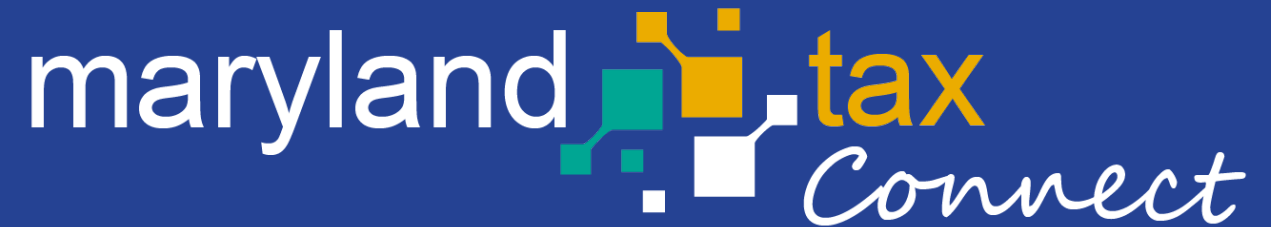


Maryland Tax Connect

Maryland Tax Connect Registration and Linking Tax Account(s) Guide



Create a Maryland Tax Connect Account

The following pages outline the steps to create your **Maryland Tax Connect Account in the Portal**. Your Maryland Tax Connect account can be independently maintained and updated within the portal. Once your profile is created, you will need to **link your Tax Account(s)** as either an Administrator or an Authorized User.

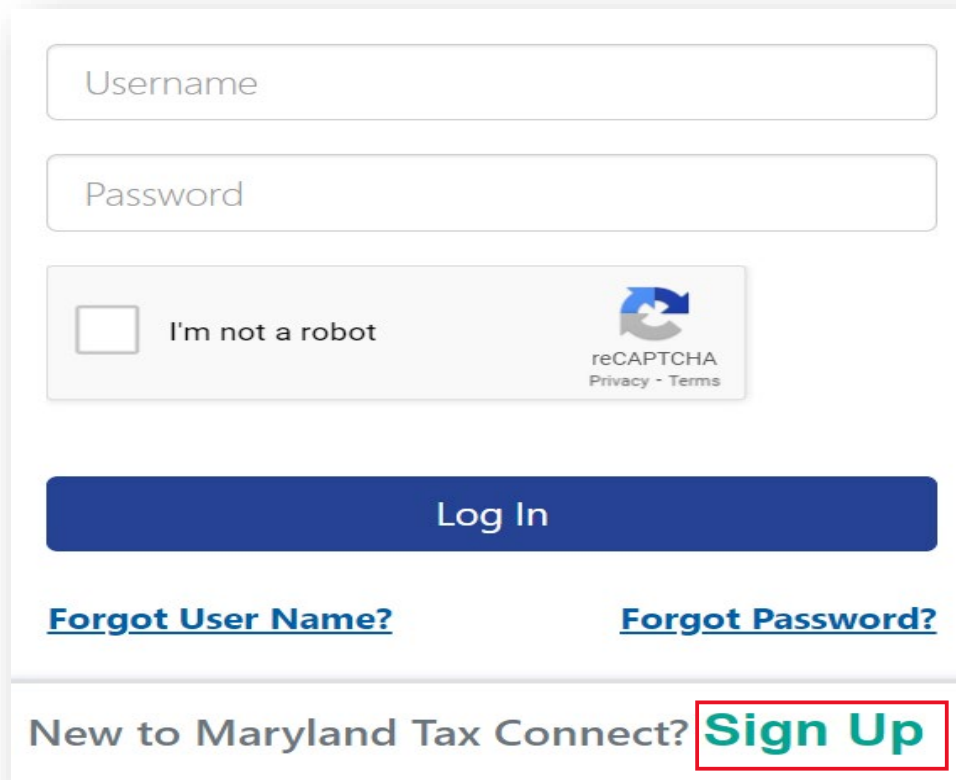
Administrator- Portal user who provides shared secret data to obtain access to all tax accounts registered to an entity.

Authorized User- Portal user who has been granted specific permissions to an entity and its account(s) by an Administrator.



Register For a Maryland Tax Connect Account

On the Portal homepage select either **Sign-up** or **Register for a Maryland Tax Connect Account** from the **Quick Links** box.



A screenshot of the Maryland Tax Connect login and registration interface. It features a login section with fields for 'Username' and 'Password', a reCAPTCHA checkbox labeled 'I'm not a robot', and a blue 'Log In' button. Below the login section are links for 'Forgot User Name?' and 'Forgot Password?'. At the bottom, it asks 'New to Maryland Tax Connect?' and includes a red-bordered 'Sign Up' button.

