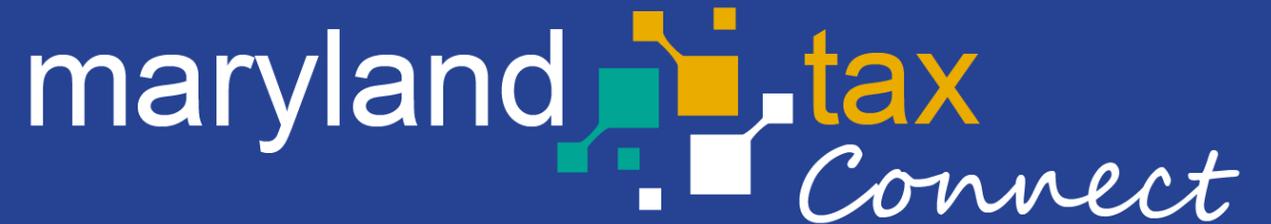


Maryland Tax Connect

Government User Registration Guide



Government User

The following pages outline the steps for registering as a **Government User** on Maryland Tax Connect.

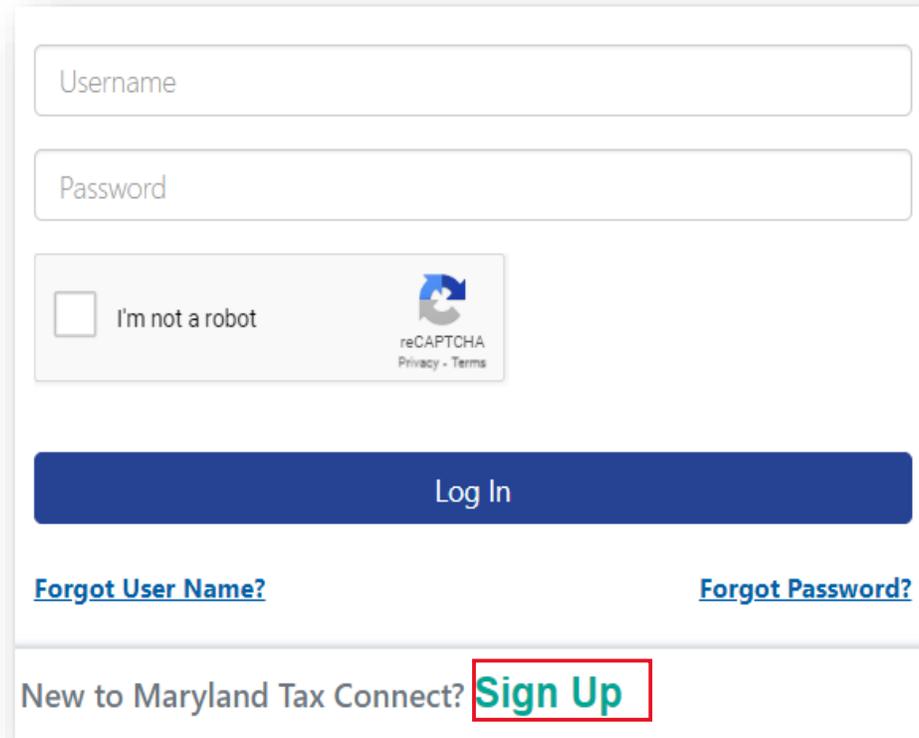
Maryland Governmental User Account will **ONLY** grant you access to Business Compliance Checks

To access all portal functionality, you must **register** for a **separate Maryland Tax Connect User Account**, which will enable you to view and manage your tax accounts.



Register as a Government User

On the Portal homepage select either **Sign-up** to access Government User Application.



The screenshot shows a registration form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- A dark blue button labeled "Log In".
- Two links: "[Forgot User Name?](#)" and "[Forgot Password?](#)".
- A footer section with the text "New to Maryland Tax Connect?" followed by a green "Sign Up" button highlighted with a red border.



Select a New User Signup Option

After selecting Signup, you will be redirected to the new user signup page. Choose **Register as a Government User-Tax Compliance Check**.

