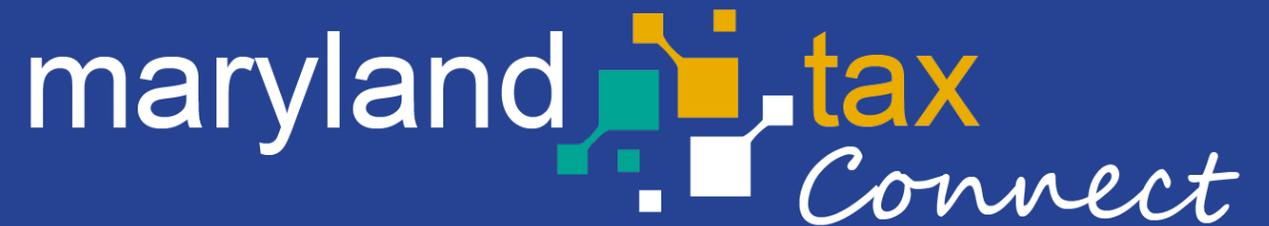


Maryland Tax Connect

Transmitter User Registration Guide



Transmitter User

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

Transmitter Users can use the Maryland Tax Connect portal to bulk file W2 and 1099 .txt files and zipped .txt files that are in the Employer Maryland W2/1099 Instructions and Specifications format.

You do not need a Maryland Tax Connect Account to register as a Transmitter User.

Although the bulk file option of W2/1099 .txt files is also available with a Maryland Tax Connect account, you can only bulk file for Maryland withholding account(s) in which you have access as an **Administrator** or have been granted access as an **Authorized User**.



Register As A Transmitter User

On the Portal homepage select either **Sign up** or **Register as a Transmitter User** from the quick links box.

[Log In](#)
[Forgot User Name?](#) [Forgot Password?](#)
New to Maryland Tax Connect? [Sign Up](#)

QUICK LINKS

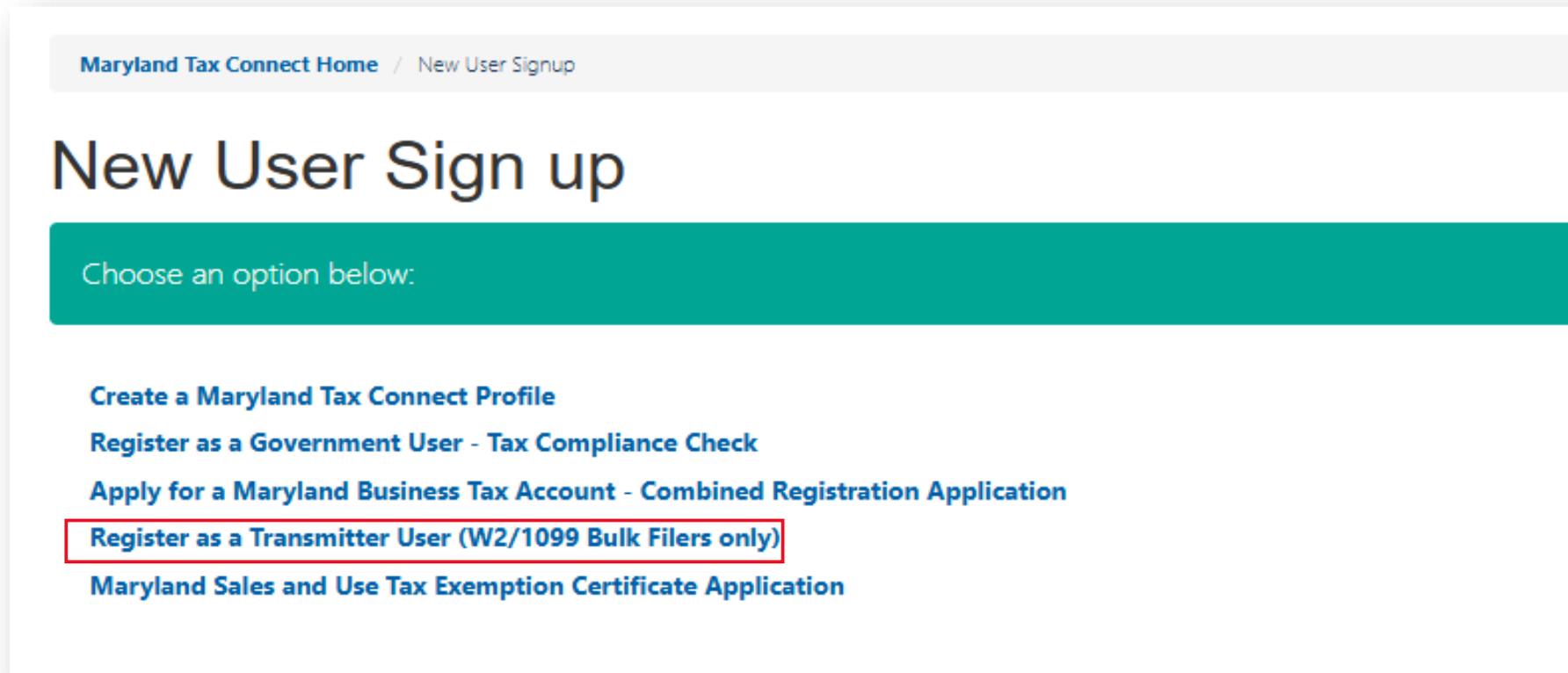


- User Guides and Tutorials
- Create a Maryland Tax Connect Profile
- Apply for a Maryland Business Tax Account - Combined Registration Application
- Maryland Sales and Use Tax Exemption Certificate Application
- Register as a Transmitter User (W2/1099 Bulk Filers only)



Alternative Option-New User Signup Page

After selecting Signup, you will be redirected to the new user signup page. Choose **Register as a Transmitter User**.