Username

Password

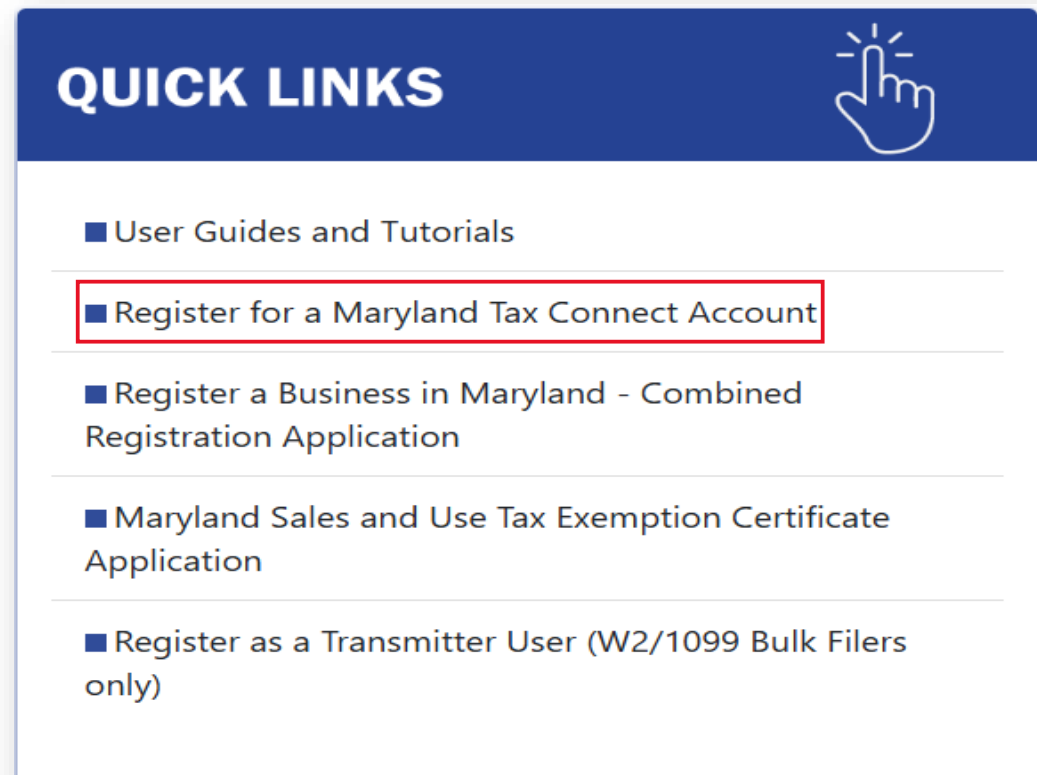
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

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

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



A screenshot of the 'QUICK LINKS' section on the Maryland Tax Connect portal. The section has a blue header with the title 'QUICK LINKS' and a hand icon. Below the header is a list of links, with 'Register for a Maryland Tax Connect Account' highlighted by a red border.

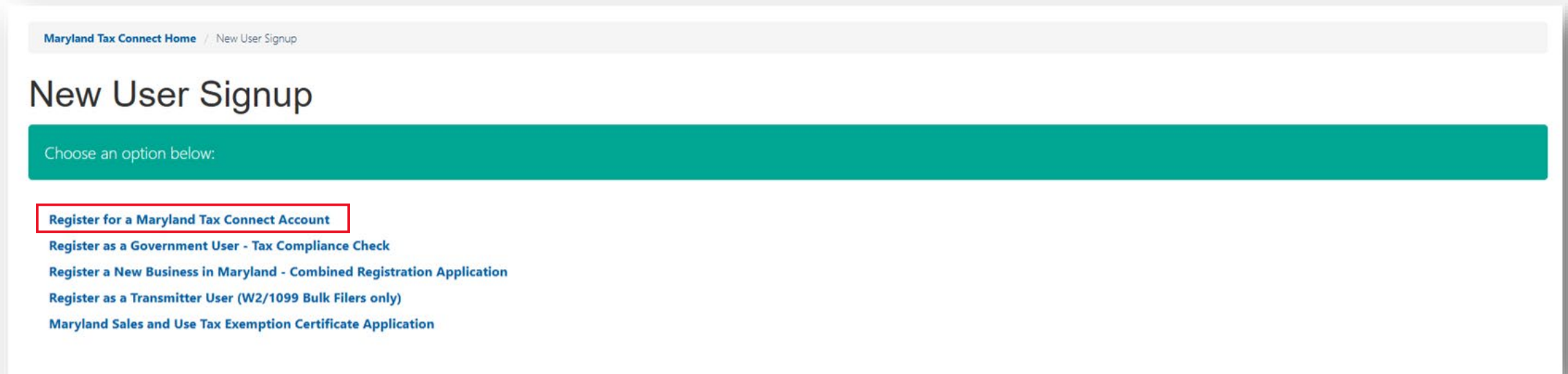
QUICK LINKS

- User Guides and Tutorials
- Register for a Maryland Tax Connect Account**
- Register a Business in Maryland - Combined Registration Application
- Maryland Sales and Use Tax Exemption Certificate Application
- Register as a Transmitter User (W2/1099 Bulk Filers only)



New User Signup

After selecting Signup, you will be redirected to the new user signup page. Choose **Register for a Maryland Tax Connect Account**.



Maryland Tax Connect Home / New User Signup

New User Signup

Choose an option below:

- Register for a Maryland Tax Connect Account**
- Register as a Government User - Tax Compliance Check
- Register a New Business in Maryland - Combined Registration Application
- Register as a Transmitter User (W2/1099 Bulk Filers only)
- Maryland Sales and Use Tax Exemption Certificate Application



Portal Terms of Use

Maryland Tax Connect Users must agree to the Portal Terms of Use. Review and select the checkbox stating you agree to the Terms & Conditions. Then check **"I'm not a robot"** and **Next** to continue.

If you have a registered business in the State of Maryland and would like to register for Maryland Tax Connect, you must accept the Usage Terms below and set up a new User Profile. After completing the registration of your account, you will receive an email with a temporary password and sign in instructions. When signing in for the first time, you will need to set up Security Questions, which you will need if you ever forget your password.

