

QuickStart eCuse Guide: Submitting an Application

There are three steps to submitting an application:

1. Verify
2. Certify
3. Submit and Pay

1 VERIFY

When all sections are complete, verify your application by checking each section once again to make sure all information is correct. Correct any errors.

The screenshot shows the 'eCuse - PUBLIC SUBMISSION SERVICE' interface. A sidebar on the left lists sections: Application Reason, Landowners, Consultant Information, Property Description, Transfer of Enrolled Land, Buildings, Agricultural Land, Forest Land, Conservation Land, Attachments, Verify (selected), Certification, and Submit. The main content area is titled 'Verify Application 12316114422-W-2' and contains instructions to review and verify the information. A table below shows 'Section A. Application Reason' with a question 'Select an application reason:' and an answer 'Land and/or buildings that are not currently enrolled (new enrollment)'. A 'Start Certification Process' button is visible in the bottom right corner.

2 CERTIFY

When you have verified all sections, select Start Certification Process. eCuse will send you an email to your address on record. Click the link.

The screenshot shows an email notification with a blue button labeled 'Start Certification Process'. The email text includes: 'To Current Use Program applicant(s):', 'Your Current Use application for the following property is ready for signatures:', 'Town: Weybridge', 'SPAN: 741-236-55547', 'Reference Number: 12316114422-W-1', and a blue link: 'http://ecuse.vcms.vt.dev.cdc.nicusa.com/pss/application/certify/689/jill.wilson%40vermont.gov/1462817794/OH4aPIPK3iOwshJtw78g8AifzBnkvgA_RqXax63epd8'. A red oval highlights the link. Below the link, it says 'Please click on this' and 'to review and sign your application. Be prepared to enter the Social Security Number or Federal Identification Number associated with this application.' At the bottom, it states 'Once all signatures are complete, the application will need to be submitted.' and 'Additionally, the application fee will need to be paid. Payment can be completed online in eCuse using a credit or debit card, or you can select the option to mail in a check.'

The link will bring you to a screen to certify and sign. All owners must sign. Select Complete Signature.

A blue button with the text 'Complete Signature'.

On the certification screen, enter your Social Security Number or Federal Employer Identification Number. Select I Certify.

A blue button with the text 'I Certify'.

PAY

Return to your dashboard to submit the application and pay the fee. Select Submit and follow the instructions to pay and finalize the application. eCuse has three payment options: ACH debit, paper check, or credit card. Select the method you want and select Submit.

If paying by check, be sure to print the Payment Voucher and attach it to your check. Print the Attachment Checklist and follow the instructions for submitting maps and other supporting documents. Be sure to select Print Application and keep a copy for your records.

Congratulations! Your eCurrent Use Application has been submitted at 05/18/2016 - 4:34 pm .

Your reference number is **20160518-92-92001-000**.

Please click **Print Application** to open a pdf copy of the application and print what was submitted to the Vermont Departm

If you are paying by paper check, click **Payment Voucher**. Please print the payment voucher and mail it with your check : accurately applied to your application.

Please click **Attachment Checklist** to open a PDF copy of the Application Checklist. This document contains important in supporting documentation that is required as part of your application. You can print or save it to your computer.

[Print Application](#)

[Payment Voucher](#)

[Attachment Checklist](#)