Maryland Tax Connect Home / New User Signup

New User Sign up

Choose an option below:

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



Register Transmitter User

Review informational text and select hyperlink [Maryland Employer Instructions and Specifications](#) **Select Forms & Instructions box on landing page** for additional instructions and Transmitter User requirements.

[Home](#) / Register Transmitter user

Register for Secure Services ?

Agent/Representee(s) must register as a Maryland Tax Connect Transmitter User to transmit informational returns on behalf of their own company and/or for multiple EINs. A registered Transmitter User will be able to upload electronic W2/1099s text files via Maryland Tax Connect. If you are a bulk filer, filing for multiple companies, the registration requires you to have a bulk filer account (view help for contact info).

Employers/Payroll Providers can upload a text file or zipped file in the required EFW2 format. The data can contain W-2 and MW508 information for multiple employers. Reference the [Maryland Employer Instructions and Specifications](#) for additional upload requirements.

The Comptroller's Office reserves the right to revoke electronic filing privileges of any electronic filer who varies from State/IRS requirements, specifications, or who does not consistently transmit error-free returns.



Transmitter 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.

* indicates required field

Transmitters 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

Enter your personal data. 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

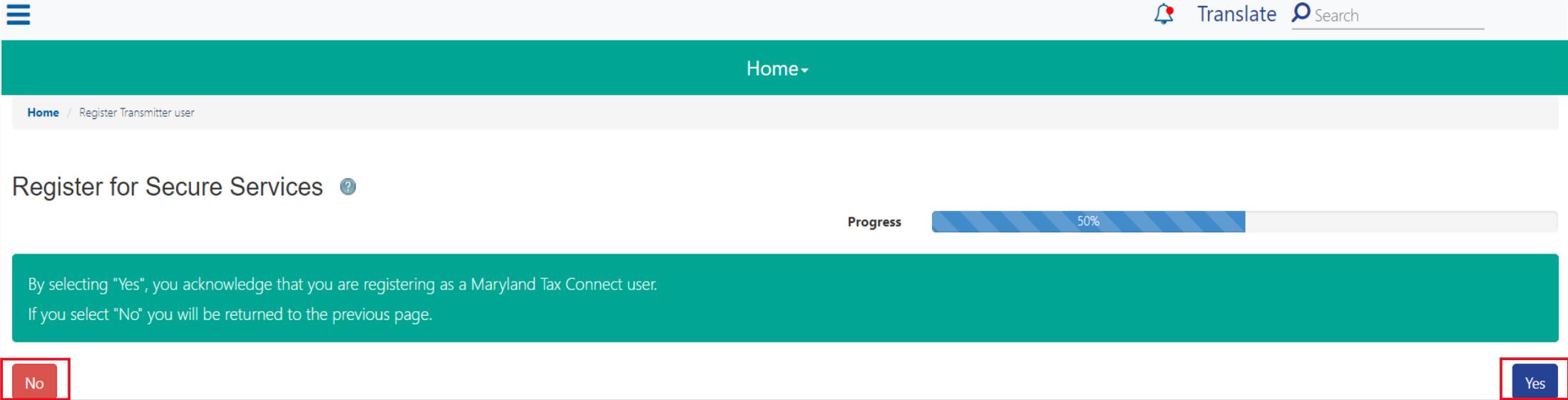
User Information

* 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 xxxx"/>
Job Title:	<input type="text"/>	Extension:	<input type="text"/>
		Mobile Phone:	<input type="text" value="xxx xxx xxxx"/>
		* Email:	<input type="text" value="emailD@email.com"/>
		* Confirm Email:	<input type="text" value="emailD@email.com"/>



