

VADR Electronic Document Submission Scanning/Emailing Instructions

STEP 1: Complete all necessary forms.

All submissions must include a copy of your signed and witnessed Advance Directive, as well as a completed **Vermont Advance Directive Registry: Registration Agreement & Authorization to Change form** (available online at www.vtethicsnetwork.org/forms).

- First Time Registrants – Complete the **Required Information** and **sign the Registration Agreement (Document A)**. Please make sure to include your email address in the Required Information section.
- Updates to Existing Documents Already on File with the Registry – Complete the **Required Information** and **sign the Authorization to Change (Document B)**. Please make sure to include your email address in the Required Information section.

STEP 2: Scan and save your documents.

Compile your completed documents in this order before scanning.

1. Your signed and witnessed Advance Directive document (include all pages, even if blank).
2. Your VT Advance Directive Registry: Registration Agreement & Authorization to Change form (referenced above).
3. Any addendums or additional pages if you have them.

Once compiled, **please scan and save the entire document as one file**. Check at this point to ensure that all pages were properly & clearly scanned.

FILE FORMAT REQUIREMENTS:

All submitted documents MUST be saved as a PDF (.pdf) file. Other file formats (JPEG, TIFF, DIF, Word, etc.) are incompatible with the Registry and **cannot** be uploaded.

Name your file using the format 'FirstNameLastNameDateofBirth'. For example, John Smith, born on January 6, 1955, would save their file under the name 'johnsmith01061955'. If you are unable to change the file name, please include this information in your submission email.

STEP 3: Email your submission to the VADR.

To submit your Advance Healthcare Directive electronically, send your PDF file as an attachment to the following email address: VADRSubmissions@usacpr.com

- First Time Registrants - In the email subject line, please enter the words, *"Please Register."*
- Updates to Existing Documents - In the email subject line, please enter the words, *"Please Update."*

Any incomplete submissions will receive an additional email reply from the VADR indicating the necessary steps to completing your submission.