

eCuse – online Current Use

Municipal Service User Guide for Town Clerks and Listers

<https://secure.vermont.gov/TAX/ecuse/>

Division of Property Valuation and Review
Vermont Department of Taxes

For questions about eCuse, please contact
your PVR District Advisor or call 802-828-6887

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Welcome to the eCuse Municipal Service

eCuse is designed to employ the efficiencies and speed of electronic processing so that it is easy to use, easy to navigate, and convenient for all users. The new system allows town clerks, assistant town clerks, and listers to view online applications for the Current Use Program. The eCuse system replaces the old paper version of approved applications being sent to the town. Town officials will print approved Current Use applications from eCuse for recording in the town land records. Because eCUSE is web-based, you have the convenience of accessing it online from anywhere as long as you have your username and password. eCUSE saves time for all users, but it also saves money for taxpayers and the agencies that serve them as it eliminates the need for mailings and postage.

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Current Use Process for Town Clerks and Listers

The Snail Mail Paper Trail

Current Use mails approved application and maps to town with invoice.



Town Clerk records application and enters recording information on invoice.



Town Clerk passes paper application and maps to the Listers. Town Clerk mails invoice to PVR for payment.



Listers get paper application and maps and start valuation process in NEMRC module. Town Clerk is waiting for payment.



State authorizes payment. Listers enter values and sends file to the state.



Current Use Process for Town Clerks and Listers

More Efficiency, Speedy Processing

Application approved. Current Use emails Town Clerk and Lister notifying them of approved application. Maps are mailed.



Town Clerk prints application for recording and enters recording information in eCuse. Listers start valuation.



Listers receive maps. Listers enter values into NEMRC. State receives recording information and authorizes payment.