Transmitter Acknowledgment Page

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

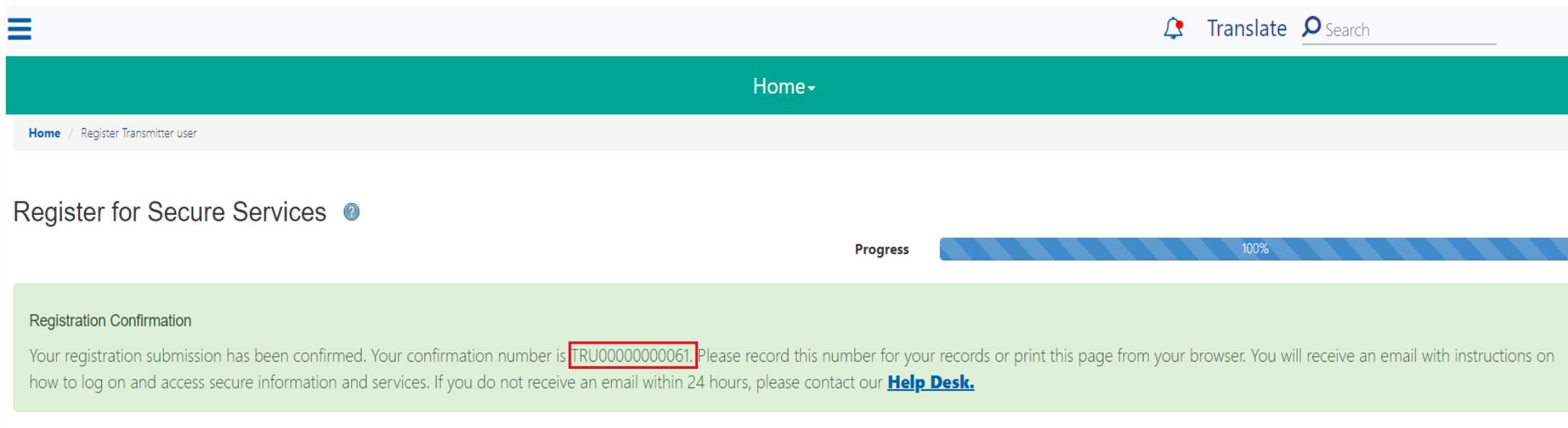


The screenshot shows a web interface for registering a transmitter user. At the top, there is a navigation bar with a hamburger menu icon on the left, a notification bell icon, a 'Translate' button, and a search bar. Below the navigation bar is a teal header with the text 'Home' and a dropdown arrow. Underneath the header is a breadcrumb trail: 'Home / Register Transmitter user'. The main content area features the heading 'Register for Secure Services' with a help icon. A progress bar indicates that the registration is 50% complete. A teal callout box contains the 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 of the page, there are two buttons: a red 'No' button on the left and a blue 'Yes' button on the right. Both buttons are highlighted with red boxes in the image.



