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

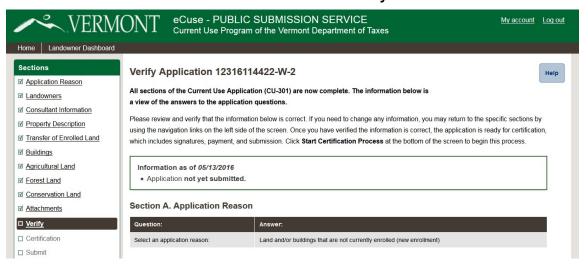
There are three steps to submitting an application:

- 1. Verify
- 2. Certify
- 3. Submit and Pay

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## **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.



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.

Start Certification Process

To Current Use application for the following property is ready for signatures:

Your Current Use application for the following property is ready for signatures:

Town: Weybridge

SPAN: 741-236-55547

Beforence Number: 12316114422-W-1

Please click on this 
http://ceuse.vcms.vt.dev.cdc.nicusa.com/pss/application/certify/689/jill.wilson%40vermont.gov/1462817794/OH4aPIPK3IOwshitw78gRAIR2BnkvgA\_RgXax63epd8 
to readew and sign your application. Be prepared to enter the Social Security Number or Federal Identification Number associated with this application.

Once all signatures are complete, the application will need to be submittee.

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.

**Complete Signature** 

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

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 Departr

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** 

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