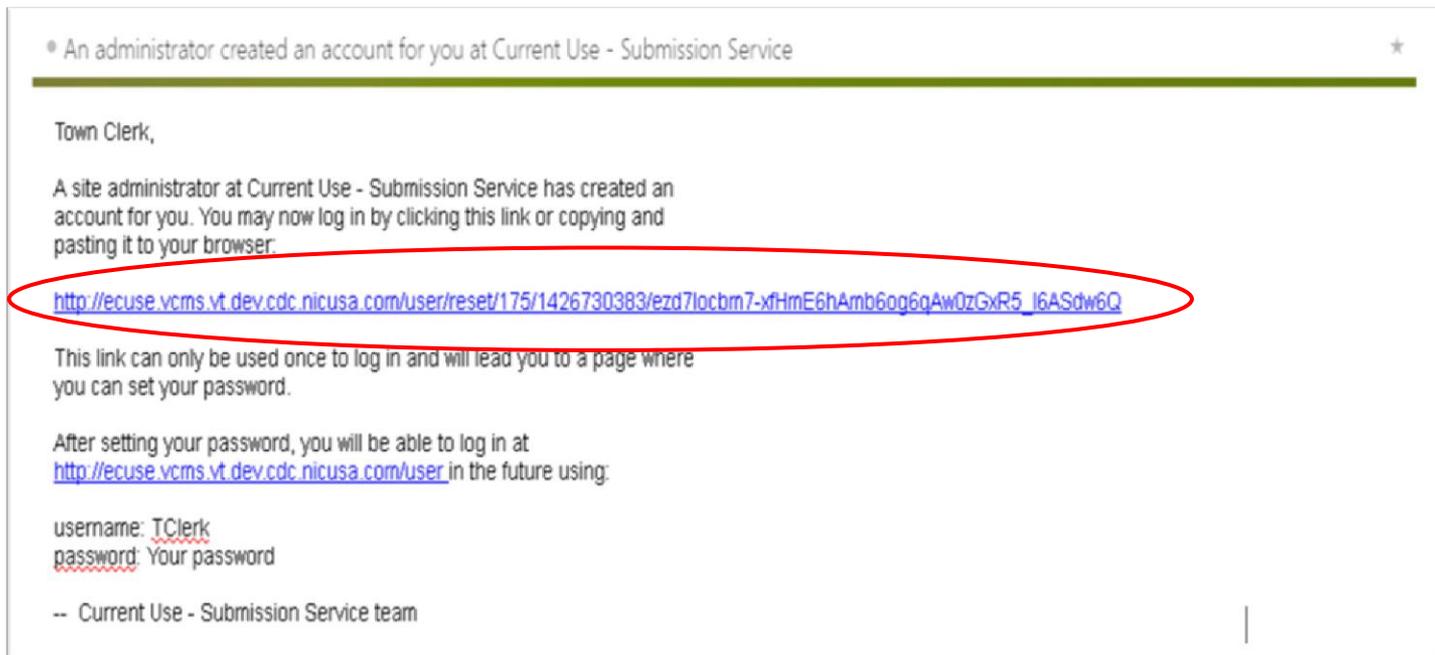


Payment sent to municipality for recording fee. State receives values via electronic file.

All Town Officials: Logging In for the First Time

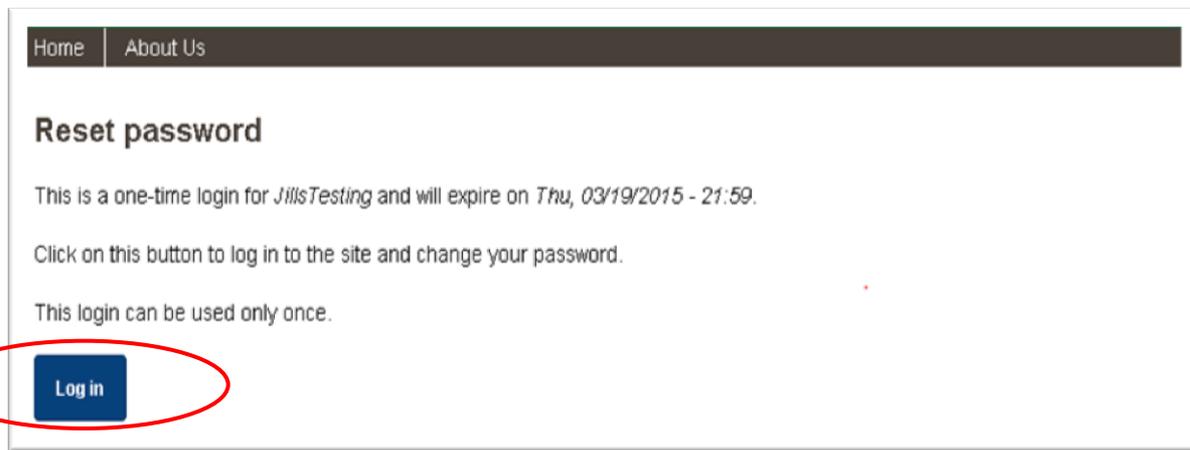
You will receive an email from the Vermont Department of Taxes to set up your account:

- The email includes 1) the username and 2) a link to set the password.
- Click the **link** in the email to open the eCUSE system and finish creating your account.



The link in the email will take you to the **Reset Password** screen where you can click **Log in** and create a new password.

Please note: Passwords are case sensitive.



Home | About Us

Reset password

This is a one-time login for *JillsTesting* and will expire on *Thu, 03/19/2015 - 21:59*.