Registration Confirmation

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

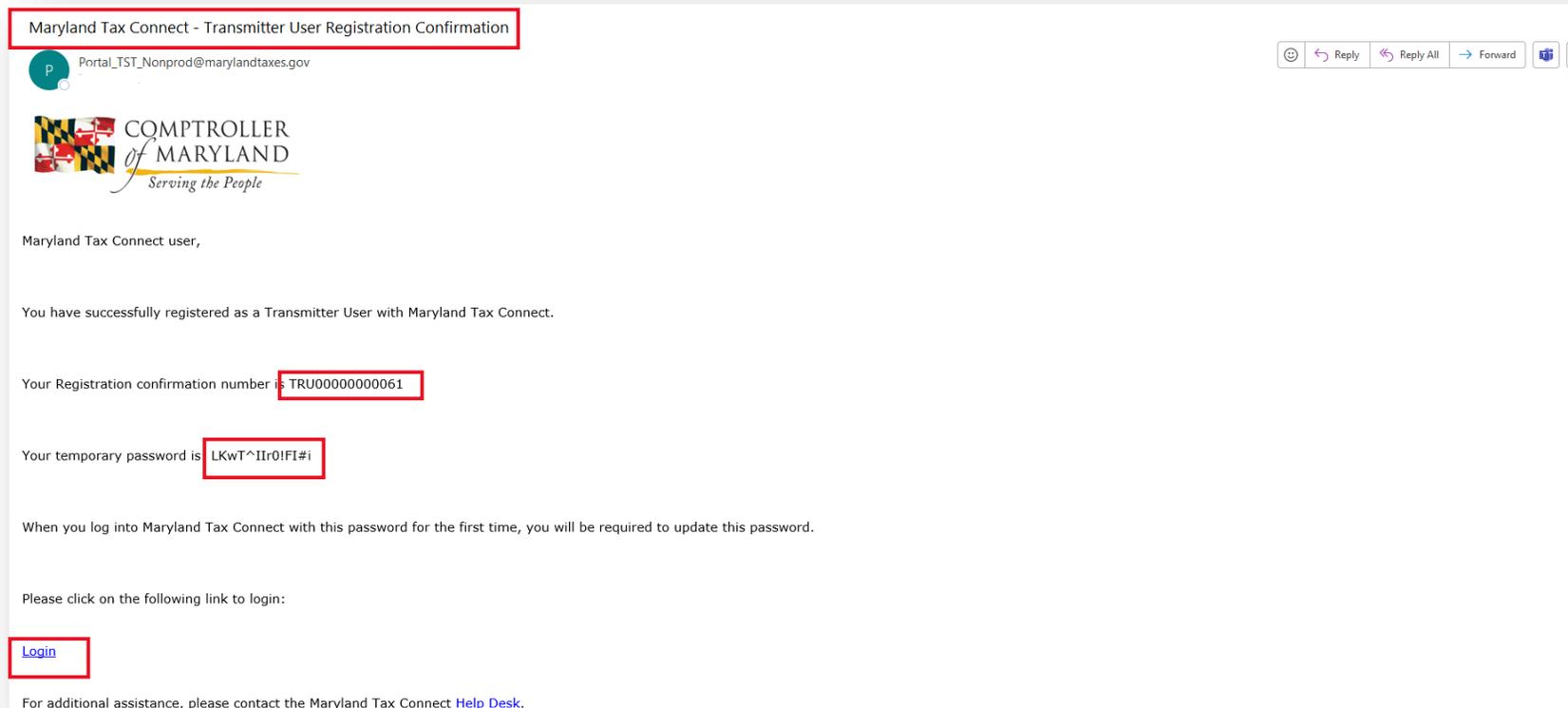


The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu icon on the left, a notification bell icon, a 'Translate' button, and a search bar. Below the navigation bar is a teal header with the text 'Home' and a dropdown arrow. Underneath the header is a breadcrumb trail: 'Home / Register Transmitter user'. The main content area is titled 'Register for Secure Services' with a help icon. A progress bar below the title is labeled 'Progress' and shows '100%' completion. A green callout box contains the following text: 'Registration Confirmation' followed by 'Your registration submission has been confirmed. Your confirmation number is TRU00000000061. 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

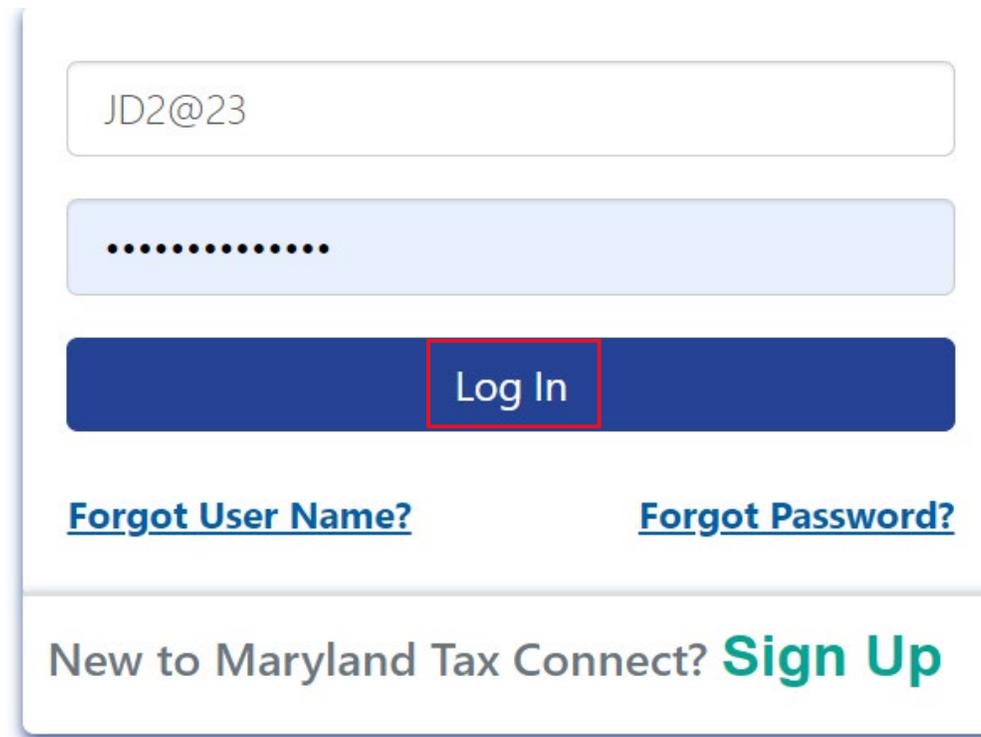
**The temporary password provided must be used within
3 days or it will expire.**

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 **Transmitter Account** using your new **User ID** and **Temporary Password**.



JD2@23

.....

Log In

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

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



Security Questions

After successfully logging in 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 #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 **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

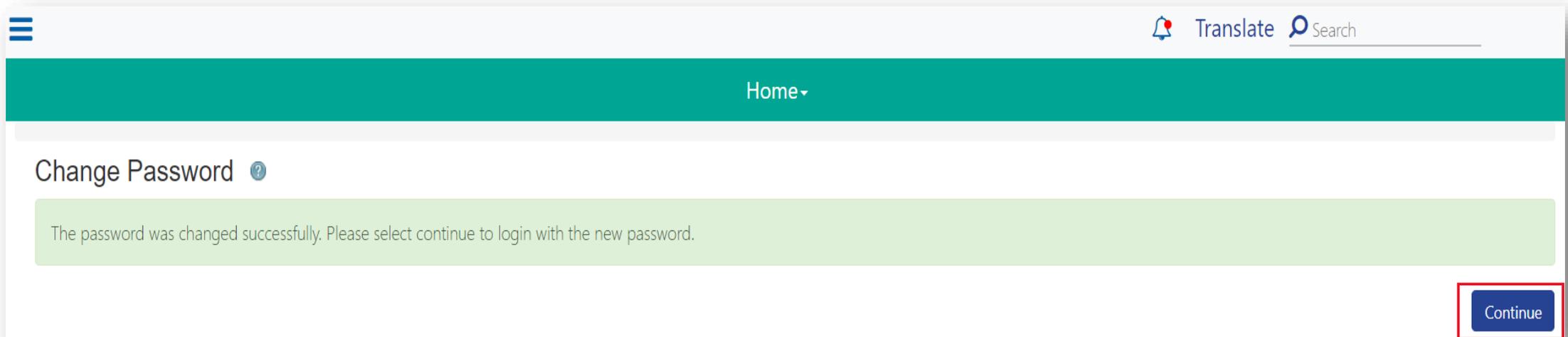
* Confirm New Password

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.