* indicates required field

Tax Portal Usage Terms

Privacy Protection
COM is committed to respecting users' privacy and security. Please see our Privacy Policy for further information about browsing, security, e-mail use, cookies and more.

Data Policy
By using data made available through Portal, the user agrees to all the conditions stated in the Data Policy.

Modification or Termination of Service
COM reserves the right to modify, discontinue, suspend or terminate access to Portal and to modify these TOU at any time. You will be notified of such changes by through Portal or a notice sent to the contact point listed in your user information. COM will not be liable for any such modification, discontinuation, suspension or termination. You can review the most current version of the TOU on our website at any time.

Acceptance of Terms of Use
You may accept and agree to these TOU of Portal on behalf of a business, organization, agency or yourself by checking "I Agree" below. By checking the "I Agree" Box below you affirm that you have read these TOU, that you have the authority to agree to these TOU on behalf of your business, organization, agency or yourself and that the business, organization, agency or yourself will be bound by these TOU. Before you check the "I Agree" box, please carefully read the terms and conditions contained in this TOU.

☒ * I agree to the above Terms & Conditions

☒ I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel

Next



User Information

Personal data is required to track your documents and to receive electronic communications. Complete all mandatory fields, then click **Next** to continue. This information can be updated and maintained within your **User Profile** after registration.

Enter information to register as a Maryland Tax Connect User to obtain login information.
This will allow you, the Maryland Tax Connect User, to login and perform transactions.
If you exit this application prior to submission your information will not be saved.

* indicates required field

User Information

* First Name:

First name

* Last Name:

Last name

Job Title:

* Proposed User ID:

* Daytime Phone:

xxx xxx xxxx

Extension:

Mobile Phone:

xxx xxx xxxx

* Email:

emailD@email.com

* Confirm Email:

emailD@email.com

Cancel


Next



Register for Secure Services

Review the Maryland Tax Connect user acknowledgement statement. Click **Yes** to continue or **No** to return to previous page.

[Businesses](#) / Register for Secure Services

Register for Secure Services 

Progress

50%

By selecting "Yes", you acknowledge that you are registering as a Maryland Tax Connect user.
If you select "No" you will be returned to the previous page.

No


Yes



Registration Confirmation

Successful submissions will generate a **Confirmation Number**. Print or retain number for future reference.

[Businesses](#) / Register for Secure Services

Register for Secure Services 

Progress

100%

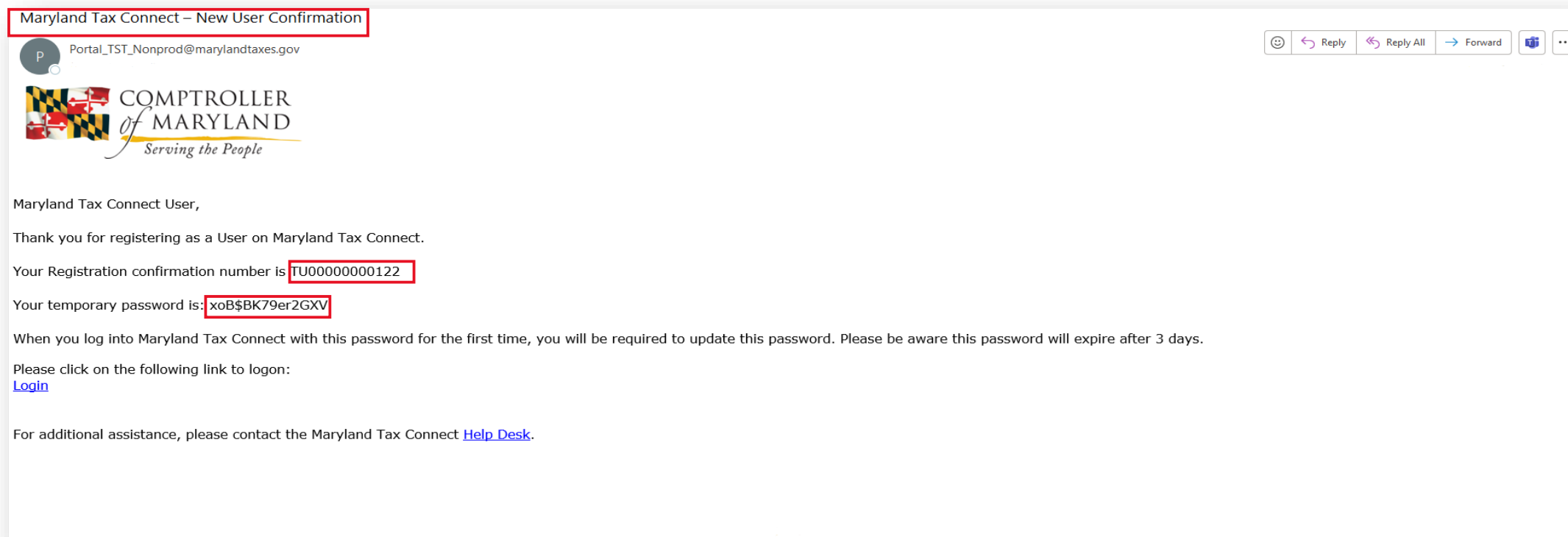
Registration Confirmation

Your registration submission has been confirmed. Your confirmation number is **TU00000000122**. Please record this number for your records or print this page from your browser. You will receive an email with instructions on how to log on and access secure information and services. If you do not receive an email within 24 hours, please contact our [Help Desk](#).



New User Confirmation Email

Retrieve your temporary password from the confirmation email and click the embedded **Login** link to return to the Maryland Tax Connect homepage.