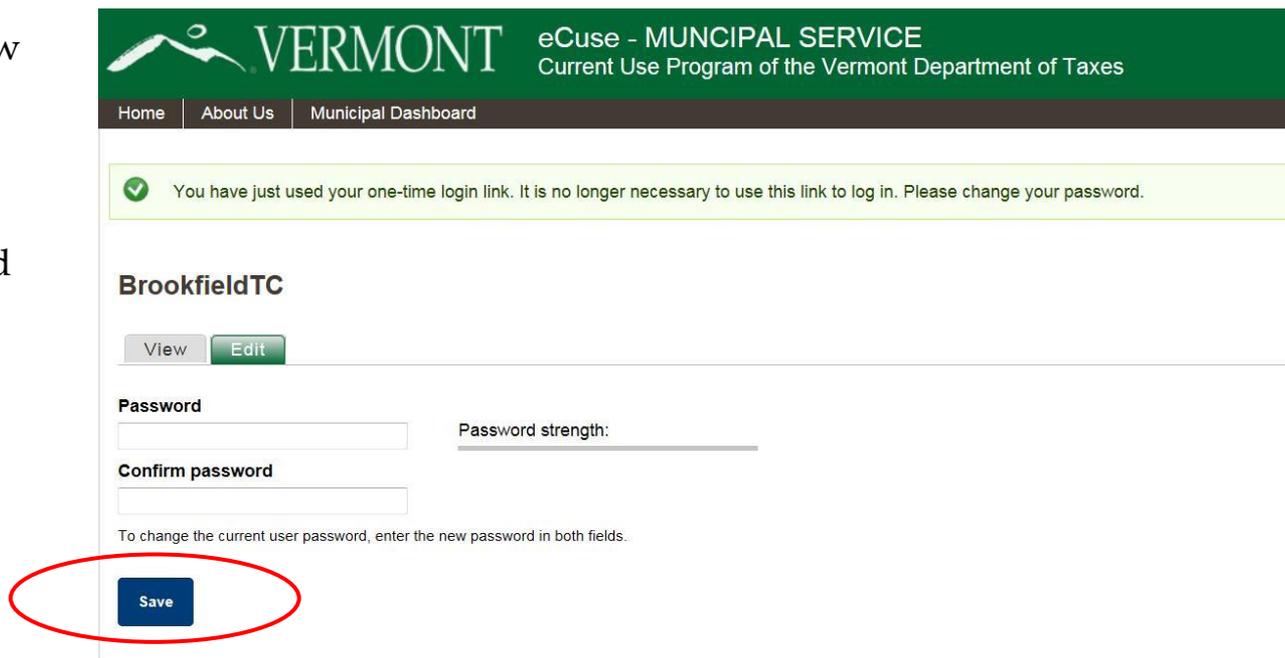
Click on this button to log in to the site and change your password.

This login can be used only once.

[Log in](#)

To create a password, follow these steps:

1. Enter a new password into the **Password** field.
2. Re-enter your password in **Confirm password**.
3. Click **Save**.



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Current Use Program of the Vermont Department of Taxes

Home | About Us | Municipal Dashboard

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

BrookfieldTC

[View](#) [Edit](#)

