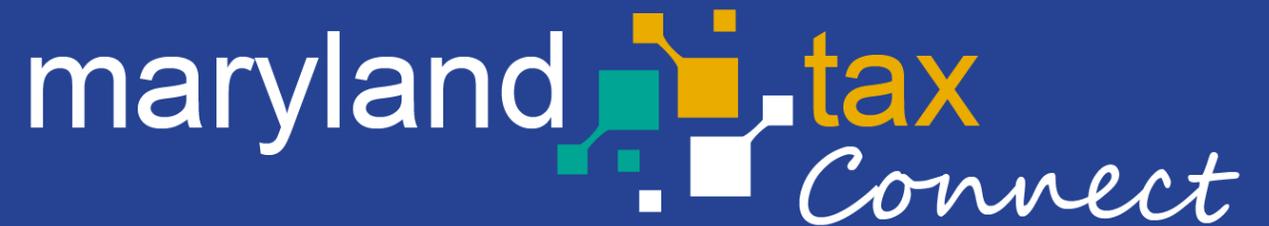


Maryland Tax Connect

Adding An Authorized User Guide

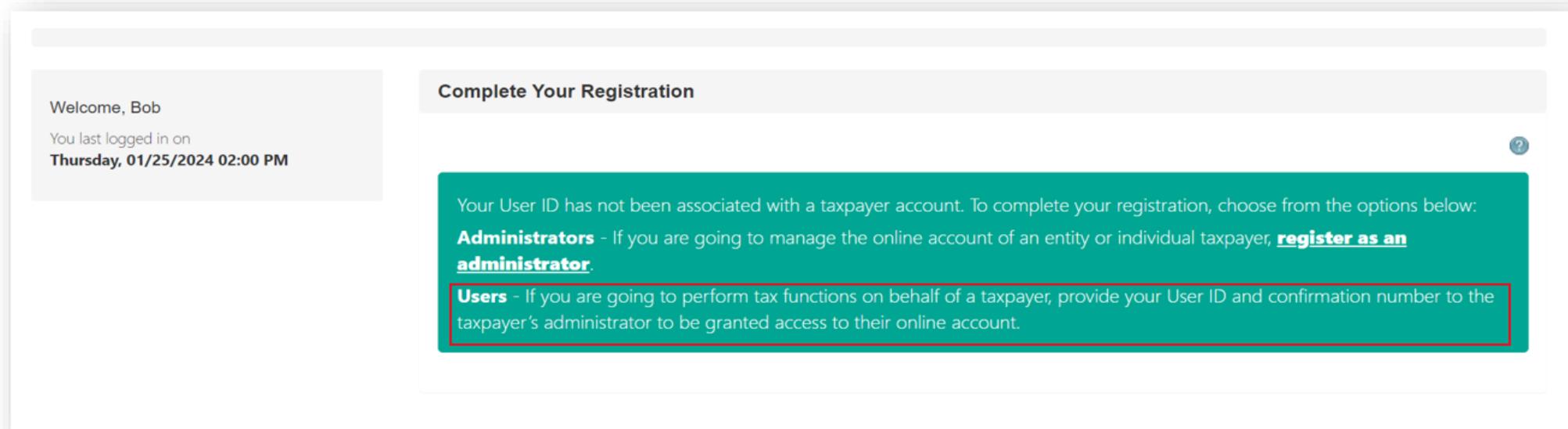


Adding An Authorized User

The subsequent pages outline the steps for granting a Portal User specific permissions to an entity and its account(s) by an **Administrator**.

New Users requesting authorization to an entity and its account(s) should contact their **Administrator** and provide their **User ID** and **Confirmation Number**.