Temporary Password

The temporary password provided must be used within 3 days or it will expire, and you will be prompted to email us at
TAXHELP@marylandtaxes.gov

or

contact Taxpayer Services

Monday through Friday, 8:30am-4:30pm.

EDT at 1-800-638-2937 or 410-260-7980



Security Questions

After successfully logging in with your **User ID** you created and **Temporary Password**, you will be prompted to set three security questions. These questions will be used to verify your identity should you need to reset your password or user ID. Click **Save** and continue to next page.

Registration - Security Questions

Thank you for registering for Maryland Tax Connect.

As part of the registration process, select and answer 3 security questions below.

* indicates required field

* Security Question #1

* Question #1 Answer

Security Question #1 Answer

* Security Question #2

* Question #2 Answer

Security Question #2 Answer

* Security Question #3

* Question #3 Answer

Security Question #3 Answer

Save



Change Password

Enter the temporary password from the email into the **Current** field and then create a new password that meets the 14-character requirements. Click **Save** and continue to next page.

Change Password

Return to Home

Thank you for registering for Maryland Tax Connect. Please enter and confirm a new password below. New passwords must be at least 14 characters long and contain an upper case, lower case, number and special character.

* Current Password

* New Password

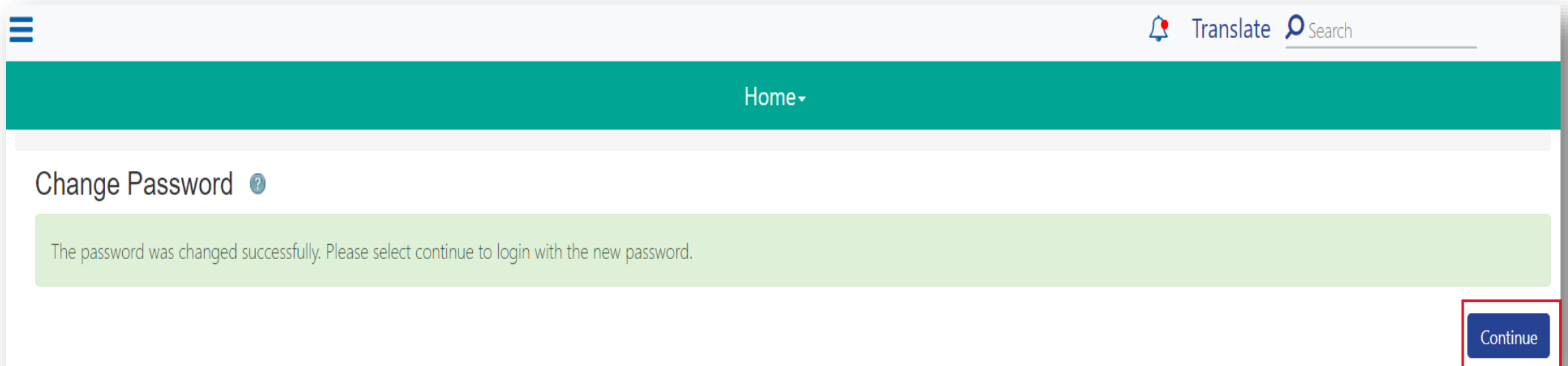
* Confirm New Password

Save



Password Update Confirmation

After you have successfully changed your password, you will be redirected to the following page. Select **Continue** to complete your new user registration steps.

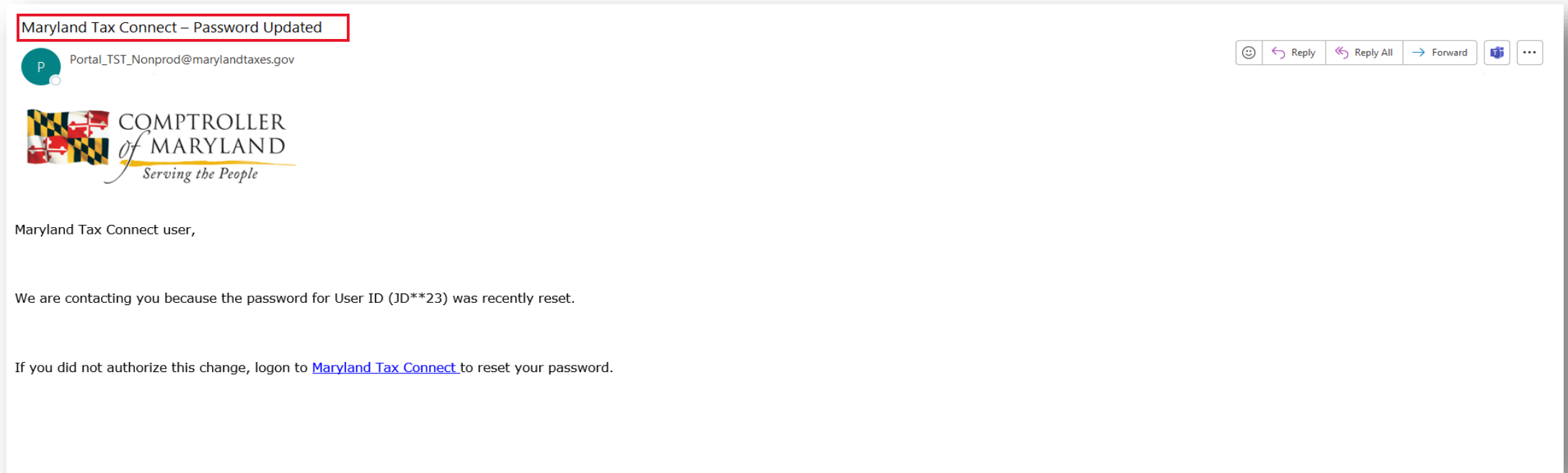


The screenshot shows a web interface for the Maryland Tax Connect system. At the top, there is a navigation bar with a hamburger menu icon on the left, a bell icon, a "Translate" link, and a "Search" input field. Below the navigation bar is a teal header bar with the text "Home" and a dropdown arrow. The main content area has a heading "Change Password" followed by a question mark icon. Below this heading is a green message box that reads: "The password was changed successfully. Please select continue to login with the new password." In the bottom right corner of the main content area, there is a blue button labeled "Continue", which is highlighted with a red rectangular border.