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



Government User Usage Terms

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

Government / Register for secure Services

Register for Secure Services

A Government User is a designated employee of a partnering state agency who is authorized to access Maryland Tax Connect and conduct compliance checks.

* 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 select **Next** to continue.

Register for Secure Services ?

Progress 0%

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:	<input type="text" value="First name"/>	* Proposed User ID:	<input type="text"/>
* Last Name:	<input type="text" value="Last name"/>	* Daytime Phone:	<input type="text" value="xxx xxx xxx"/>
Job Title:	<input type="text"/>	Extension:	<input type="text"/>
		Mobile Phone:	<input type="text" value="xxx xxx xxx"/>
		* Email:	<input type="text" value="emailD@email.com"/>
		* Confirm Email:	<input type="text" value="emailD@email.com"/>



Register for Secure Services

Select **Yes** to acknowledge that you are registering as **Government User**. Otherwise select **No** to return to previous page.

The screenshot displays a web interface for registering for secure services. At the top, there is a navigation bar with a menu icon, user profile, notification, and translate icons, and a search bar. Below this is a teal header with the text 'Home'. A breadcrumb trail shows 'Government / Register for secure Services'. The main heading is 'Register for Secure Services' with a help icon. A progress bar indicates 50% completion. A teal box contains the following text: '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.' At the bottom, there are two buttons: a red 'No' button on the left and a blue 'Yes' button on the right, both highlighted with red rectangular boxes.



Registration Confirmation

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

Home

Government / Register for secure Services

Register for Secure Services ?

