

How to upload an IRS HVUT-Form 2290 and/or a County Registration in the ePART GVW Web Processing

Please follow the steps outlined below.

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1. From the Web Processing screen, select the Document Type you are uploading from the "Document Type" menu box.

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HVUT - Form 2290				Browse			
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2. After you select the Document Type, select "Browse". This will open your desktop.



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3. Locate the HVUT-Form 2290 pdf that is saved to your desktop. Select Open. You will now see the document File Name.

Document(s)			
Document Type: HVUT - HVUT - Form	Add	Upload	
Document Type	File Name		
HVUT - Form 2290	61505 GV01 2019 4 0 HVUT.PDE [X]		
Showing 1 to 1 of 1 entries			First Previous 1 Next Last
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4. Select "Upload". This will upload the document into the ePart system.

Document(s)			
Document Type: CRF - Coun	ty Registre	Add	Upload
Document Type		<u>File Name</u>	
HVUT - Form 2290		61505 GV01 2019 4 0 HVUT.PDF [X]	
County Registration Form		Browse	
Showing 1 to 2 of 2 entries			First Previous 1 Next Last
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5. If you are uploading multiple documents, such as a HVUT and a County Registration, select the new Document Type from the drop down.

Document(s)		
Document Type: CRF - County Registra	Add	
Document Type	<u>File Name</u>	
HVUT - Form 2290	61505 GV01 2019 4 0 HVUT.PDF [X]	
County Registration Form	61505 GV01 2019 4 0 CRE PDE [X]	
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6. Select Browse and upload the document.



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- 7. Select "Submit" when you are finished uploading the documents.
- 8. The application is submitted to MCS Headquarters for review.