## **QuickStart eCuse Guide: Starting an Application**

Before you begin, gather:

- 1. full name of each owner;
- 2. unique email for each owner; and
- 3. School Property Account Number (SPAN) found on the property tax bill.

If you have transferred land, you will also need the date of transfer. If Be prepared to answer questions about any buildings on the property.

1	Go to <u>secure.vermont.gov/TAX/ecuse/home</u> . Sign into your account with your username and password.	
2	Select Start a New Application	Submission Queue     Submission History       + Link My Enrollments     + Start New Application       SDAN     TOWN       PRIMARY     ACDES       TOWN     PRIMARY
3	eCuse has pre-selected Apply for Enrollment, Change Enrollment, or Transfer. Select Next.	SPAN     TOWN     ACRES     TYPE
4	<ul> <li>eCuse will move you to Section A: Application Reason.</li> <li>1. You may select the application reason that applies to your property: 1) Land and/or buildings that are not currently enrolled (neenrollment) or 2) Land or building that are enrolled and have been transferred to your ownership.</li> <li>2. Enter the SPAN. Click Confirm. If you get a message that the SPA is not found, then check your SPA call the Current Use Program.</li> </ul>	Application Rescont         Junctiones         Browsky Description         Browsky Description

3. Click Next or Save. The Next button will save your information and move you to the next section.