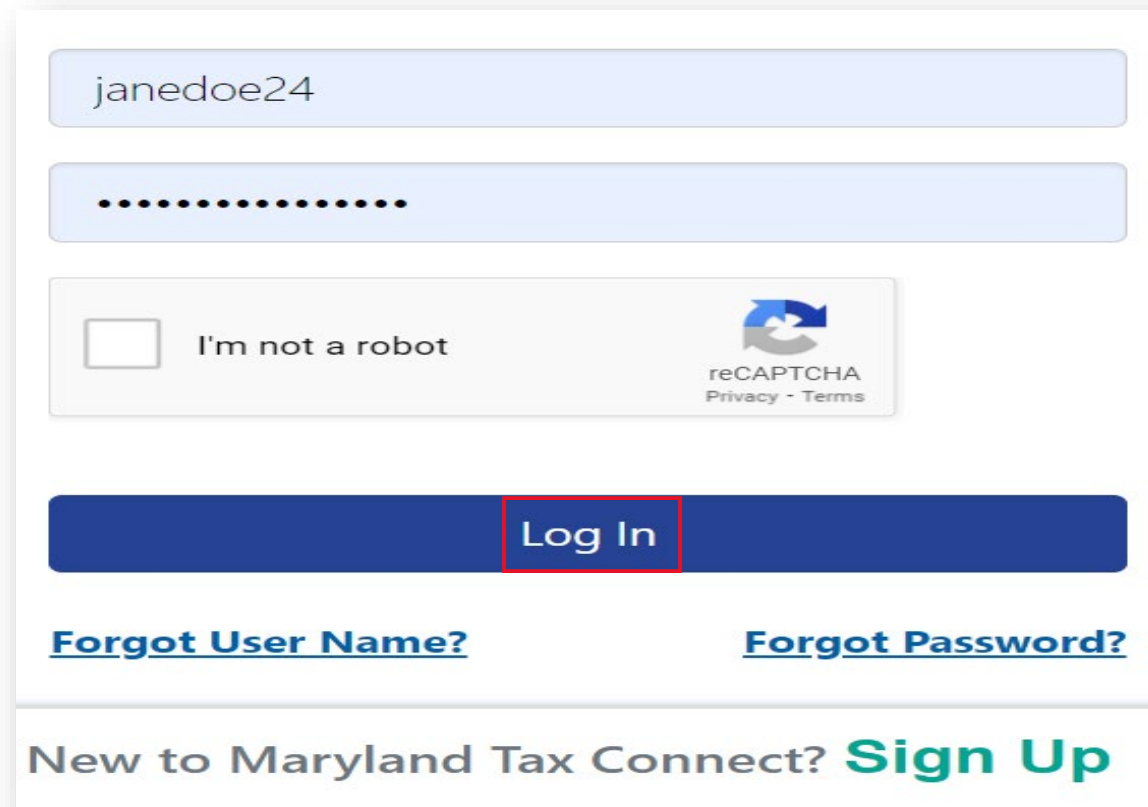
Password Updated Email

After successfully changing your temporary password, you will receive an acknowledgement email.



New Account Sign-In

Log-in to your Maryland Tax Connect Account using your **User ID** and **New Password**. Then check ReCAPTCHA to **Log In**.



The screenshot shows a web form for logging into a Maryland Tax Connect account. It features two input fields at the top: the first contains the text 'janedoe24' and the second contains a series of dots representing a password. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. A blue 'Log In' button is positioned below the reCAPTCHA. At the bottom of the form, there are two links: '[Forgot User Name?](#)' and '[Forgot Password?](#)'. At the very bottom, a message reads 'New to Maryland Tax Connect? [Sign Up](#)'.

janedoe24

.....

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

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

New to Maryland Tax Connect? [Sign Up](#)



Link Your Maryland Tax Accounts

The subsequent pages outline the steps for linking an entity and their associated tax accounts to your new **Maryland Tax Connect Account**. Retrieve your PIN notice and follow the additional steps to become an Administrator or an Authorized User.

Administrator - Portal user who provides shared secret data to obtain access to all tax accounts registered to an active entity.

