forms for the **Vermont Agency of Natural Resources**. Using the portal, you can fill out your forms electronically; save your work electronically or download payment vouchers to mail in with paper check

ns available in the portal:

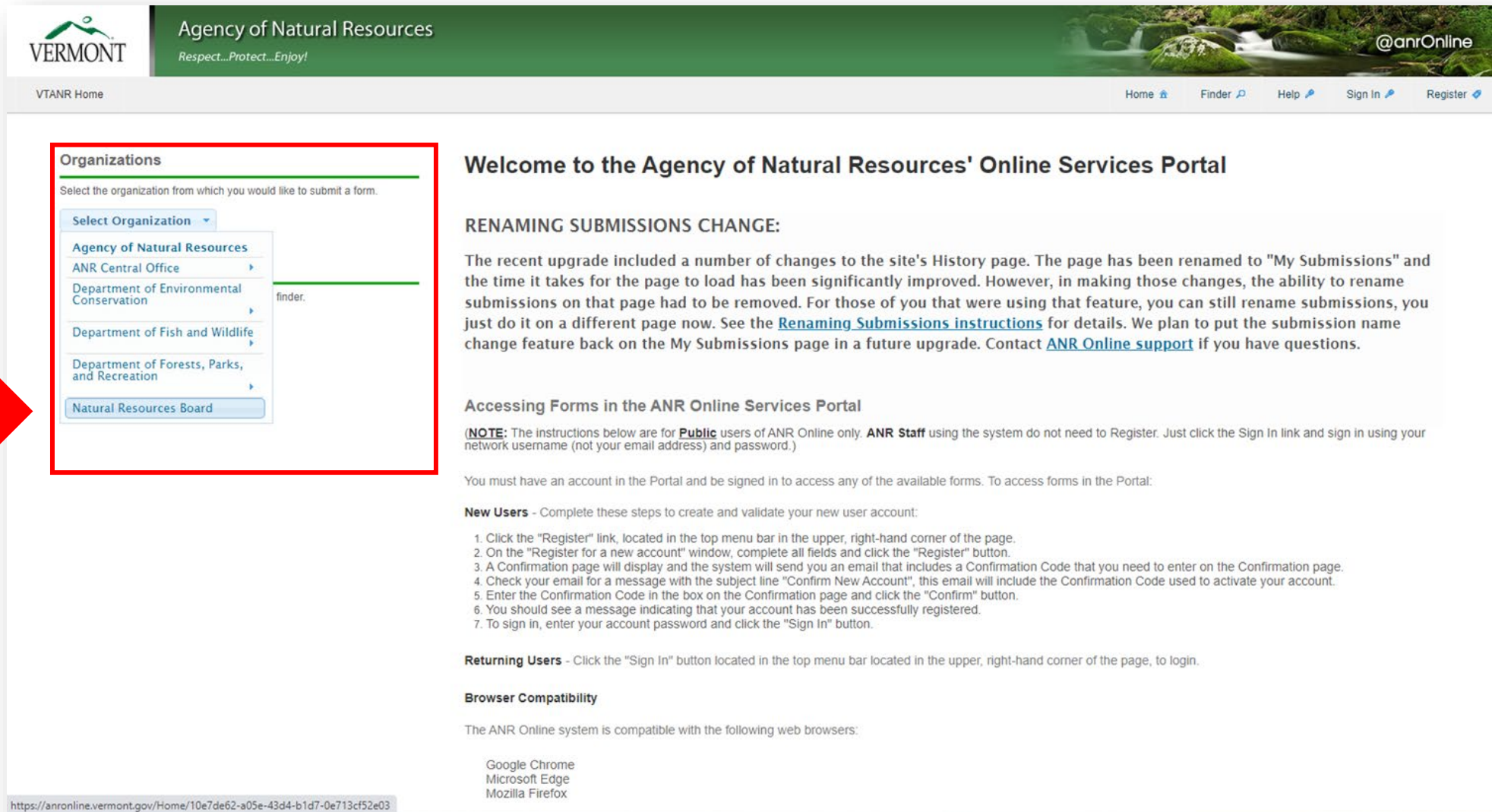
ess the feature, click the "Finder" button in the menu bar at the top of the browser on the left side of this page if you know the organization responsible

anization page.

ons on how to create an account are available below under "Additional

Don't show me this again Remind me next time

9. In the webpage that opens, locate the “Organizations” section top left. From the “Select Organization” drop-down menu, choose “Natural Resources Board.”