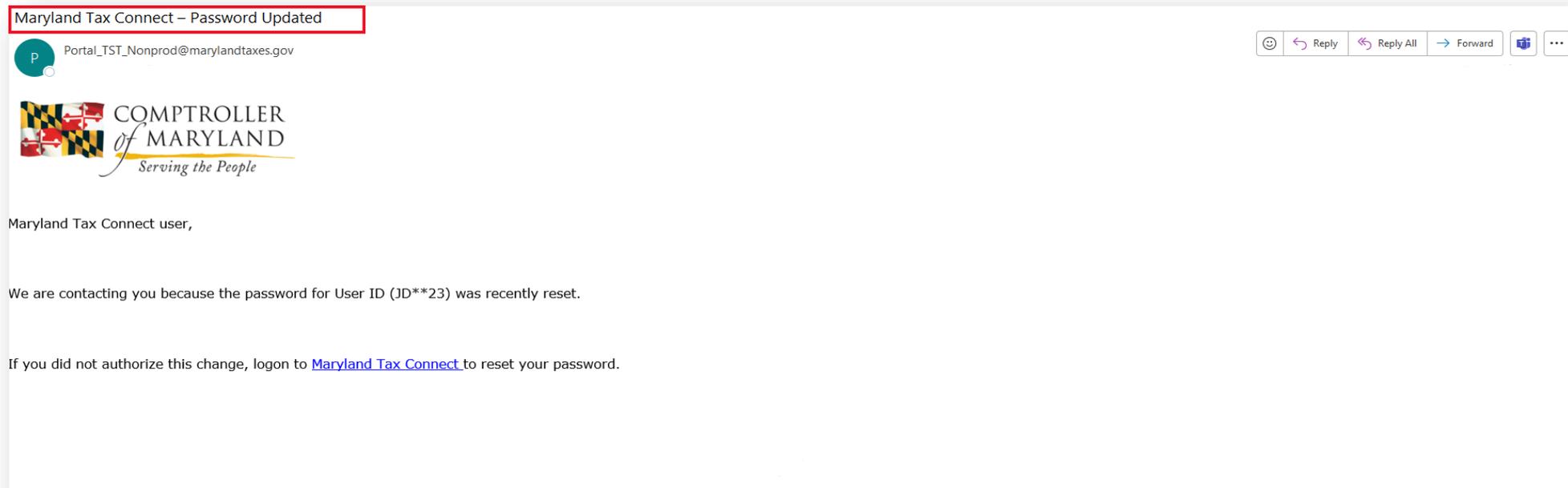


The screenshot shows a web interface with a navigation bar at the top. On the left is a hamburger menu icon. On the right are icons for a notification bell, a 'Translate' button, and a search bar. Below the navigation bar is a teal header with the text 'Home' and a dropdown arrow. The main content area has a heading 'Change Password' with a help icon. A green message box contains the text: 'The password was changed successfully. Please select continue to login with the new password.' A blue 'Continue' button is located in the bottom right corner of the message box and is highlighted with a red border.



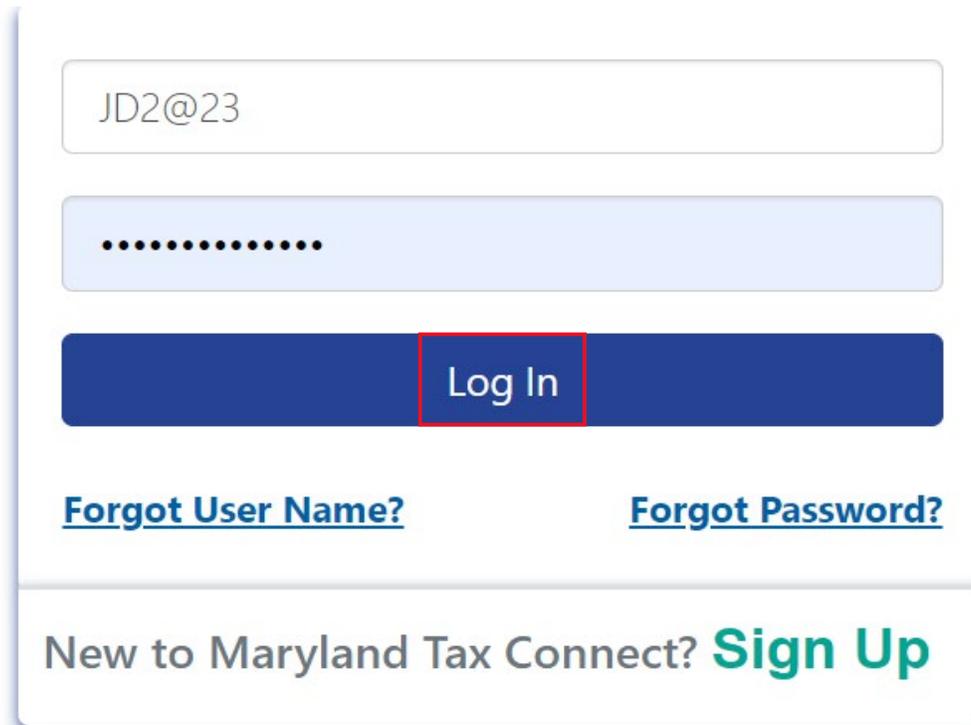
Password Updated Email

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



New Account Sign-In

Log-in to your Maryland Tax Connect **Transmitter 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 User ID "JD2@23".
- A password input field with a light blue background and masked characters ".....".
- A dark blue "Log In" button with a red border.
- Two links: "[Forgot User Name?](#)" and "[Forgot Password?](#)".
- A footer section with the text "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. 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.

