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.

![Verify Application Screen]

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]

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.
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 Department of Taxes.

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

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