Example: Bobdoe24/TU00000001742

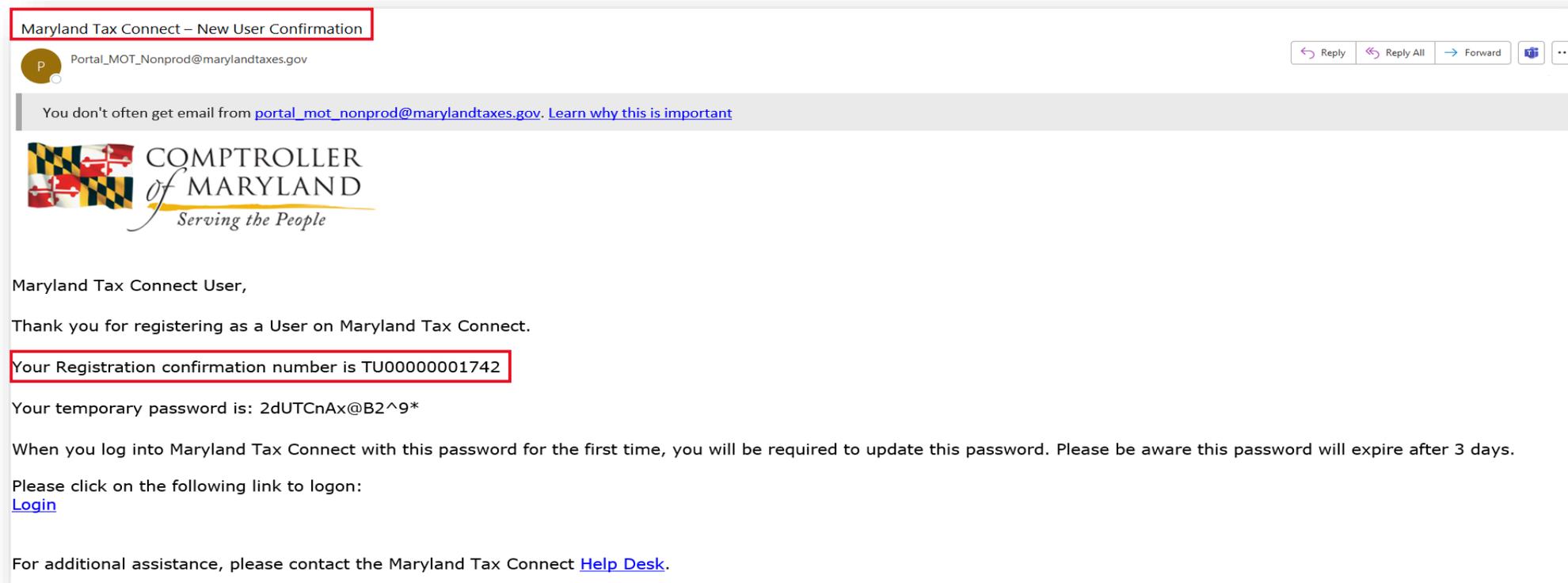


The screenshot displays a user interface with two main sections. On the left, a grey box contains a welcome message: "Welcome, Bob", "You last logged in on", and "Thursday, 01/25/2024 02:00 PM". On the right, a white box titled "Complete Your Registration" contains a teal callout box. The callout box text reads: "Your User ID has not been associated with a taxpayer account. To complete your registration, choose from the options below: **Administrators** - If you are going to manage the online account of an entity or individual taxpayer, **register as an administrator**. **Users** - If you are going to perform tax functions on behalf of a taxpayer, provide your User ID and confirmation number to the taxpayer's administrator to be granted access to their online account." The "Users" section is highlighted with a red border.



Locating Confirmation Number

The **Administrator** will need the **Confirmation Number** for the user requesting access. New users can retrieve their Confirmation Number from their **New User Registration Confirmation email**.



Locating User ID

The Administrator will also need the **User Id** for the user requesting access. The User ID is your Maryland Tax Connect Username created during registration (Ex: **Bobdoe24**).

bobdoe24

.....

I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

[Forgot User Name?](#) [Forgot Password?](#)

New to Maryland Tax Connect? **Sign Up**



Administrator- Log In

After you have successfully obtained all the required information from the New User, the **Administrator** should log into their Maryland tax connect account.