The screenshot shows the Vermont Agency of Natural Resources website. The header includes the Vermont logo, the text 'Agency of Natural Resources' with the tagline 'Respect...Protect...Enjoy!', and the '@anrOnline' social media handle. Navigation links for Home, Finder, Help, Sign In, and Register are in the top right. The main content area is titled 'Welcome to the Agency of Natural Resources' Online Services Portal'. On the left, under the 'Organizations' heading, there is a 'Select Organization' dropdown menu. A red arrow points to this menu, which is currently open, showing a list of organizations: Agency of Natural Resources, ANR Central Office, Department of Environmental Conservation, Department of Fish and Wildlife, Department of Forests, Parks, and Recreation, and Natural Resources Board. The 'Natural Resources Board' option is highlighted. To the right of the dropdown, there is a search field labeled 'finder:'. The main content area contains a 'RENAMING SUBMISSIONS CHANGE:' section with a paragraph of text, an 'Accessing Forms in the ANR Online Services Portal' section with a note, and a 'New Users' section with a list of steps. There is also a 'Returning Users' section and a 'Browser Compatibility' section listing Google Chrome, Microsoft Edge, and Mozilla Firefox. The URL at the bottom is https://anronline.vermont.gov/Home/10e7de62-a05e-43d4-b1d7-0e713cf52e03.

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Agency of Natural Resources  
Respect...Protect...Enjoy!  
@anrOnline

VTANR Home Home Finder Help Sign In Register

### Organizations

Select the organization from which you would like to submit a form.

Select Organization

- Agency of Natural Resources
- ANR Central Office
- Department of Environmental Conservation
- Department of Fish and Wildlife
- Department of Forests, Parks, and Recreation
- Natural Resources Board

finder:

## Welcome to the Agency of Natural Resources' Online Services Portal

### RENAMING SUBMISSIONS CHANGE:

The recent upgrade included a number of changes to the site's History page. The page has been renamed to "My Submissions" and the time it takes for the page to load has been significantly improved. However, in making those changes, the ability to rename submissions on that page had to be removed. For those of you that were using that feature, you can still rename submissions, you just do it on a different page now. See the [Renaming Submissions instructions](#) for details. We plan to put the submission name change feature back on the My Submissions page in a future upgrade. Contact [ANR Online support](#) if you have questions.

### Accessing Forms in the ANR Online Services Portal

(NOTE: The instructions below are for **Public** users of ANR Online only. **ANR Staff** using the system do not need to Register. Just click the Sign In link and sign in using your network username (not your email address) and password.)

You must have an account in the Portal and be signed in to access any of the available forms. To access forms in the Portal:

#### New Users

- Complete these steps to create and validate your new user account:

1. Click the "Register" link, located in the top menu bar in the upper, right-hand corner of the page.
2. On the "Register for a new account" window, complete all fields and click the "Register" button.
3. A Confirmation page will display and the system will send you an email that includes a Confirmation Code that you need to enter on the Confirmation page.
4. Check your email for a message with the subject line "Confirm New Account", this email will include the Confirmation Code used to activate your account.
5. Enter the Confirmation Code in the box on the Confirmation page and click the "Confirm" button.
6. You should see a message indicating that your account has been successfully registered.
7. To sign in, enter your account password and click the "Sign In" button.

#### Returning Users

- Click the "Sign In" button located in the top menu bar located in the upper, right-hand corner of the page, to login.

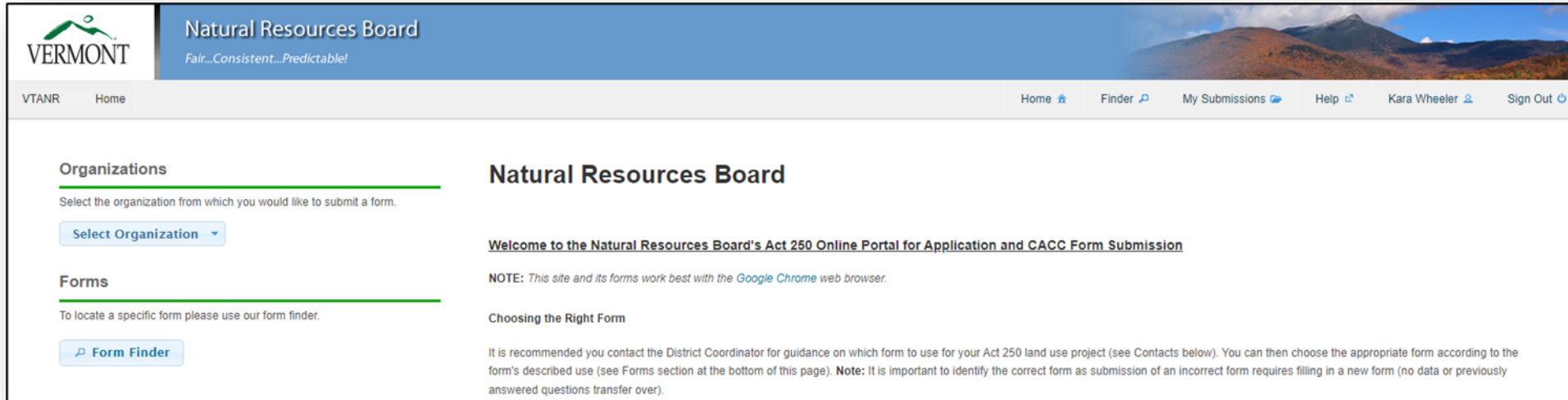
#### Browser Compatibility

The ANR Online system is compatible with the following web browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