Password

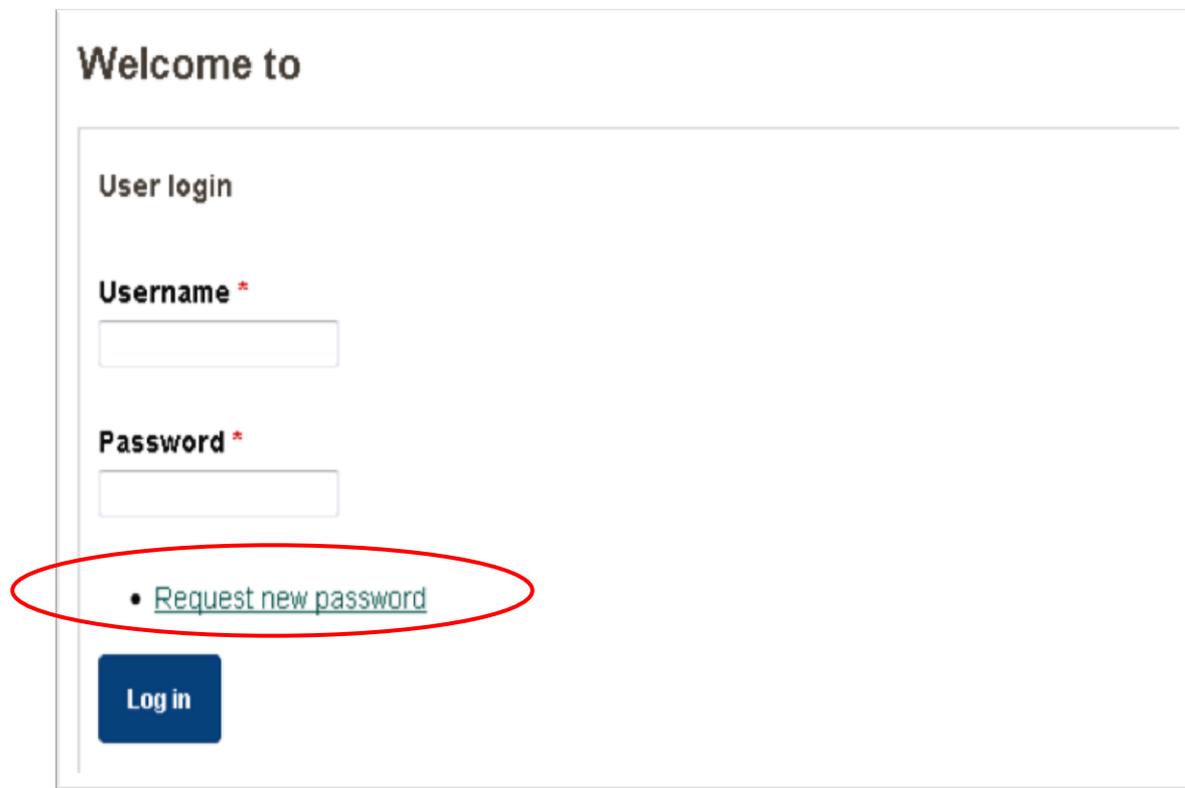
Confirm password

To change the current user password, enter the new password in both fields.

[Save](#)

Forget your username or password? Didn't login within the 24 hour window?

Click the **Request new password link** from the **Login** page (<https://secure.vermont.gov/TAX/ecuse/>).



>Welcome to

User login

Username *

Password *

- [Request new password](#)

Log in

Municipal Service User Guide

<https://secure.vermont.gov/TAX/ecuse/>

There are three tabs available for Town Clerks in the eCUSE system as follows:

- 1. Approved Applications Queue** – View the applications that have been approved by PVR for your town and are waiting to be recorded by the town clerk (Clerks and Assistant Town Clerks can “complete” the recording information, but listers cannot).
- 2. Municipal Search** – View all applications for your town—pending, approved, recorded, enrolled, and discontinued.
- 3. Invoice Summary Report** – View recorded applications for a calendar year (only visible to Town Clerks).

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Current Use Program of the Vermont Department of Taxes

My account Log out

Home About Us Municipal Dashboard

Municipal Service Approved Applications Queue

Approved Applications Queue Municipal Search Invoice Summary Report

Town
- Any - Apply Reset

Tax Year	Town	Submission Status	PVR Approved Date ▼	Reference Number	SPAN	Owner #1	
2015	Alburgh	PVR/Approved	02/20/2015	20141209-92-92000-000	009-003-10521	Chris Boget - Lake Champlain Land Trust	Complete View Print

Approved Applications Queue

Town clerks will provide recording for the applications in the **Approved Applications Queue**.

Municipal Service Approved Applications Queue

Approved Applications Queue Municipal Search Invoice Summary Report

Town: Reading [Apply] [Reset]

Tax Year	Town	Submission Status	PVR Approved Date	Reference Number	SPAN	Owner #1	
2015	Reading	PVR/Approved	02/25/2015	20141018-92-91144-001	510-160-10085	Caper Hill Farm Incorporated	Complete View Print
2015	Reading	PVR/Approved	02/25/2015	20141016-92-92006-000	510-160-10264	Alexander, David	Complete View Print

Displaying 1 - 2 of 2

- Click **Complete** to print the application & enter the recording information (only for Town Clerks and Assistant Town Clerks).
- Click **View** to see the information. If you scroll down within the “View” page, you can access the “As Submitted” application and the “As Approved” application.
- Click **Print** to print a copy for recording in the town land records. **Print** can also be done on the **Complete** screen.