The screenshot shows a login form with the following elements:

- Username field:
- Password field:
- reCAPTCHA: I'm not a robot
- Log In button: [Log In](#)
- Forgot User Name? [Forgot User Name?](#)
- Forgot Password? [Forgot Password?](#)
- Sign Up: [New to Maryland Tax Connect? Sign Up](#)



Multi-Factor Authentication (MFA)

After every sign-in you will be prompted to enter a one-time use temporary passcode. Passcode will be emailed to the address provided during registration. Retrieve **Passcode** from email, check the **"I'm not a robot"** box and complete reCAPTCHA. Then click **Verify** to continue.

Multi Factor Authentication ?

A single use passcode has been sent to your registered email address and will expire in 10 minutes.

* indicates required field

The email was successfully sent to your inbox with the temporary passcode from NoReply@marylandtaxes.gov

*** Please enter the passcode**

Didn't receive a passcode? [Resend passcode](#)

Remember this browser for 15 days.

I'm not a robot 

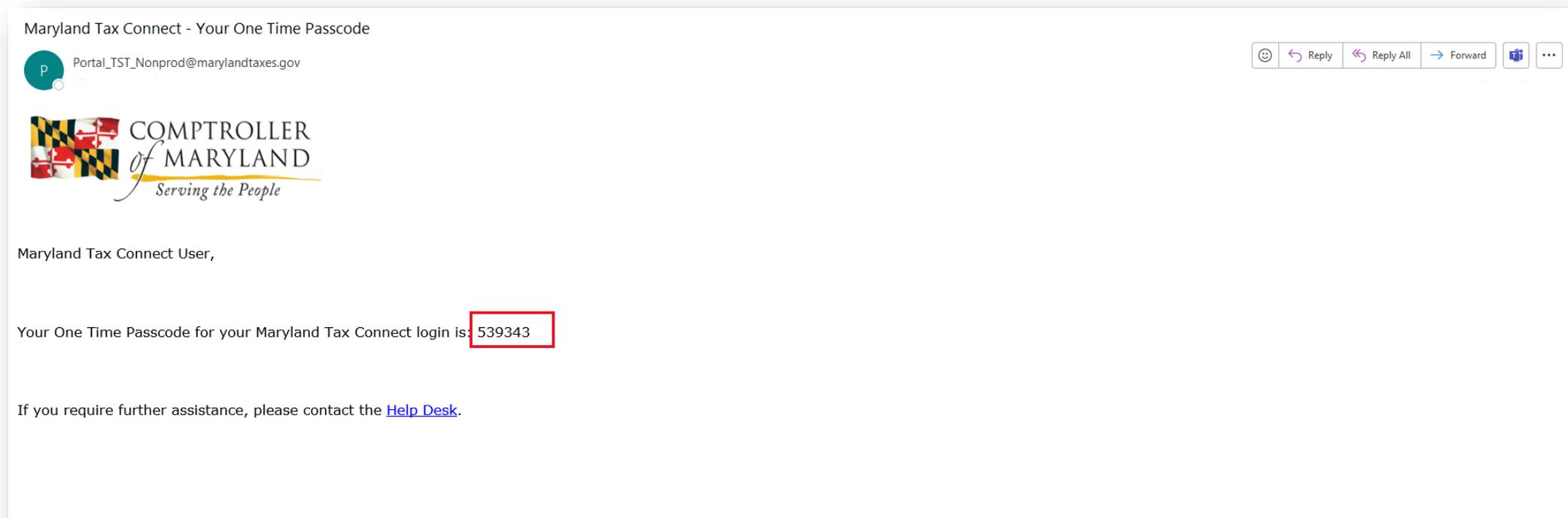
reCAPTCHA
Privacy - Terms

Cancel Verify



MFA One Time Passcode Email

Enter one-time passcode into MFA page. Then click **Verify** to continue.



New User Warning Message

When accessing your Maryland Tax Connect homepage you will be prompted to read and accept monitoring message. Click **OK** to consent and proceed.