Progress 100%

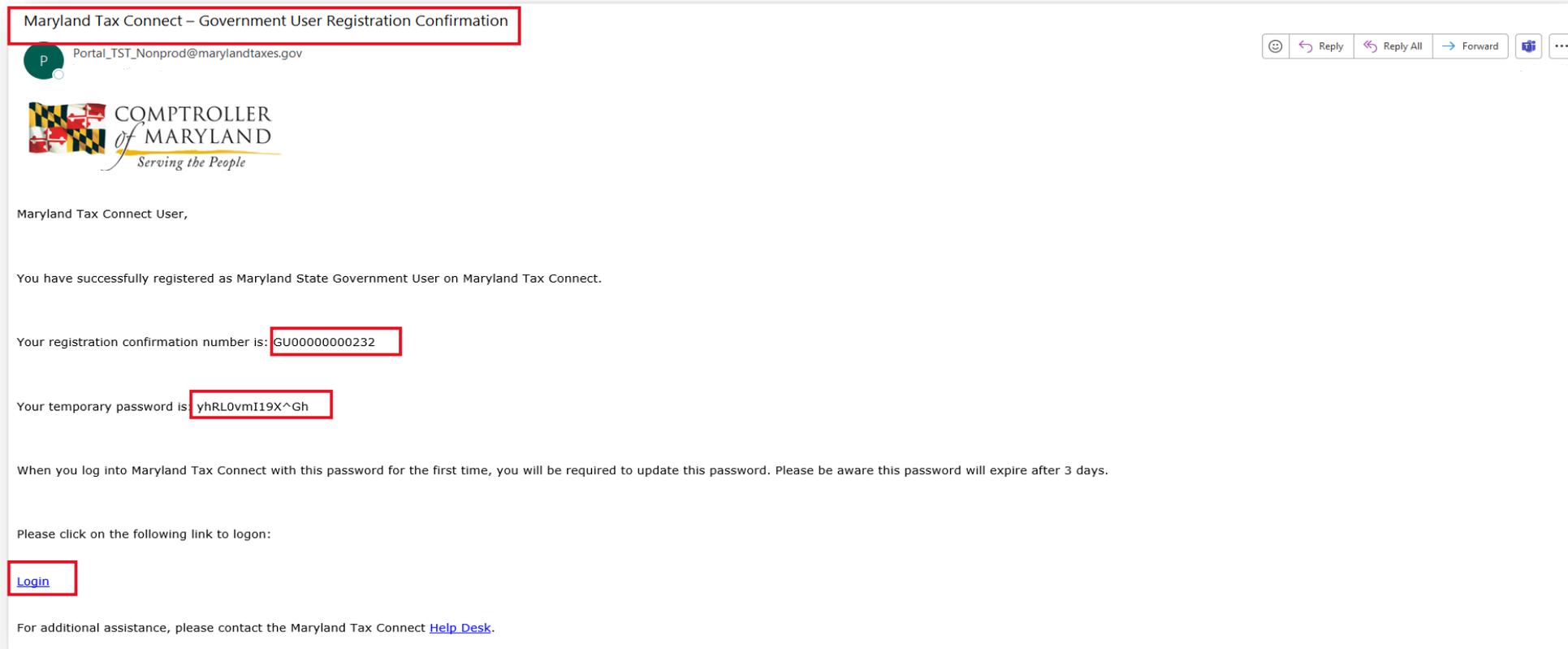
Registration Confirmation

Your registration submission has been confirmed. Your confirmation number is **GU00000000232**. 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](#).



Government User Registration 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.**

To reset your password or assistance contact Taxpayer Services
**Monday through Friday, 8:30am-4:30pm.
EDT at 1-800-638-2937 or 410-260-7980**



Maryland Tax Connect-Home Page

Log-in to your Maryland Tax Connect using your new **User ID** and **Temporary Password**.

janedoe24

.....

I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

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

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



Security Questions

After successfully logging with your **User ID** 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. Select **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 #2

* Question #2 Answer

* Security Question #3

* 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. Select **Save** and continue to next page.

Change Password ?