Details Screen

When you click **Complete**, the **Details** screen for that submission opens and provides you with a basic summary of the application information:

1. Up to four owners display in the right panel.
2. The **Reference Number** is an internal number for recordkeeping at the Department of Taxes
3. For the user guide, click **Help with this page**.
4. Click **Print for Recording** to print the approved application. There is a large white space in the upper right corner for your recording stamp.

Details Screen—top section

Current Use Application Details - 20150317-92-92000-000

[Help with this page](#)

Submission Status

Submission submitted on 03/17/2015 at 12:00 am.

Submission Approved by PVR on 03/17/2015 at 4:31 pm.

Property Information

PVR Approved Date: 03/17/2015

Owner 1: David Coleman

Reference Number: 20150317-92-92000-000

SPAN: 006-002-10776

Property Location:

City or Town: Albany

[View](#)

[Print for Recording](#)

Steps to Complete Recording Information

Details Screen —bottom section

Please note: If you enter comments, they become part of the public record.

Use the email notification date as the Date Recorded.

The screenshot shows a web application interface for 'Current Use Application Details - 20141018-92-91144-001'. The page has a navigation bar at the top with links: Home, About Us, List of Submissions, FPR Dashboard, VDT Dashboard, Municipal Dashboard, and PVR Review Dashboard. A 'Help with this page' button is in the top right. The main content is divided into sections: 'Submission Status' (with submission and approval dates), 'Property Information' (with a table of details like PVR Approved Date, Reference Number, SPAN, Property Location, and City or Town), 'Municipality Filing Information' (with input fields for Book Number, Page Number, and Date Recorded), and 'Municipal Service Comments' (with a text area). At the bottom are 'Back' and 'Complete' buttons. Red arrows and text indicate the following steps: Step 1 points to the 'Print for Recording' button; Step 3 points to the 'Book Number', 'Page Number', and 'Date Recorded' input fields; and Step 4 points to the 'Complete' button.

Current Use Application Details - 20141018-92-91144-001

Help with this page

Submission Status

Submission submitted on 11/21/2014 at 12:00 am.
Submission Approved by PVR on 02/25/2015 at 8:52 am.

Property Information

PVR Approved Date: 02/25/2015	Owner 1: Caper Hill Farm Incorporated
Reference Number: 20141018-92-91144-001	
SPAN: 610-160-10085	
Property Location: end of Caper Hill Road	
City or Town: Reading	

View **Print for Recording** ← **Step 1**

Municipality Filing Information

Book Number: *

Page Number: *

Date Recorded: *

E.g., 03-27-2015

Step 3

Municipal Service Comments:

Back **Complete** ← **Step 4**

1. Click **Print for Recording** to print the application.
2. Record application in town records.
3. Enter **Book Number, Page Number, Date Recorded**, and optional **Comments** into eCuse.
4. Click **Complete** to save or **Back** to cancel.
5. Recording information & invoice automatically sent to Current Use.

Recording Confirmation

Once you have completed a recording, you will receive a confirmation message on the top of the screen.

Confirmation

 Current Use Application Recording Information for **20141121-92-92004-000** has been successfully completed on **03/18/2015** by *Jill Wilson*.

Submission Status

Submission submitted on 10/09/2014 at 12:00 am.
Submission Approved by PVR on 02/25/2015 at 8:57 am.
Submission Completed by Jill Wilson on 03/18/2015.

[Print](#) [Back](#)

Revising Recording Information

If you need to correct the recording information, click **Revise** and you will be taken back to the recording data entry screen.

Please note: If you are revising, you must enter an explanation into the comment section.