WARNING

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

OK Cancel



Tax Accounts

From the Tax Account homepage, the **Administrator** will select **Profile Information** and **Manage Authorized Users** from the drop-down menu.

The screenshot displays the Tax Account homepage interface. At the top, there is a navigation bar with a hamburger menu icon on the left and utility icons (user profile, notifications, translate, search) on the right. Below the navigation bar is a teal header with the following menu items: Home, Profile Information (highlighted with a red box), Account Inquiry, Online Services, Secure Message Center, and Service Requests. A dropdown menu is open under Profile Information, listing the following options: View Account Information, User Profile, Communication Preferences, My Taxpayers, Add New Account, and Manage Authorized Users (highlighted with a red box). The main content area on the left shows a welcome message for Jane Doe, a user profile summary, and account information for CONSUMABLE GRAVEL. On the right, there is a table with columns for Current Balance and Last Period Filed, and a pagination control showing page 1 of 1.



Manage Authorized User

From the **Manage Authorize User** page the Administrator will select the **Add New Authorized User** button.

Profile Information / Manage Authorized Users

Manage Authorized Users ?

This page allows you, for each taxpayer for which you are the Authorized Administrator, to designate one or more individuals as Authorized Users for the purpose of viewing and/or modifying account information, and executing one or more account functions based on specific permissions you assign them. A Authorized user is someone other than an employee or officer of the taxpayer (for example, an accountant or attorney).

By adding a new Authorized User, you are certifying that you designate that individual as an authorized agent of the taxpayer and allow that individual to have access via this portal to confidential State of Maryland tax information for the periods indicated; for the Tax Account[s] selected; and in order perform any Taxpayer Functions selected.

Add New Authorized User

Search:

User Name	User ID	Taxpayer Name	Effective Start Date	Effective End Date	Status
No records match specified criteria.					

Showing 0 to 0 of 0 entries

Navigation: ⏪ ⏩ ⏴ ⏵



New User Authorization

The Administrator will enter the **User ID** and **Confirmation Number** for the New User you are adding to your business account(s). Example: **Bobdoe24/TU00000001742**

Profile Information / Manage Authorized Users

New User Authorization ?

* indicates required field

Add a new Authorized user.
Note: Authorized Users must already have a valid web portal account.

* User ID	<input type="text" value="bobdoe24"/>
* Registration Confirmation Number	<input type="text" value="TU00000001742"/>



User Details

Select from the list of available **Taxpayers**, the accounts you want to grant the user access to. Enter a start date and end date for each account listed (end date is optional). Then proceed to **Taxpayer Functions** and **Account Authorization** options.

User Details ?

* indicates required field

[View Profile History](#)

User Information

First Name Bob
Last Name Doe
User ID bobdoe24
Last Logged On 01/25/2024 02:00 PM

Contact Information

Daytime Phone (410) 260-7980
Extension
Mobile Phone
Email PORTALTEST@marylandtaxes.gov

Taxpayer Authorizations

Please select the checkboxes in the View column to assign the user read-only access to the selected taxpayers. Please select Taxpayer Functions and/or Account Authorizations to assign the user additional access to the selected taxpayers.

View	Taxpayer Name	ID	Start Date	End Date	Assignments
<input checked="" type="checkbox"/>	CONSUMABLE GRAVEL	FEIN:99-412xxxx	01/25/2024	01/25/2025	Authorize Manually: <input type="checkbox"/> Taxpayer Functions <input type="checkbox"/> Account Authorizations Or: <input type="button" value="Apply a Template"/>

Showing 1 to 1 of 1 entries



Authorized Taxpayer Functions

The Administrator can grant the user full access by selecting the check box under **Assign** or check individual boxes. **Note:** This user does not have **email, phone, or address** access. Select **Ok** to continue.

Authorized Taxpayer Functions ? * indicates required field

Check the check boxes below to enable this user to perform the selected functions on behalf of this Taxpayers.