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

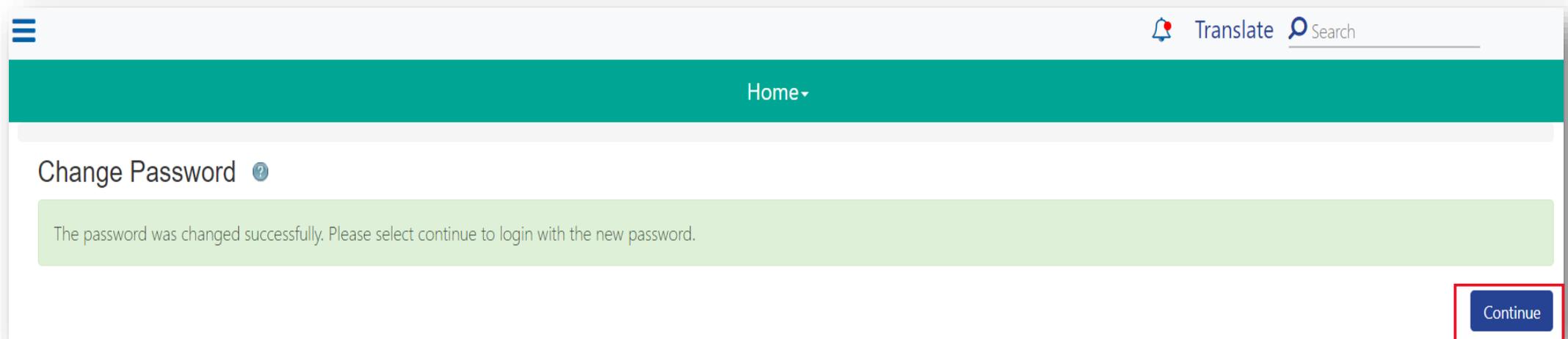
* Confirm New Password

Save



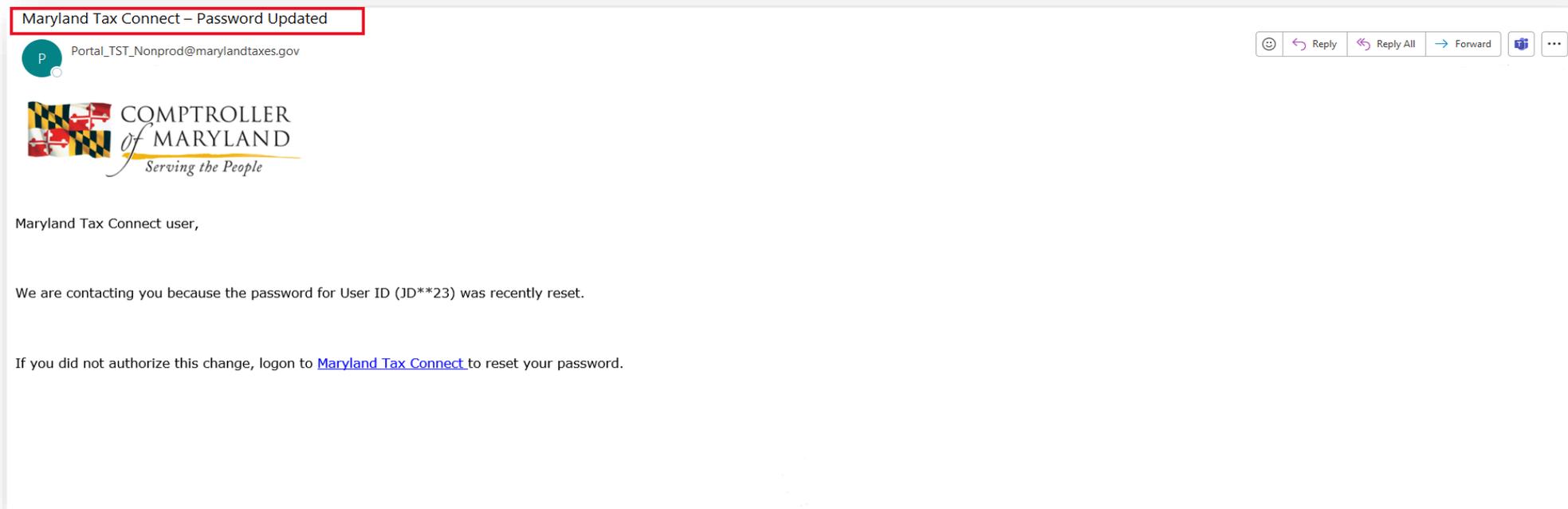
Password Update Confirmation

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



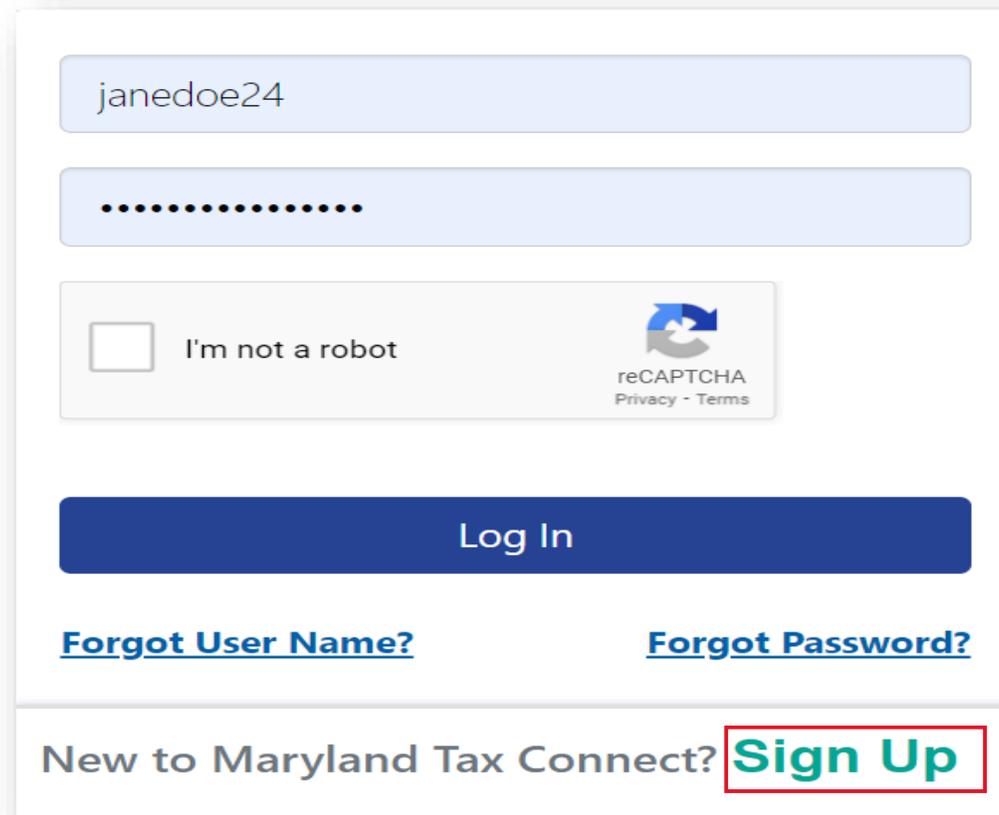
Password Updated Email

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



New Account Sign-In

Log-in to your Maryland Tax Connect **Government User Account** using your new **User ID** and **New Password**.



The screenshot shows a sign-in form with the following elements:

- A text input field containing the username "janedoe24".