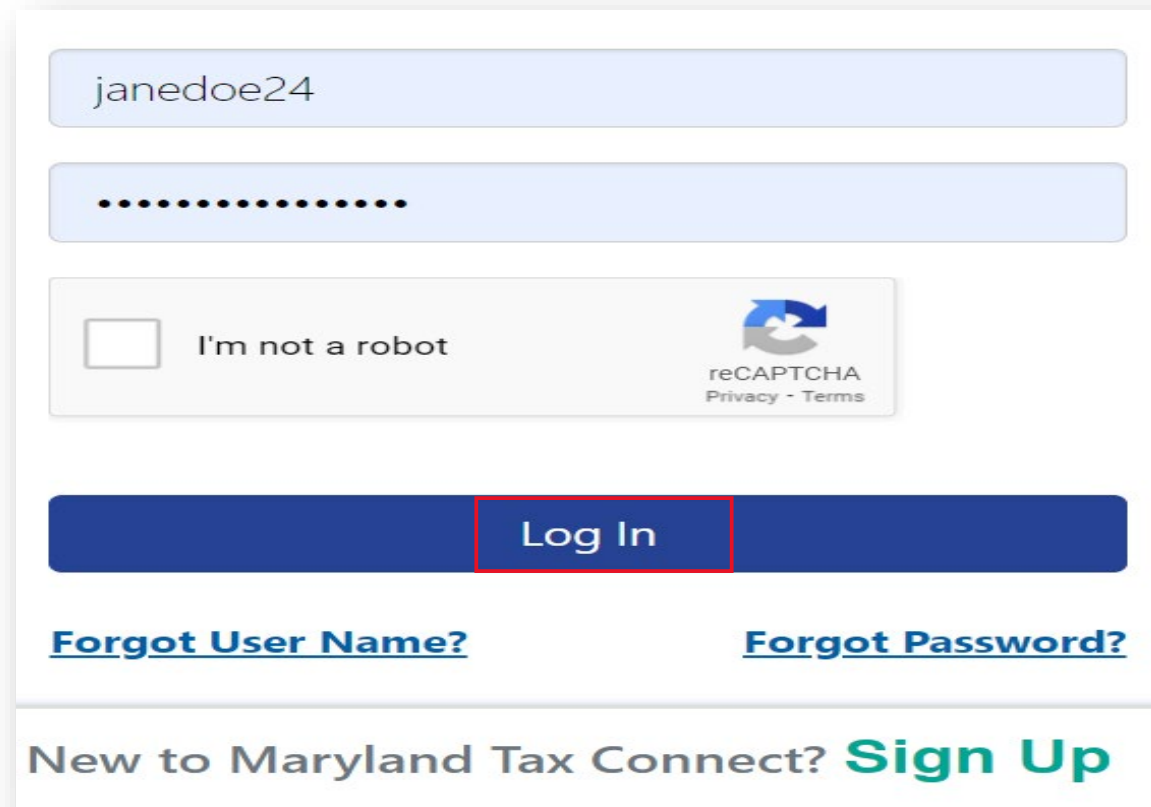
Authorized User - Portal user who has been granted specific permissions to an entity and its account(s) by an Administrator.

If you are an Administrator and you do not have a PIN notice with an entity and their linked ten-digit PIN number, you cannot proceed. Go to the last slide.



Maryland Tax Connect-Home Page

Log-in to your Maryland Tax Connect Account using your **User ID** and **New Password**. Then check ReCAPTCHA to **Log In**.



The screenshot shows the login interface for Maryland Tax Connect. It features a light blue header bar. Below it, there are two input fields: the first contains the text 'janedoe24' and the second contains a series of dots representing a password. Below the password field is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. To the right of the checkbox are links for 'Privacy' and 'Terms'. Below the reCAPTCHA section is a large blue button with the text 'Log In' in white, which is highlighted with a red border. Below the button are two links: '[Forgot User Name?](#)' and '[Forgot Password?](#)'. At the bottom of the form is a section with the text 'New to Maryland Tax Connect?' followed by a green 'Sign Up' button.

janedoe24

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☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

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

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.


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

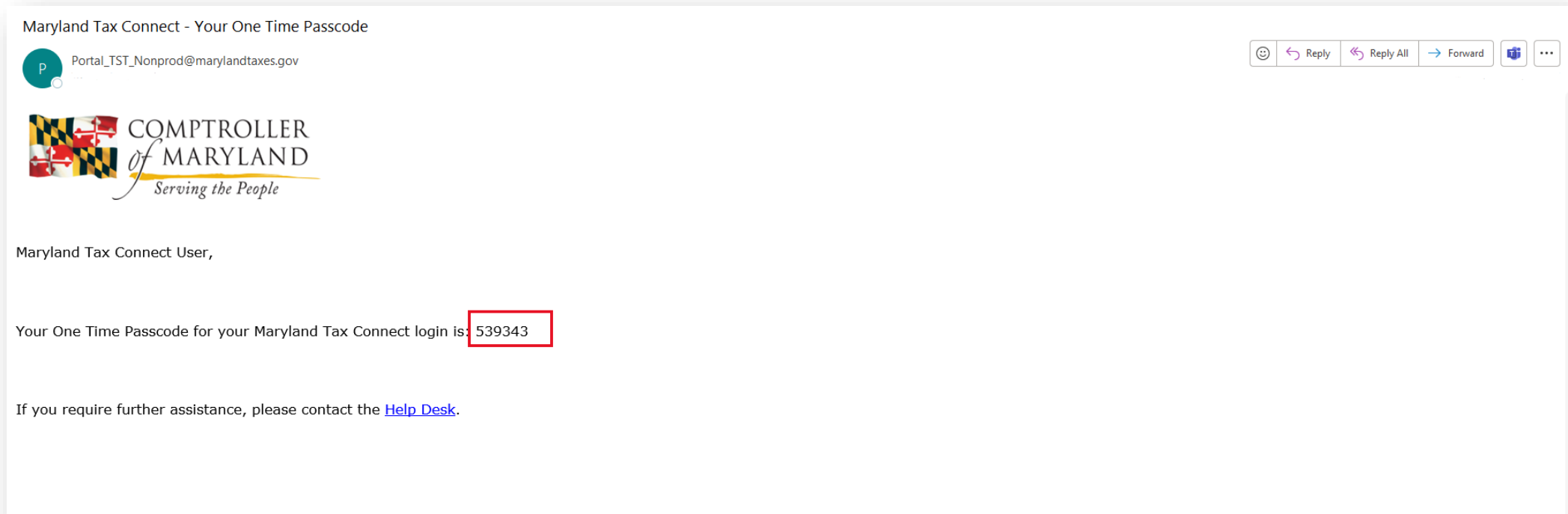

reCAPTCHA
[Privacy](#) - [Terms](#)