User ID bobdoe24 **Taxpayer Name** CONSUMABLE GRAVEL
User Name Bob Doe

<input type="checkbox"/> Assign	Function
<input checked="" type="checkbox"/>	Document Upload Service Request
<input type="checkbox"/>	Edit Taxpayer Address
<input checked="" type="checkbox"/>	File Returns for All Taxes
<input checked="" type="checkbox"/>	Make a Bill Payment
<input checked="" type="checkbox"/>	Make Payments for All Taxes
<input checked="" type="checkbox"/>	Service Request - General Information Request
<input type="checkbox"/>	Update Taxpayer Email
<input type="checkbox"/>	Update Taxpayer Phone
<input checked="" type="checkbox"/>	View Notices
<input checked="" type="checkbox"/>	View Tax Type Specific Notices for All Taxes

Showing 1 to 10 of 10 entries

Navigation: ⏪ < 1 > ⏩

OK



Account Authorizations

Select the **Account Type (Admissions and Amusement Tax)** and corresponding **Account Functions** you are granting user access to. Provide effective start and ends then proceed to next page. **Note:** *This Administrator is only linked to one account type, but some Administrators may have multiple account types. Such as: **Sales and Use, Withholding, Motor Fuel, and SUTEC.***

Account Authorizations ? * indicates required field

Check the checkboxes below to enable this user to perform the selected account functions on behalf of this Taxpayer.

User ID	bobdoe24	Taxpayer Name	CONSUMABLE GRAVEL
User Name	Bob Doe		
User Authorization Start Date	01/25/2024		
User Authorization End Date	01/25/2025		

Assign	Account Type	Account ID	Effective Dates	Assigned Function
<input checked="" type="checkbox"/>	ADMISSION AND AMUSEMENT TAX	CRN:34027923	* Start <input type="text" value="01/25/2024"/> End <input type="text" value="01/25/2025"/> <input type="button" value="Add Date Range"/>	<input type="button" value="Account Functions"/>

Showing 1 to 1 of 1 entries



Account Functions

Administrator can grant the **Authorized User** full access by selecting the box under **Assign** or check individual functions.

Account Functions ?

* indicates required field

Check the checkboxes below to enable this user to perform the selected account functions on behalf of this Taxpayer.

User ID	bobdoe24	Taxpayer Name	CONSUMABLE GRAVEL
User Name	Bob Doe	Account Type	ADMISSION AND AMUSEMENT TAX
		Account ID	CRN:34027923

Assign	Function
<input type="checkbox"/>	Change Address
<input checked="" type="checkbox"/>	File Returns
<input checked="" type="checkbox"/>	Make Payments
<input type="checkbox"/>	Update Account Email
<input type="checkbox"/>	Update Account Phone
<input checked="" type="checkbox"/>	View Tax Type Specific Notices

Showing 1 to 6 of 6 entries

Navigation: ⏪ ⏩ 1 ⏪ ⏩

OK



User Details- Designate Access Type

Designate an **Access Type (full, read or payroll)** to Authorized Users; by applying a **Template**. After a selection is made a warning message will appear confirming the access type selected.

User Details ? * Indicates required field

[View Profile History](#)

User Information

First Name Bob
Last Name Doe
User ID bobdoe24
Last Logged On 01/25/2024 02:00 PM

Contact Information

Daytime Phone (410) 260-7980
Extension
Mobile Phone
Email PORTALTEST@marylandtaxes.gov

Taxpayer Authorizations

Please select the checkboxes in the View column to assign the user read-only access to the selected taxpayers. Please select Taxpayer Functions and/or Account Authorizations to assign the user additional access to the selected taxpayers.

View <input checked="" type="checkbox"/>	Taxpayer Name	ID	Start Date	End Date	Assignments ?
<input checked="" type="checkbox"/>	CONSUMABLE GRAVEL	FEIN:99-412xxxx	01/25/2024 <input type="text"/>	01/25/2025 <input type="text"/>	Authorize Manually: <input type="button" value="Taxpayer Functions"/> <input type="button" value="Account Authorizations"/> Or: <input type="button" value="Apply a Template"/> <input type="button" value="Full Access"/> <input type="button" value="Read Only Access"/> <input type="button" value="Payroll Access"/>

Showing 1 to 1 of 1 entries



User Details

After you have selected all **Assignments** for the **New Authorized User** you will be returned to the User Details page. Click **Save** to record entries.

