

VT Advance Directive Registry (VADR) – Policy Updates & New Submission Options

As of July 1, 2024, the following changes have been made to procedures for the VADR:

Annual Reminders will only be sent via email. To decrease the environmental impact of paper mailings, the VADR will only be sending annual reminders via email. *This letter serves as the final paper mail reminder.* If you wish to continue receiving annual reminders about your VADR account, please log in and add your email address.

- To Log In: Go to www.usacpr.com, click on the green **Personal Account Login** button. Enter your username and password. You can add an email address to your account information using the **'View/Confirm/Edit'** button once you are logged in.
- Email addresses do not need to be unique. Multiple accounts can be linked to one email address if preferred.

User Upload Option is now available!

Vermonters using the VADR can now directly upload a PDF copy of their advance directives when making updates to their existing account.

- To make an update using user upload, log in to your account and select **'Upload or Replace My Documents'**. You will then be prompted through the upload process and receive a confirmation when upload is complete.
- **User upload requires that the user has an email address.** If your account is not currently connected to your email address, you can now easily add an email address to your account when you next log in.
- Registrants who submit via user upload are **not** required to complete the VADR Registration Agreement/Authorization to Change form. Agreement and permission for updates will be completed in the online upload process.

Updates For Other Submission Options:

- MAIL: Documents submitted via mail are now being received at:
Vermont Ethics Network
61 Elm Street, Suite 1
Montpelier, VT 05602
- FAX: Documents submitted via fax are now being received at 1-802-828-2646
- Phone or email requests for registration, account updates, or new advance directive paperwork are now being received at 1-802-828-2909 or VADRSupport@vtethicsnetwork.org
- **If you are submitting your document via mail, fax, or email, you must also include the VADR Registration Agreement/Authorization to Change form.** This form can be downloaded from www.vtethicsnetwork.org/forms or requested via phone by calling 1-802-828-2909.
- *Documents sent to the prior addresses will still be received and processed as normal, but your confirmation letter may be slightly delayed.*

Support for Registrants:

- If you are looking for support with registering your directive, updating your account, correcting account information or general questions about advance directives, telephone support is available at 1-802-828-2909 or via email at VADRSupport@vtethicsnetwork.org.
- If you are experiencing an error message in your account, please call 1-888-548-9455 or email support@usacpr.com for technical support.

Wallet ID Card Policy:

- Replacement wallet ID cards will be issued at no cost if there is a change to your name or your first emergency contact information, or if there is an error on your card.
- Additional replacement wallet ID cards are \$7.00 and can be ordered directly from your VADR account by logging in and selecting "Order New Card".