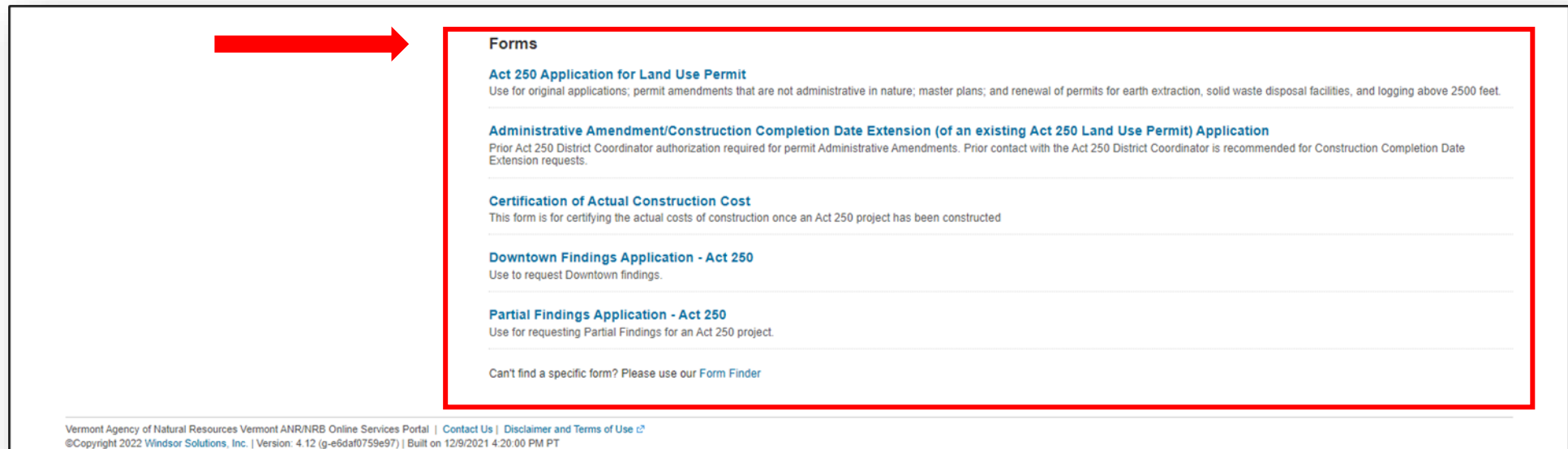
https://anronline.vermont.gov/Home/10e7de62-a05e-43d4-b1d7-0e713cf52e03

## 10. When you get to the Natural Resources Board page,



The screenshot shows the Natural Resources Board website. The header includes the Vermont logo and the text "Natural Resources Board Fair...Consistent...Predictable!". Navigation links include Home, Finder, My Submissions, Help, Kara Wheeler, and Sign Out. The main content area is divided into two columns. The left column has sections for "Organizations" (with a "Select Organization" dropdown) and "Forms" (with a "Form Finder" button). The right column has a heading "Natural Resources Board" and a welcome message: "Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission". Below this is a note: "NOTE: This site and its forms work best with the Google Chrome web browser." and a section titled "Choosing the Right Form" with a paragraph of instructions.

**scroll down to the bottom page** and locate the “Forms” section for a list of available application forms to be used to submit your application.



A red arrow points from the left towards the "Forms" section, which is highlighted with a red border. The "Forms" section lists several application types:

- Act 250 Application for Land Use Permit**  
Use for original applications; permit amendments that are not administrative in nature; master plans; and renewal of permits for earth extraction, solid waste disposal facilities, and logging above 2500 feet.
- Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land Use Permit) Application**  
Prior Act 250 District Coordinator authorization required for permit Administrative Amendments. Prior contact with the Act 250 District Coordinator is recommended for Construction Completion Date Extension requests.
- Certification of Actual Construction Cost**  
This form is for certifying the actual costs of construction once an Act 250 project has been constructed
- Downtown Findings Application - Act 250**  
Use to request Downtown findings.
- Partial Findings Application - Act 250**  
Use for requesting Partial Findings for an Act 250 project.

Can't find a specific form? Please use our [Form Finder](#)

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