Municipal Search

Approved Applications Queue **Municipal Search** Invoice Summary Report

Tax Year: - Any - Town: - Any - Submission Status: - Any - Date Completed: Reference Number: SPAN:

Owner: Submission Type: Submission Date: Apply Reset

Tax Year	Town	Submission Status	Date Completed	Reference Number	SPAN	Owner	Submission Type	Submission Date	
2016	Addison	CLERK/Revised	02/17/2015	20150218-92-92000-000	003-001-88888	Test of no certification on signature	New Enrollment	02/04/2015	Revise View Print
2016	Albany	PVR/Approved		20150317-92-92000-000	006-002-10776	Coleman, David		03/17/2015	Complete View Print
2016	Arlington	PVR/Review		20141226-92-92004-000	015-005-10995	Ray, Ron	New Enrollment	09/24/2014	View Print
2016	Barnard	CF/Review		20141016-92-91852-001	030-009-10276	Garsh, Lee	Addition to Enrollment	01/15/2015	View Print
2016	Barnard	CLERK/Revised	03/01/2015	20150224-92-92000-000	030-009-56987	Jones, Jim J	New Enrollment	02/17/2015	Revise View Print
2016	Belvidere	CF/Complete		20141007-92-91789-001	048-014-10218	Russo, Jr., Joseph J	Addition to Enrollment	09/04/2014	View Print
2016	Berkshire	PVR/Review		20150313-92-92000-000	057-017-10404	Landowner, Naomi	New Enrollment	03/13/2015	View Print

Municipal Search

The **Municipal Search** screen shows all applications for your town—under review, approved, denied, withdrawn, and recorded. Pay particular attention to the Tax Year when searching for applications.

You will be able to:

- See the existing Current Use enrollment for the parcel.
- **Complete, View, or Print** from this screen.

Municipal Search

Approved Applications Queue **Municipal Search** Invoice Summary Report

Tax Year: - Any - Town: Kirby Submission Status: - Any - Date Completed: Reference Number: SPAN: Owner: Submission Type: - Any - Submission Date: Apply Reset

Tax Year	Town	Submission Status	Date Completed	Reference Number	SPAN	Owner	Submission Type	Submission Date	View	Print	
2015	Kirby	CF/Complete		20141107-92-92026-000	339-105-10093	Johnson Pond, LLC	New Enrollment	08/20/2014	View	Print	
2015	Kirby	PVR/Review		20141217-92-92004-000	339-105-10277	Taylor, Richard A.		02/25/2013	View	Print	
2015	Kirby	PVR/Approved		20150327-92-92001-000	339-105-12345	Landowner, Test	New Enrollment	03/01/2014	Complete	View	Print
2015	Kirby	CF/Review		20141107-92-92018-000	339-105-10254	Shaw, Graham	New Enrollment	09/04/2014	View	Print	
2014	Kirby	Enrolled		20141003-92-91909-000	339-105-10105		N/A		View	Print	
2014	Kirby	Enrolled		20141003-92-91907-000	339-105-10041		N/A		View	Print	
2014	Kirby	Enrolled		20141003-92-91919-000	339-105-10118		N/A		View	Print	

How to Find Applications

1. Enter the criteria for your search using any combination of the search boxes:

Option A. The drop down list boxes:

Tax Year	Town	Submission Status
- Any - ▾	- Any - ▾	- Any - ▾

Option B. Enter a full or partial value or name:

Date Completed	Reference Number	SPAN	Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Click on **Apply** to see your search results

Apply

3. Click on **Reset** to clear your search criteria

Reset

Submission Status Summary

Submission Status	What It Means
CF/Complete	County Forester has completed Review; Current Use is reviewing application.
CF/Review	County Forester is Reviewing Forest Management Plan; Current Use not yet reviewing it.
Clerk/Recorded	Application approved by Current Use; Clerk has entered recording information.
Clerk/Revised	Application approved by Current Use; Clerk entered and then revised recording information.
Enrolled	Parcel is currently enrolled with the data contained in the fields. NOT an Application!
PVR/Approved	Application approved by Current Use; waiting for Clerk to record.
PVR/Denied	Application denied by Current Use; no action by Clerk needed.
PVR/More Information Needed	PVR cannot approve application as currently submitted. More information has been requested and not yet reviewed.
PVR/Withdrawn	Application withdrawn by the landowner; no further action needed by clerk.