User Details ?

* indicates required field

[View Profile History](#)

User Information

First Name Bob
Last Name Doe
User ID bobdoe24
Last Logged On 01/25/2024 02:00 PM

Contact Information

Daytime Phone (410) 260-7980
Extension
Mobile Phone
Email PORTALTEST@marylandtaxes.gov

Taxpayer Authorizations

Please select the checkboxes in the View column to assign the user read-only access to the selected taxpayers. Please select Taxpayer Functions and/or Account Authorizations to assign the user additional access to the selected taxpayers.

View	Taxpayer Name	ID	Start Date	End Date	Assignments ?
<input checked="" type="checkbox"/>	CONSUMABLE GRAVEL	FEIN:99-412xxxx	01/25/2024	01/25/2025	Authorize Manually: <input type="button" value="Taxpayer Functions"/> <input type="button" value="Account Authorizations"/> Or: <input type="button" value="Full Access"/>

Showing 1 to 1 of 1 entries



Authorizations Successfully Added

After you have successfully granting access to the **New Authorized User** you will get a confirmation message. You can continue to add additional Users or return to your Tax Account homepage.

The Authorized User Authorizations have been successfully added.

Manage Authorized Users ?

This page allows you, for each taxpayer for which you are the Authorized Administrator, to designate one or more individuals as Authorized Users for the purpose of viewing and/or modifying account information, and executing one or more account functions based on specific permissions you assign them. A Authorized user is someone other than an employee or officer of the taxpayer (for example, an accountant or attorney).

By adding a new Authorized User, you are certifying that you designate that individual as an authorized agent of the taxpayer and allow that individual to have access via this portal to confidential State of Maryland tax information for the periods indicated; for the Tax Account[s] selected; and in order perform any Taxpayer Functions selected.

Add New Authorized User

Search:

↕ User Name	↕ User ID	↕ Taxpayer Name	↕ Effective Start Date	↕ Effective End Date	↕ Status
Bob Doe	bobdoe24	CONSUMABLE GRAVEL	01/25/2024	01/25/2025	Active

Showing 1 to 1 of 1 entries



New User Confirmation

New User Confirmation page will itemize the accounts and functions the user has been granted. Review for accuracy then click **Confirm** to continue. Both the **Administrator** and **Authorized User** will receive a confirmation email.

New User Confirmation

The following User will be granted authorization for the selected taxpayers.

User ID	bobdoe24
First Name	Bob
Last Name	Doe

Please confirm the levels of access:

CONSUMABLE GRAVEL

Effective Dates: 01/25/2024 - 01/25/2025

Authorized Taxpayer Functions

- File Returns for All Taxes
- Make Payments for All Taxes
- View Tax Type Specific Notices for All Taxes
- View Notices
- Make a Bill Payment
- Service Request - General Information Request
- Document Upload Service Request

Authorized Account Functions

ADMISSION AND AMUSEMENT TAX

CRN:34027923

Effective Dates: 01/25/2024 - 01/25/2025

- File Returns
- Make Payments
- View Tax Type Specific Notices

Please select Confirm. An email notifying the user of their new access will be sent to the following email address:

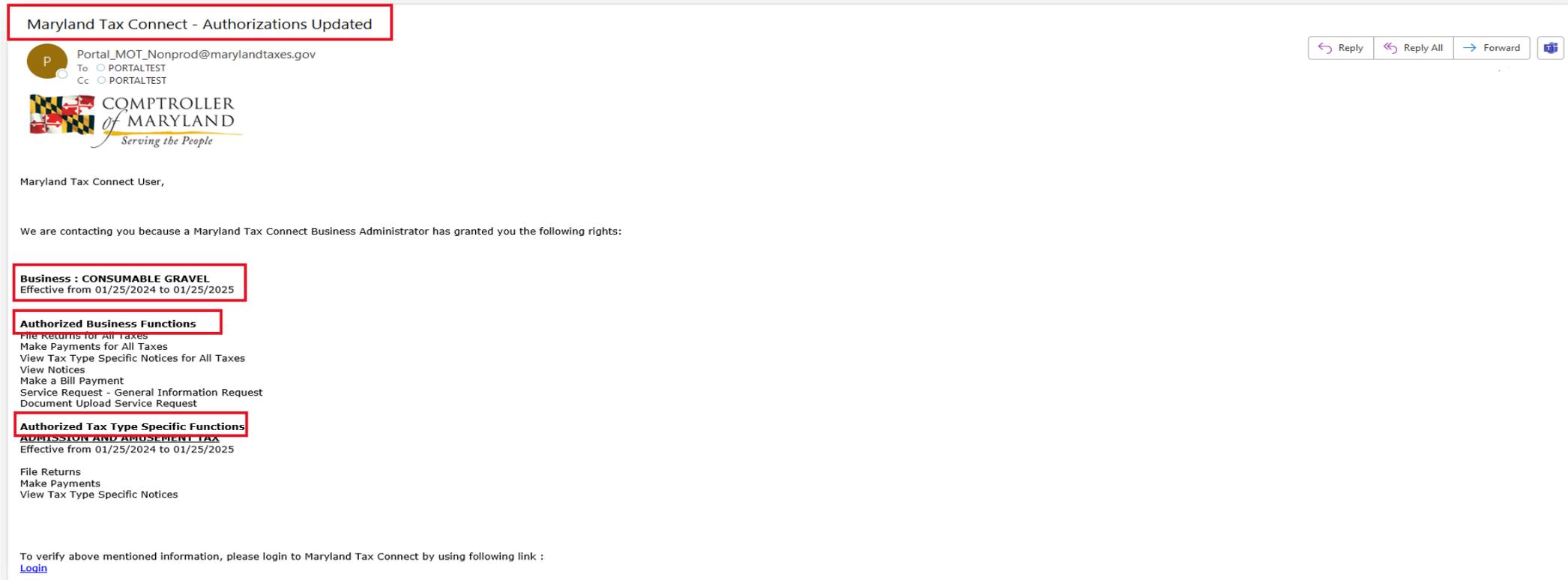
PORTALTEST@marylandtaxes.gov

[← Back](#) [Confirm](#)



Confirmation Email-Authorizations Updated

Both the **Administrator** and **Authorized User** will receive a confirmation email with business name, effective dates and authorization Information.



The screenshot shows an email interface with the following content:

- Subject:** Maryland Tax Connect - Authorizations Updated
- From:** Portal_MOT_Nonprod@marylandtaxes.gov
- To:** PORTALTEST
- Cc:** PORTALTEST
- Sender:** COMPTROLLER of MARYLAND, Serving the People
- Recipient:** Maryland Tax Connect User,
- Message:** We are contacting you because a Maryland Tax Connect Business Administrator has granted you the following rights:
 - Business :** CONSUMABLE GRAVEL
Effective from 01/25/2024 to 01/25/2025
 - Authorized Business Functions**
 - File Returns for All Taxes
 - Make Payments for All Taxes
 - View Tax Type Specific Notices for All Taxes
 - View Notices
 - Make a Bill Payment
 - Service Request - General Information Request
 - Document Upload Service Request
 - Authorized Tax Type Specific Functions**
 - ADMISSION AND AMUSEMENT TAX**
Effective from 01/25/2024 to 01/25/2025
 - File Returns
 - Make Payments
 - View Tax Type Specific Notices
- Action:** To verify above mentioned information, please login to Maryland Tax Connect by using following link : [Login](#)



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully **Added an Authorized User** on
Maryland Tax Connect!

For additional assistance contact Taxpayer Services Monday-Friday,
8:30am-4:30pm. EDT at 1-800-638-2937 or 410-260-7980.