- A password input field with masked characters ".....".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- A dark blue "Log In" button.
- Two links: "[Forgot User Name?](#)" and "[Forgot Password?](#)".
- A footer section with the text "New to Maryland Tax Connect?" followed by a "Sign Up" button highlighted with a red border.



Multi-Factor Authentication (MFA)

After every sign-in you will be prompted to enter a one-time use temporary passcode. 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.

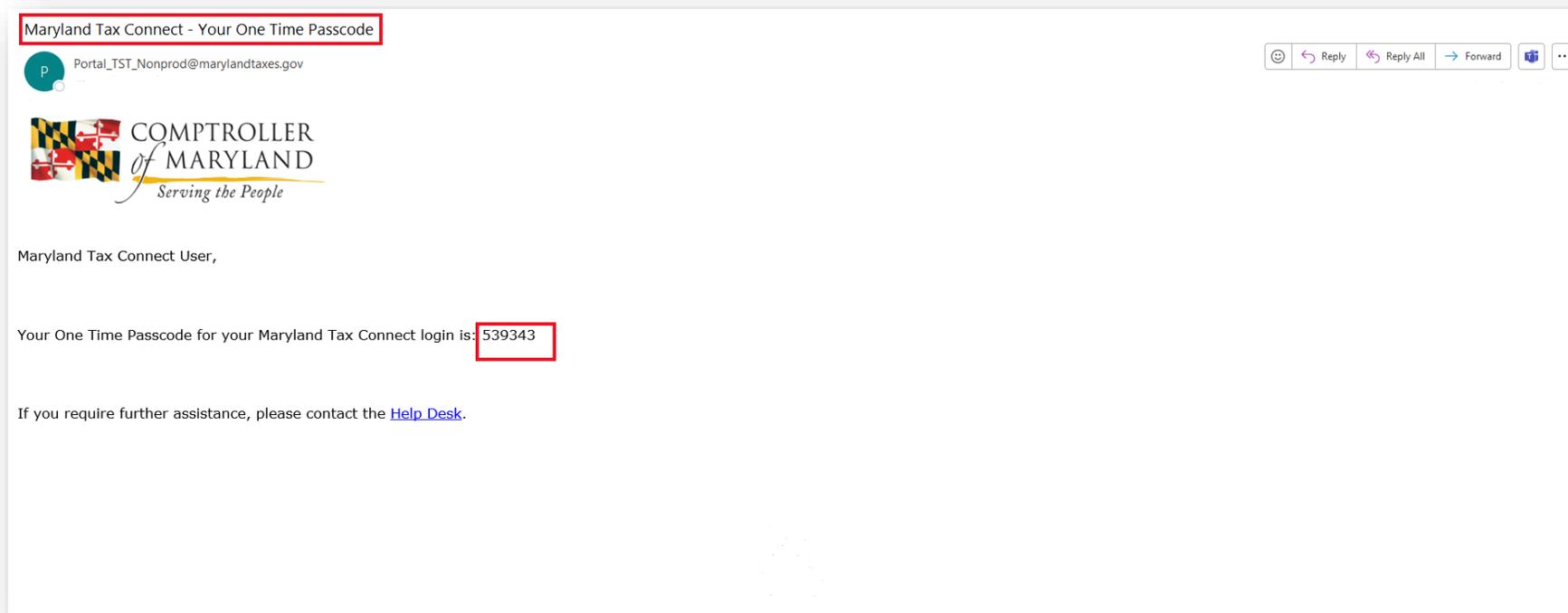
I'm not a robot  reCAPTCHA
Privacy - Terms