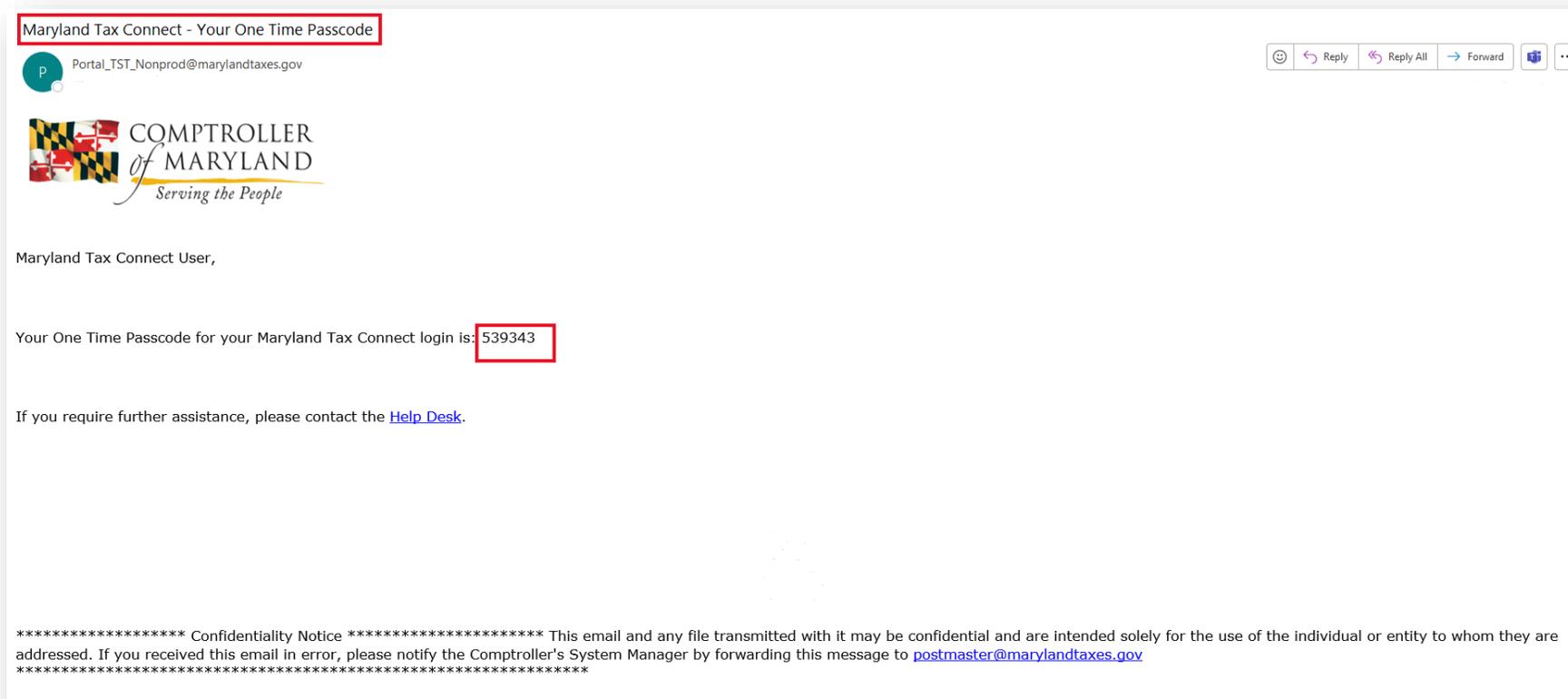
I'm not a robot  reCAPTCHA
Privacy - Terms

Cancel



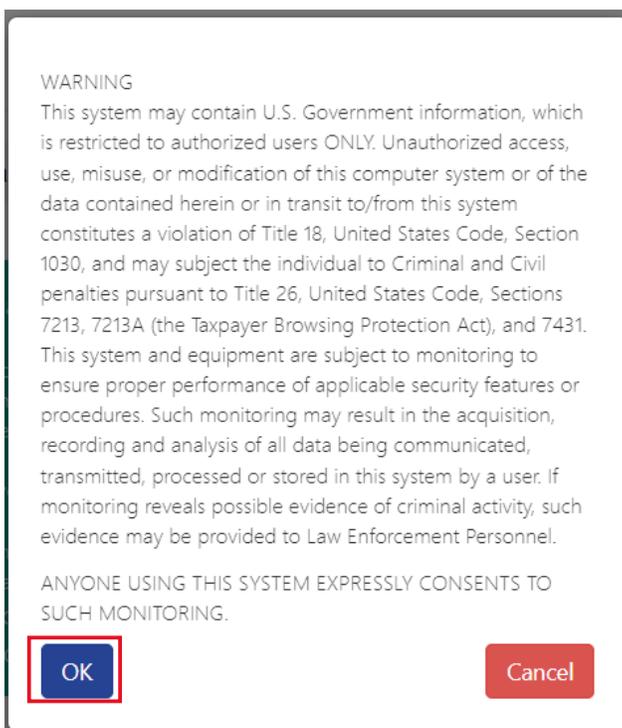
MFA One Time Passcode Email

Enter one-time passcode into MFA page. Then hit **verify** to continue.