View Application Summary

When you click **View**, the submission opens and provides you with all of the application information in one screen. The top of the page contains a basic summary of the application details:

Viewing Application 20141014-92-92014-000

Back

The Reference Number is for recordkeeping at the Department of Taxes

The status of the application along with information about the user that completed each activity

Information as of 03/25/2015

- Application submitted electronically by *PV&R Staff DB* on *10/02/2014*
- FMP approved by FPR on *02/18/2015*.
- Application Approved by *Sheila Michaud* on *02/18/2015*
- Application Recorded by *Essex County Clerk* on *02/20/2015*

Primary Owner Name: Sweet Tree i LLC	Enrollment Year: 2015	Submission History Transfer, 10/02/2014, CLERK/Recorded
Town: Averys Gore	Submission Status: CLERK/Recorded	
SPAN: 022-256-10004	Submission Type: Transfer	
Submitted Date: 10/02/2014	Grand List Acreage: 4023.00	
Owner ID (From Access):	Ag Acreage Total: 0.00	
Parcel ID (From Access):	Forest Acreage Total: 4019.00	
Owner Name (From Access):	Conservation Acreage Total: 0.00	

A summary of application data that includes pertinent information including the Primary Owner Name, Town, SPAN, Enrollment Year, and acreage amounts

View Details

Scroll down to view the rest of the application details. The **View** of each submission in eCUSE has sections that correspond to the paper application which contain relevant information:

- The names and contact information for all landowners (Section B)
- The acreage for forest, agricultural and conservation land (Section F, G & H)
- The building enrollment information (Section E)
- The approval and recording information (Section K & Municipal Admin)

Approval Information

The approval information is in Section K. It lists the PVR staff member who reviewed the application and the date the application was approved.

Section K - TO BE COMPLETED BY THE DIRECTOR
<p>From the information herein certified by the applicant, I have determined the applicant's property is eligible for use value appraisal effective beginning with the 2016 Tax Year.</p> <p>Staff Reviewer: Jill Wilson For the Director, Division of Property Valuation & Review Date: 03/17/2015</p>

View Recording Information & Approved Application

You can view the recording information for a submission that has a status of **CLERK/Recorded** or **CLERK/Revised**. Scroll to the **Municipal Admin** section at the bottom of the page.

Tip: Use the End key to move to the bottom of the page and the Home key to return to the top of the page

Municipal Admin	
Question:	Answer:
Town Clerk Name:	Berkshire Assistant Clerk
Book Number:	94
Page Number:	56
Date Recorded:	03/16/2015
Municipal Service Comments:	Book page changed

A formatted version of the **As Submitted Application** or the **As Approved Application** are available at the bottom of each “view” screen. Click on the buttons to open the pdf document.

Attachments						
	Type	Name	File	Date	User ID	
Attachment 1	Application As Submitted	Application_As_Submitted.pdf	.pdf	01/26/2015	dbouthil	
Attachment 2	Application As Approved	Application_As_Approved.pdf	.pdf	04/03/2015	kcurley	

Invoice Summary Report

The **Invoice Summary Report** displays recordings by tax year. This report is only available to the Town Clerks.

- Home
- About Us
- List of Submissions
- FPR Dashboard
- VDT Dashboard
- VDT Account Management
- Municipal Dashboard
- PVR Review Dashboard

Invoice Summary Report

- Approved Applications Queue
- Municipal Search
- Invoice Summary Report**

Tax Year **Town**
2015

Tax Year	Town	Reference Number	Date Completed	Submission Status	Book Number	Page Number	Landowner Name
2015	Berkshire	20141020-92-92013-000	03/15/2015	CLERK/Revised	1	3	Dziedzic, John
2015	Berkshire	20141006-92-91403-001	03/16/2015	CLERK/Revised	94	56	Thompson, Edward
2015	Berkshire	20141126-92-92003-000	03/16/2015	CLERK/Recorded	94	58	Weld, Douglas
2015	Berkshire	20141006-92-91377-001	03/16/2015	CLERK/Recorded	5	35	Lumbra Jr, Lloyd

Displaying 1 - 4 of 4

Print