Cancel



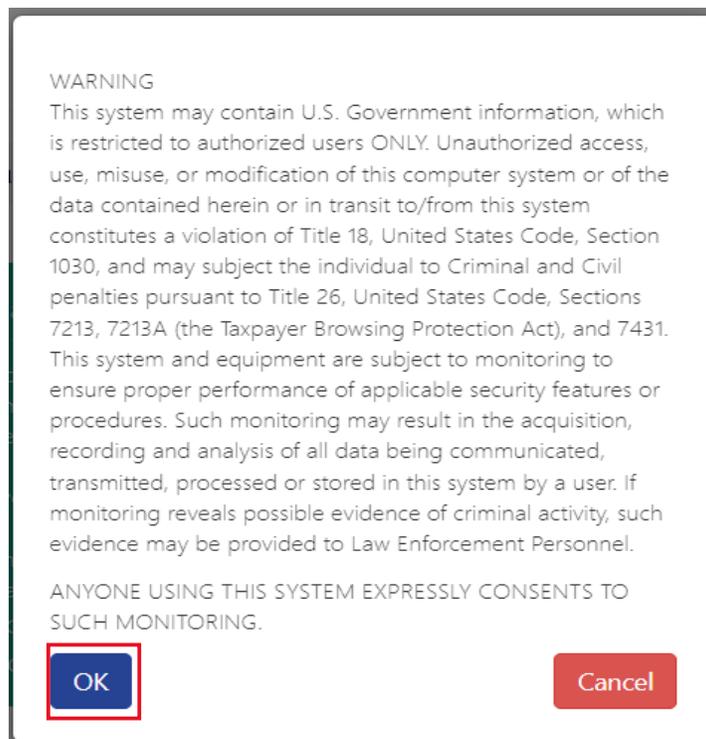
MFA One Time Passcode Email

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



Monitoring and Privacy Warning

After entering MFA, **Government Users** will have to read and accept monitoring statement. Select **Ok** to continue to Government Account home page.



Government User-Home Page

Once you have completed the registration steps you will be redirected to this page. Review **Authorization Information** and follow additional steps to activate your account.

The screenshot displays the Government User-Home Page. At the top, there is a navigation bar with a hamburger menu icon on the left and user profile, notification, and translate icons on the right, along with a search bar. Below the navigation bar is a teal header with the text "Home" and "Edit Profile Information". The main content area is divided into two columns. The left column contains a welcome message: "Welcome, Jane" and "You last logged in on Thursday, 10/19/2023 09:16 AM". The right column features two sections: "Contact Information" and "Agency Information", both highlighted with red boxes. The "Contact Information" section displays the user's name "Jane Doe", email "eobeng@marylandtaxes.gov", and ID "GU00000000232". The "Agency Information" section is currently empty. At the bottom of the right column, there is a teal callout box with a question mark icon, containing the text: "In order for you to conduct compliance checks on behalf of a Maryland State agency, you must complete a Governmental access request form. You will be notified via email when access has been granted."



Authorization Information

The subsequent pages outline additional steps to activate your Government User Account. All applicants are required to complete the **Governmental User Access request form**.