Monitoring and Privacy Warning

After entering MFA, first time users will have to read and accept monitoring statement. Select **Ok** to continue to Transmitter Account home page.



Authorization Information

Once you have completed the registration steps you will be redirected to this page. Review **Authorization information** and follow additional steps to request activation of your Transmitter User Account.

The screenshot shows a web interface with a teal header containing navigation links: Home, Edit Personal Info, Secure Message Center, and Service Requests. Below the header, there are two main sections. The first section, titled 'Contact Information', displays the user's name as Jane Doe, email as eobeng@marylandtaxes.gov, and a unique ID as TRU00000000061. The second section, titled 'Authorization Information', is highlighted with a red border and contains a teal box with the following text: 'Welcome to the Maryland Tax Connect Transmitter Portal access page. **There is one final step to activate your account.**' followed by a bulleted list of instructions for bulk filing, completing the Access Request Form, and receiving an activation email. A disclaimer at the bottom of the teal box states that the Comptroller's Office reserves the right to revoke electronic filing privileges.

Home Edit Personal Info Secure Message Center Service Requests

Welcome, Jane
You last logged in on
Monday, 09/25/2023 11:11 AM

Contact Information

Jane Doe
eobeng@marylandtaxes.gov
TRU00000000061

Authorization Information

Welcome to the Maryland Tax Connect Transmitter Portal access page. **There is one final step to activate your account.**

- If you are bulk filing for W2/1099 Annual Reconciliations, proceed to the next step. Currently the bulk filing of Sales and Use Tax (form 202/202F) or Withholding (form 506) is only available via the web app service using XML files per FERS and FSET standards. Do not proceed to the next step, you will receive a separate email with further instructions.
- Click this [link](#) to complete the Transmitter/Bulk Transmitter Access Request Form.
- Email your completed form to efilew2_1099_help@marylandtaxes.gov.
- The Access Request Form will be reviewed and approved by a Customer Service Representative. Please allow 72 hours for processing time.
- If you do not receive an email from xxxxx@marylandtaxes.gov within 72 hours, then contact us at efile@marylandtaxes.gov; please have your Maryland Tax Connect Transmitter User ID.
- Once you receive an email activation, you can log into Maryland Tax Connect using your Transmitter User ID. Your account will be displayed, and you will see a drop-down menu in the top navigation bar labeled "Transmitter Transactions".

The Comptroller's Office reserves the right to revoke electronic filing privileges of any electronic filer who varies from the State/IRS requirements, specifications, or who does not consistently transmit error-free returns.



Authorization Information

Welcome to the Maryland Tax Connect Transmitter Portal Access page.

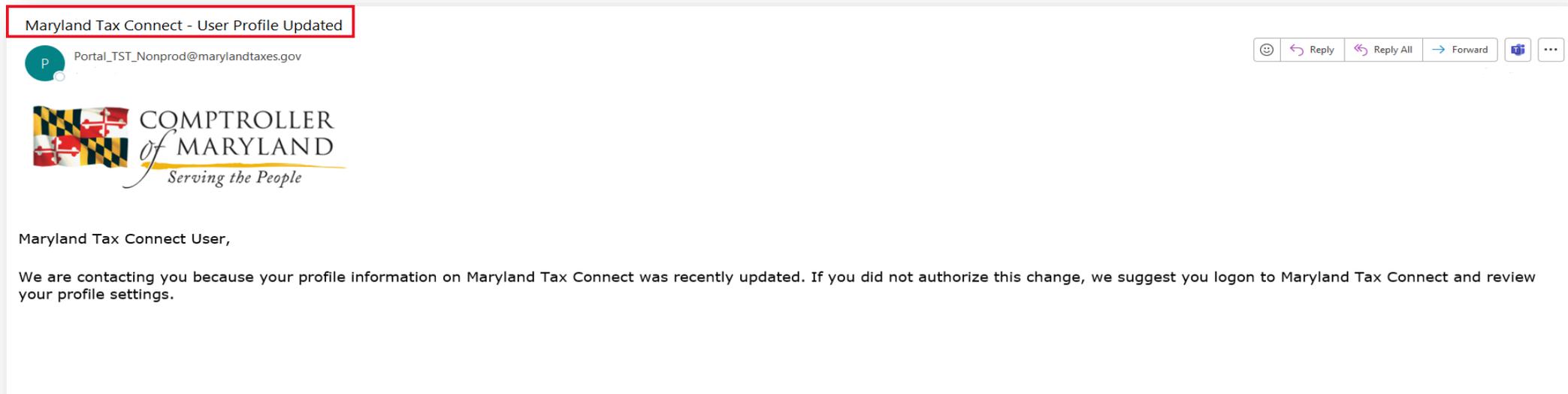
There is one final step to activate your account.

