Maryland Tax Connect

Adding An Authorized User Guide
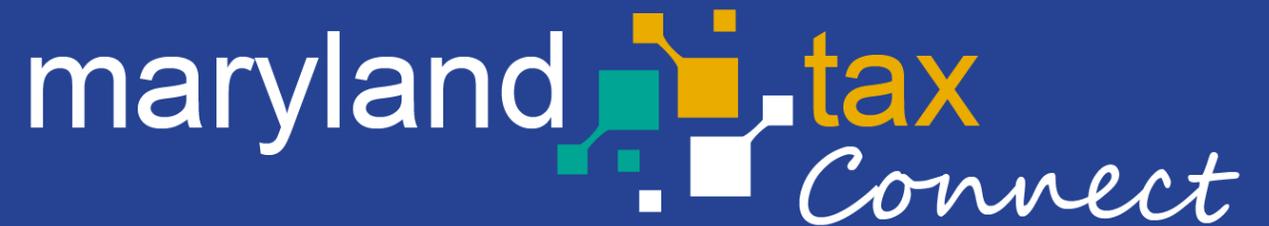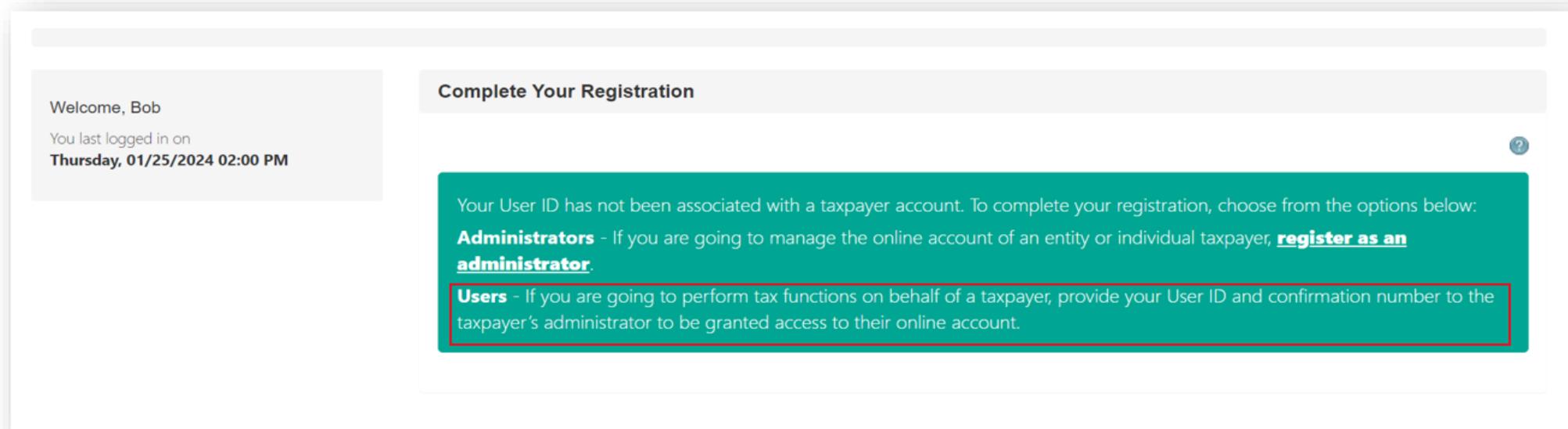
maryland tax Connect