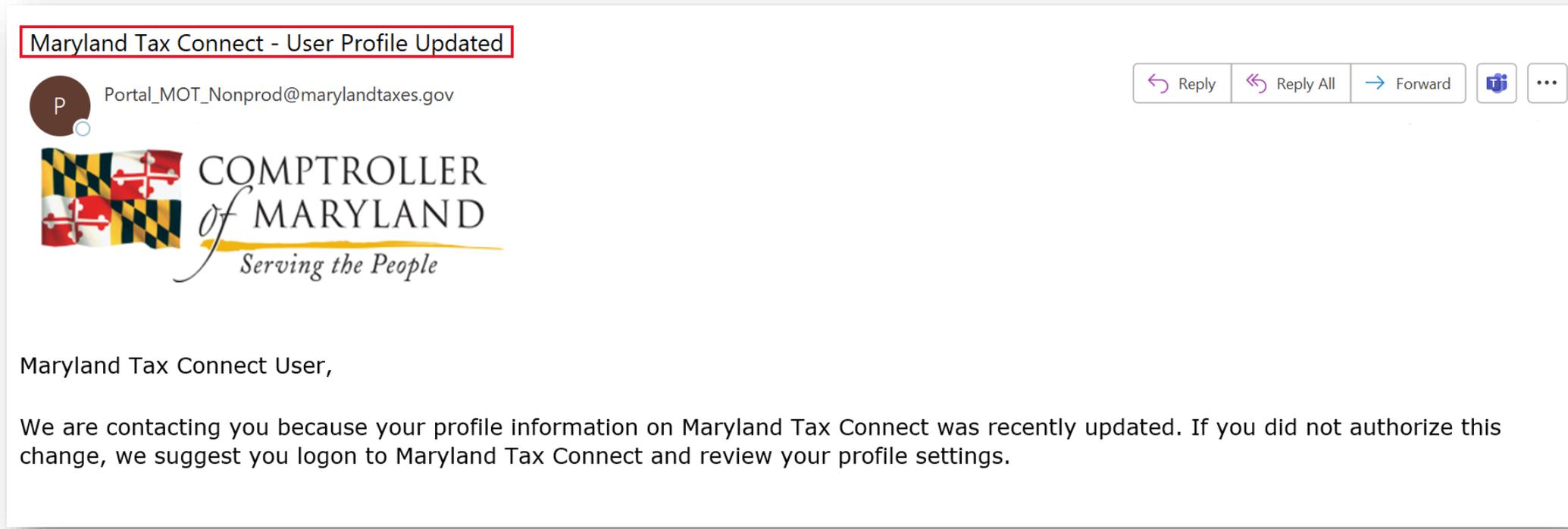
A Customer Service Representative (CSR) will complete the account setup. You will receive an email notification once your account is activated. The email will come from MTCGovAccess@Marylandtaxes.gov. If you do not receive an email after **72 hours**, send an email to the same address and include your contact info, confirmation number and user-id.

Once an authorization email is received, log back into Maryland Tax Connect and access your **Government User Account page**.



User Profile Updated Email

Once access has been granted by the CSR the Government User will receive a Confirmation email- **User Profile Updated**. Return to the **Maryland Tax Connect** Homepage to initiate a Tax Clearance check.



New Account Sign-In

Log-in to your Maryland Tax Connect **Government User Account** using your new **User ID** and **New Password**.

janedoe24

.....

I'm not a robot  reCAPTCHA
Privacy - Terms

Log In

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

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



Government User Account-Home Page

Home Screen will now display Contact Information and Agency Information. Users will select **Compliance Check** to conduct a tax clearance check.

Home Edit Profile Information **Compliance Check**

Welcome, Tim
You last logged in on
Tuesday, 01/30/2024 01:35 PM

Contact Information

Tim Doe
PORTALTEST@marylandtaxes.gov
GU00000001757

Agency Information

CONSUMABLE GRAVEL ⓘ
8200 OWENS WAY
BRANDYWINE, MD 20613
UNITED STATES

Expiration Date:
No Expiration



Tax Clearance Request

Government User will complete required fields for the Agency they are conducting a **Tax Clearance Request** for and select a **Compliance Check Type** from the drop-down options.