Cancel

Verify

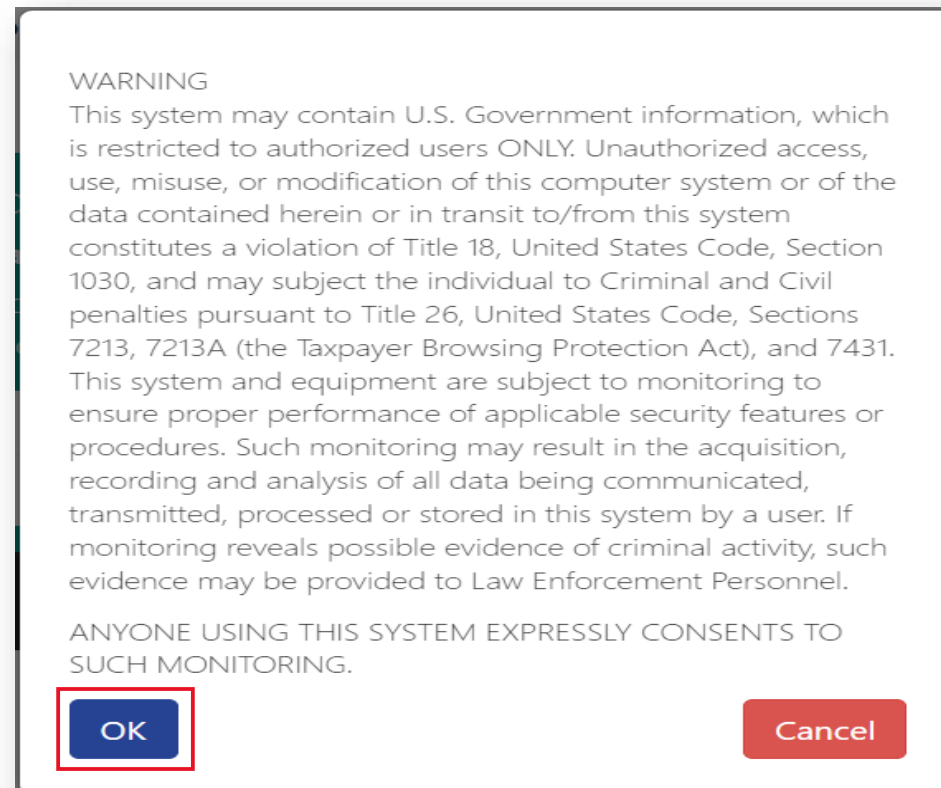
MFA One Time Passcode Email

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



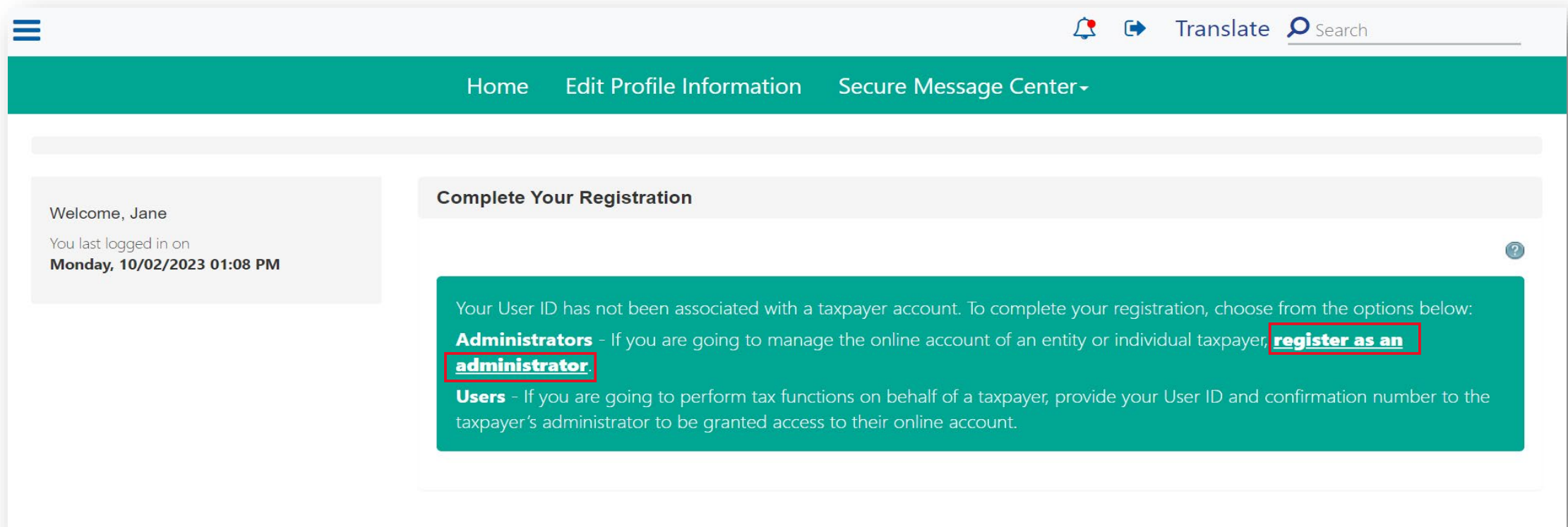
New User Warning Message

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



Complete Your Registration

This page will allow users to establish their user roles. Click the **Register As an Administrator** to request **Administrator** access. If you would like to become an **Authorized User** stop here and contact the entity Administrator.



