First-Time Registration with MAX.gov (using a PIV/CAC Card)

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Logging In with a PIV/CAC Card (Already Registered with MAX.gov)

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User Support Contact Information (MAX.gov)

First-Time Registration with MAX.gov (using a PIV/CAC Card)

1. Before accessing the Voluntary Leave Transfer Program (VLTP), you will need to register your .gov (or .mil) email address via MAX.gov.
2. Go to https://vltp.gsa.gov/ to access the application, and select the Login button.
3. The MAX.gov login page will appear. Select the **Continue with PIV/CAC** button.

![MAX.gov Login Page](image1)

4. **Confirm the certificate** in the dialogue box that appears. Select the **OK** button.

*Note: If there is more than one certificate available, choose any of the certificates listed and then select the **OK** button. Two examples are listed below.*

**Example: Internet Explorer browser with only one certificate available**

![Confirm Certificate](image2)
5. Enter the PIN number associated with your PIV card, and select the OK button.
6. You will receive a message stating that you will need to complete the registration process that associates your PIV certificate with your MAX account. Select the **Register** button to continue.

![MAX.gov Registration](image)

7. On the **Registration with My PIV/CAC Card** page, fill in the required fields to register your email address and PIV card with MAX.gov. Select the **Continue** button at the bottom of the page.

![MAX.gov Registration](image)
8. Review the User Agreement, select the I AGREE checkbox, and select the Register button.
9. An email will be sent to you with a confirmation code.

10. After clicking the Register button in Step 8, enter the confirmation code from your email on the MAX.gov Confirmation Code page, and select the Confirm button.
11. A confirmation message will appear, stating that you have successfully registered to MAX.gov.

12. Once you have successfully registered to MAX.gov, go to https://vltp.gsa.gov/ to access the Voluntary Leave Transfer Program application. Proceed to the Logging In with a PIV/CAC Card (Already Registered with MAX.gov) section of the user guide.
First-Time Registration with MAX.gov (using a User ID and Password)

1. Before accessing the Voluntary Leave Transfer Program (VLTP), you will need to register your .gov (or .mil) email address via MAX.gov.
2. Go to https://vltp.gsa.gov/ to access the application, and select the Login button.

3. The MAX.gov login page will appear. Click the Register for a MAX Account link at the top of the page.

4. You will receive a message asking if you have a working PIV or CAC card with reader. Select the No (Register with your User ID and Password) button.
5. On the *Registration with My Email Address* page, fill in the required fields to register your email address with MAX.gov. Select the **Continue** button at the bottom of the page.
6. Review the User Agreement, select the I AGREE checkbox, and select the Register button.
7. An email will be sent to you with a link to create a password for your MAX.gov account. Click on the link in the email.

![Image of email with password reset link]

8. Create your password, following the password requirements provided, and enter it in the **New Password** field. Re-enter your password in the **Confirm New Password** field. Click on **Submit**.

![Image of MAX.gov login page with change password form]
9. A confirmation message will appear, stating that your MAX password was changed successfully.

10. Go to https://vltp.gsa.gov/ to access the Voluntary Leave Transfer Program application and click on Login.

11. Enter your User ID and password combination and click on **Continue with User ID**.
12. You will be asked if you want to register a PIV Card with MAX.gov. To continue logging in with your User ID and password, click on the Proceed (without registering your PIV card) button.

13. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.
Logging In with a PIV/CAC Card (Already Registered with MAX.gov)

(Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application)

1. Go to https://vltp.gsa.gov/ to access the Voluntary Leave Transfer Program application, and select the Login button.

2. The MAX.gov login page will appear. Select the Continue with PIV/CAC button.
3. **Confirm the certificate** in the dialogue box that appears. Select the **OK** button.

**Note:** If there is more than one certificate available, choose any of the certificates listed and then select the **OK** button. Two examples are listed below.

**Example: Internet Explorer browser with only one certificate available**

![Image of Internet Explorer browser with one certificate available]

**Example: Google Chrome browser with two certificates available**

![Image of Google Chrome browser with two certificates available]
4. Enter the PIN number associated with your PIV card, and select the **OK** button.

5. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.
Logging In with a User ID and Password (Already Registered with MAX.gov)

(Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application)

1. Go to https://vltp.gsa.gov/ to access the Voluntary Leave Transfer Program application, and select the Login button.

2. You will see the MAX.gov login page. Enter your User ID and password, and select the Continue with User ID button.

3. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.
Donating Leave to an Individual
( Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application)

1. Once you log into the Voluntary Leave Transfer Program application, you will see a screen displaying your leave balances. A leave type displays only if you have a balance for it.
2. Select the button for the type of leave you wish to donate. There will be a button only if you have a balance for that leave type.

3. Choose the radio button for **Voluntary Leave Transfer Program**, and select the **Submit** button to continue.
4. Select the recipient’s agency from the drop-down menu, and select the **Submit** button.

![GSA Payroll System](image1)

5. Select the drop-down menu to display a list of employee names. Highlight the recipient’s name, and choose the **Submit** button.

![GSA Payroll System](image2)

6. Review the four sections on the page that appears.
   a. **Step 1**: Verify that you are not donating leave to your immediate supervisor.
   b. **Step 2**: Indicate whether or not you are donating leave to a family member.
   c. **Step 3**: Enter the number of hours you would like to donate.
   d. **Step 4**: Note that when you select the Submit button, you cannot revoke the authorization to transfer leave to the individual.
7. Select the **Submit** button to authorize the transfer of leave to the individual.

8. **You have successfully donated leave to an individual.** Select the **Continue** button.

9. Select the **Exit** button to leave the application.

10. The Payroll system will update your leave balance automatically to reflect the donation you have made.
Donating Leave to an Emergency Fund

{Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application}

1. Once you log into the Voluntary Leave Transfer Program, you will see a screen displaying your leave balances. A leave type displays only if you have a balance for it.
2. Select the button for the type of leave you wish to donate. There will be a button only if you have a balance for that leave type.

3. Choose the radio button for Emergency Leave Transfer Program, and select the Submit button to continue.
4. Select the drop-down menu to choose the emergency fund to which you want to donate leave, and choose the **Submit** button to continue.

5. Review the two sections on the page that appears.
   a. **Step 1**: Enter the number of hours you would like to donate.
   b. **Step 2**: Note that when you select the Submit button, you cannot revoke the authorization to transfer leave to the emergency fund.

6. Select the **Submit** button to authorize the transfer of leave to the emergency fund.

7. **You have successfully donated leave to an emergency fund.** Select the **Continue** button.

8. Select the **Exit** button to leave the application.

9. The Payroll system will update your leave balance automatically to reflect the donation you have made.
User Support Contact Information (MAX.gov)

MAX.gov support is available by email and phone:
maxsupport@omb.eop.gov
(202)395-6860