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**.
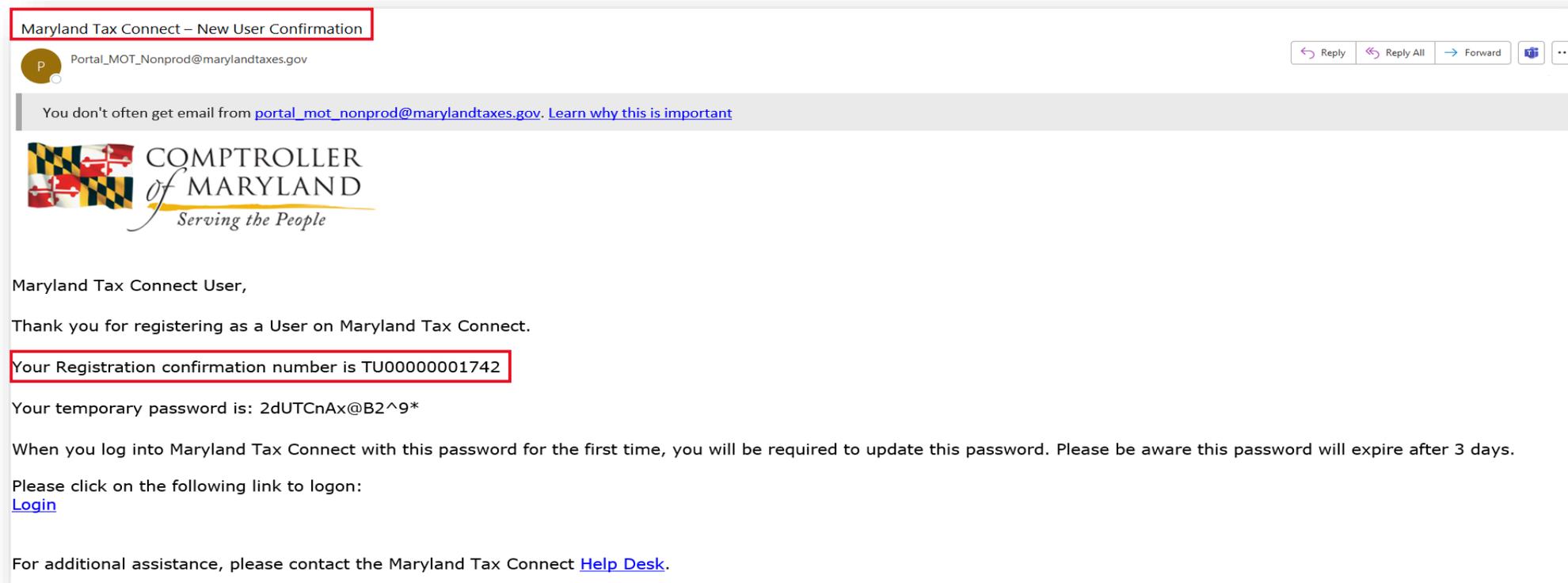
Example: **Bobdoe24/TU00000001742**

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**)**.**

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.

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.
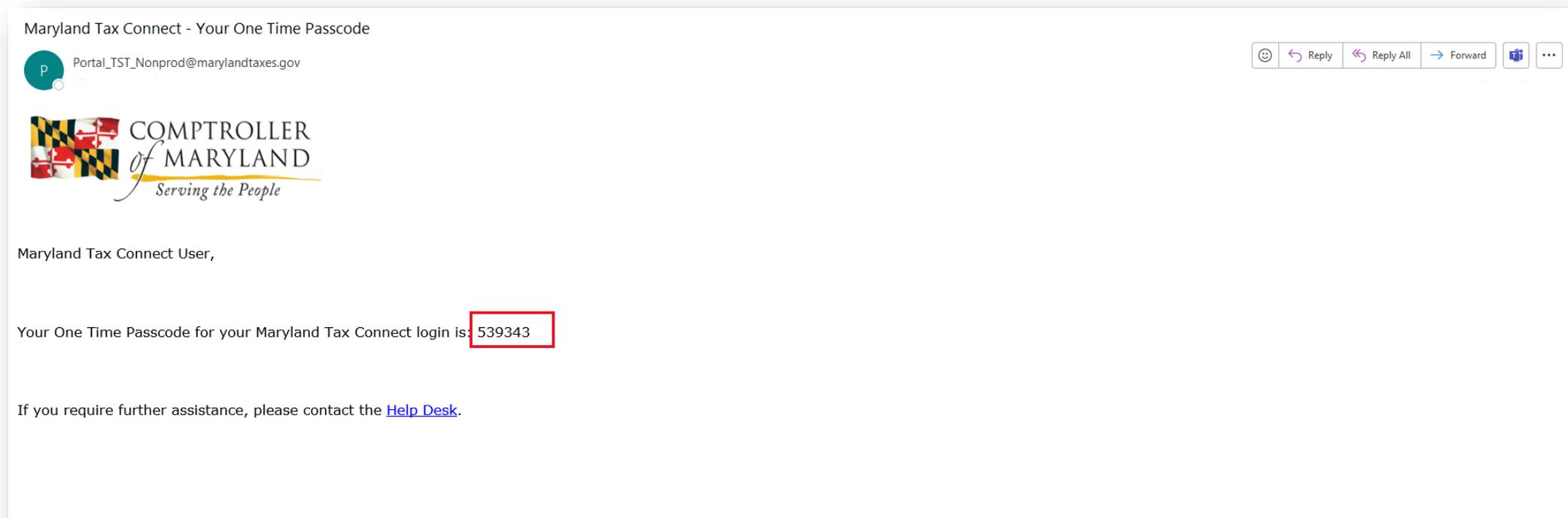
MFA One Time Passcode Email

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.

Manage Authorized User

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

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**

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.

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*.*

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 Functions

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

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

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.

Authorizations Successfully Added

After your 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.

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.

Confirmation Email-Authorizations Updated

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

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.