The screenshot displays the 'Complete Your Registration' page. At the top, there is a navigation bar with a hamburger menu icon, a bell icon, a share icon, a 'Translate' button, and a 'Search' input field. Below the navigation bar, a teal header contains the links 'Home', 'Edit Profile Information', and 'Secure Message Center'. On the left side, a grey box displays a welcome message: 'Welcome, Jane', 'You last logged in on', and 'Monday, 10/02/2023 01:08 PM'. The main content area is titled 'Complete Your Registration'. A teal box contains the following text: 'Your User ID has not been associated with a taxpayer account. To complete your registration, choose from the options below:'. Below this, two options are listed: 'Administrators - If you are going to manage the online account of an entity or individual taxpayer, **register as an administrator**.' and '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 phrase 'register as an administrator' is highlighted with a red rectangular box.



Request Administrator Access

Select the radio button to request **Administrator** access to your Maryland tax accounts. If you already have a PIN number, you can select the first option. If you don't have PIN select second option, then click **Next**.

Profile Information / Authorized Businesses

Select one of the options below

Progress 0%

Select the applicable option below and click the next button.

I am requesting Administrative access to my tax account(s) and have a PIN

I am requesting Administrative access to my tax account(s) and DO NOT have a PIN or my PIN has expired

Back

Cancel

Next



Add Authorized Taxpayer

If option one is selected provide information for **Tax Account**, you are requesting administrative access for. Enter required **ID Type** (FEIN or SSN) and **Ten-digit PIN**. Then click **Next**.

Add Authorized Taxpayer ?

Progress 25%

Add the information for the tax accounts that you are legally authorized to access. Only use numeric characters in the Account ID field. Your PIN number is located on the notice you received. If you experience any issues, contact the [Help Desk](#) for assistance.

User ID: JD3@23 User Name: Jane Doe

* indicates required field

Tax Account Information

* Account ID Type: FEIN

* Account ID:

* PIN:

Back

Cancel

Next



Add Authorized Taxpayer

If option two is selected provide information for the **Tax Account**, you are requesting administrative access for. Enter **ID Type** (FEIN or SSN) and complete required fields. Then select **Next** to proceed.

The screenshot displays a web form titled "Add Authorized Taxpayer". A red box highlights the "Tax Account Information" section header. In the top right corner, a red box contains the text "* indicates required field". The form contains the following fields:

- * ID Type:** A dropdown menu.
- * ID Number:** A text input field.
- * Central Registration Number (CRN):** A text input field with the placeholder text "If you have multiple CRNs, please enter one".
- * Period End Date for last return filed for this CRN:** A date input field with the placeholder "MM/DD/YYYY".
- * A single payment amount made in the last 120 days for this CRN:** A text input field starting with a dollar sign (\$) and the placeholder "Enter 0 if no payment has been made in the last 120 days".

At the bottom left, there are two buttons: a blue "Back" button and a red "Cancel" button. At the bottom right, there is a blue "Next" button, which is highlighted with a red box.



Authorized Taxpayer-Signature

Review the Maryland Tax Connect user acknowledgment statement. Select **Yes** to continue or **No** to return to previous page.

[Home](#) / Add Taxpayer

Authorized Taxpayer - Signature

Progress

50%

By selecting "Yes", you acknowledge that you are registering as a Maryland Tax Connect user.
If you select "No" you will be returned to the previous page.

No

Yes



Authorized Taxpayer-Confirmation

After you link your Maryland Tax Connect account to your entity, you will be redirected to the confirmation page.

The screenshot shows a web interface for 'Add Authorized Taxpayer'. At the top, a breadcrumb trail reads 'Home / Add Taxpayer'. The main heading is 'Add Authorized Taxpayer' with a help icon. A progress bar on the right is labeled 'Progress' and shows '100%'. Below this, a teal message box states: 'You have been logged out. To access your new secure functions, please **log in** to the system again. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).' Below that, a light green message box states: 'Registration Confirmation' followed by 'Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).' In the bottom right corner, a blue 'Log In' button is highlighted with a red rectangular border.

Home / Add Taxpayer

Add Authorized Taxpayer ?

Progress 100%

You have been logged out. To access your new secure functions, please **log in** to the system again. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).

Registration Confirmation

Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).

Log In



New Administrator Added Email

After you have successfully linked your entity and associated tax account to your Maryland Tax Connect account you will receive a **Confirmation Email** with the entity details.



Maryland Tax Connect- Log In

You have Successfully completed the steps to become an Administrator on Maryland Tax Connect. Login to complete addition functions such as **granting access to an Authorized User**.

janedoe24

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☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

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

New to Maryland Tax Connect? [Sign Up](#)



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully completed your Maryland Tax Connect Account registration! For additional assistance email us at

TAXHELP@marylandtaxes.gov

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