- Email efilew21099help@marylandtaxes.gov to request the Bulk Upload File W2/1099 Transmitter Access Request Form.
- The Bulk Upload File W2/1099 Transmitter Access Request Form will be reviewed and approved by a Customer Service Representative. Please allow up to 48 hours for processing time.
- If you do not receive an activation confirmation email within 48 hours, then contact us at eFileW21099help@marylandtaxes.gov; please have your Maryland Tax Connect Transmitter User ID available.
- Once you receive an activation confirmation email, you can log into Maryland Tax Connect using your Transmitter User ID. Your account will be displayed, and you will see a menu option across the top navigation bar labeled "Transmitter Transactions".



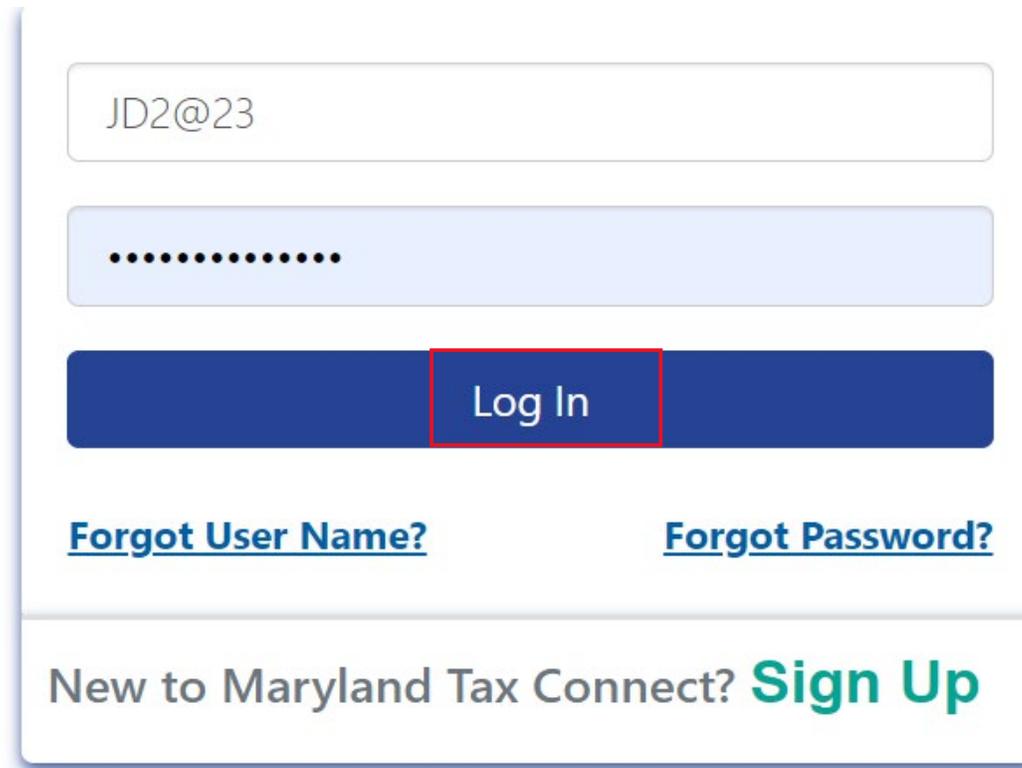
Authorization Email

Retrieve your activation authorization email and **login** to your Transmitter User Account. You will receive an email titled **User Profile updated** after application has been approved by a customer service representative.



New Account Sign-In

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



The image shows a sign-in form for a Maryland Tax Connect Transmitter Account. It features a white background with a blue border. At the top, there is a text input field containing the user ID "JD2@23". Below this is a password input field with a light blue background and a series of black dots representing the password. A dark blue button with the text "Log In" is positioned below the password field. Below the button are two links: "[Forgot User Name?](#)" and "[Forgot Password?](#)". At the bottom of the form, there is a text prompt "New to Maryland Tax Connect?" followed by a green "Sign Up" link.



Transmitter Account-Home Page

Review your Contact and Authorization Information. You should now see the **Transmitter Transaction** tab which is the option you will select when initiating bulk file uploads.

The screenshot displays the Transmitter Account-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 this is a teal navigation bar with the following tabs: Home, Edit Personal Info, Transmitter Transactions (highlighted with a red box), Secure Message Center, and Service Requests. The main content area is divided into two columns. The left column contains a welcome message: "Welcome, Jane", "You last logged in on", and "Monday, 09/25/2023 11:11 AM". The right column contains two sections: "Contact Information" (highlighted with a red box) and "Authorization Information" (highlighted with a red box). The "Contact Information" section lists: Jane Doe, eobeng@marylandtaxes.gov, and TRU00000000061. The "Authorization Information" section lists: EUNICE BULK CORP, 1 BULK STREET, ANNAPOLIS, MD 23345, UNITED STATES, and an Expiration Date of No Expiration. A help icon (?) is visible in the bottom right corner of the authorization section.



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered as a **Transmitter User** for Bulk
Filing W2/1099

For additional assistance email us at efilew21099help@marylandtaxes.gov
or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT
at 1-800-638-2937 or 410-260-7980.