The screenshot shows a web application interface for a 'Tax Clearance Request'. At the top, a teal navigation bar contains the links 'Home', 'Edit Profile Information', and 'Compliance Check'. Below the navigation bar, the page title 'Tax Clearance Request' is displayed on the left, and a red asterisk with the text '* indicates required field' is on the right. A teal instruction box states: 'Enter the required information and click Check Compliance.' The form contains three required fields: 'Taxpayer ID Type' (a dropdown menu with 'FEIN' selected), 'Taxpayer ID' (a text input field containing '99-4121245'), and 'Compliance Check Type' (a dropdown menu with a red border around its label). The dropdown for 'Compliance Check Type' is open, showing two options: 'ATCC FIELD ENFORCEMENT' and 'BOARD OF PUBLIC WORKS'. The 'BOARD OF PUBLIC WORKS' option is highlighted with a blue background.



Compliance Status-BPW

Government User will select **Check Compliance** to populate results. **Example one:** Board of Public Works (BPW) check with **Control Number** and **Compliant Status**.

The screenshot shows a web interface for a 'Tax Clearance Request'. At the top, there is a navigation bar with 'Home', 'Edit Profile Information', and 'Compliance Check'. Below this, the page title is 'Tax Clearance Request' with a help icon and a note '* indicates required field'. A teal banner instructs the user to 'Enter the required information and click Check Compliance.' The form contains three required fields: 'Taxpayer ID Type' (FEIN), 'Taxpayer ID' (12-3585497), and 'Compliance Check Type' (BOARD OF PUBLIC WORKS). A red box highlights the 'Check Compliance' button. Below the form, a teal box displays the results: 'Taxpayer Name' (WIND WATERS), 'Compliance Status' (Control Number 24-0068-10000), and 'Taxpayer is compliant.'.

Field	Value
Taxpayer ID Type	FEIN
Taxpayer ID	12-3585497
Compliance Check Type	BOARD OF PUBLIC WORKS
Taxpayer Name	WIND WATERS
Compliance Status	Control Number 24-0068-10000 Taxpayer is compliant.



Compliance Status-ATCC

Government User will select **Check Compliance** to populate results. **Example two:** Alcohol Tobacco and Cannabis Commission (ATCC) check with **Non-Compliant Status**.

The screenshot displays a web interface for a 'Tax Clearance Request'. At the top, a teal navigation bar contains links for 'Home', 'Edit Profile Information', and 'Compliance Check'. Below this, the page title 'Tax Clearance Request' is shown with a help icon and a red asterisk indicating required fields. A teal instruction box says 'Enter the required information and click Check Compliance.' The form contains three dropdown menus: '* Taxpayer ID Type' (FEIN), '* Taxpayer ID' (82-2270102), and '* Compliance Check Type' (ATCC FIELD ENFORCEMENT). Below these are two buttons: 'Check Compliance' (highlighted with a red box) and 'Clear'. At the bottom, a teal summary box shows 'Taxpayer Name' as 'STEVE CORRESPONDENCE' and 'Compliance Status' as 'Taxpayer is non-compliant.', both highlighted with a red box.

Home Edit Profile Information Compliance Check

Tax Clearance Request ? * indicates required field

Enter the required information and click Check Compliance.

* Taxpayer ID Type FEIN

* Taxpayer ID 82-2270102

* Compliance Check Type ATCC FIELD ENFORCEMENT

Check Compliance Clear

Taxpayer Name STEVE CORRESPONDENCE
Compliance Status Taxpayer is non-compliant.



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully **registered as a Government User**
For additional assistance contact Taxpayer Services Monday-Friday,
8:30am-4:30pm. EDT
at 1-800-638-2937 or 410-260-7980.