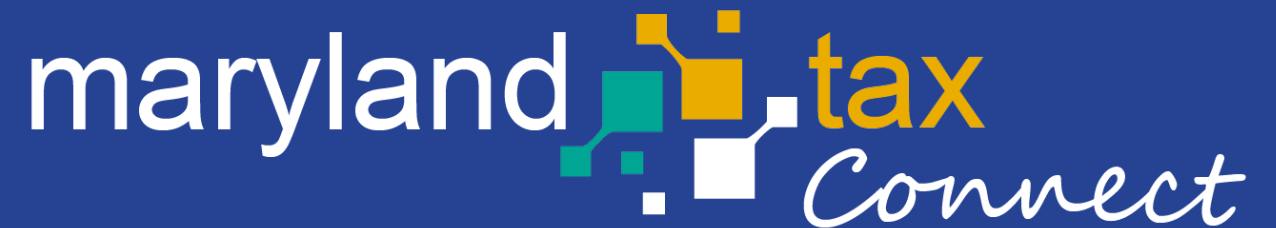


Maryland Tax Connect

Adding An Authorized User Guide



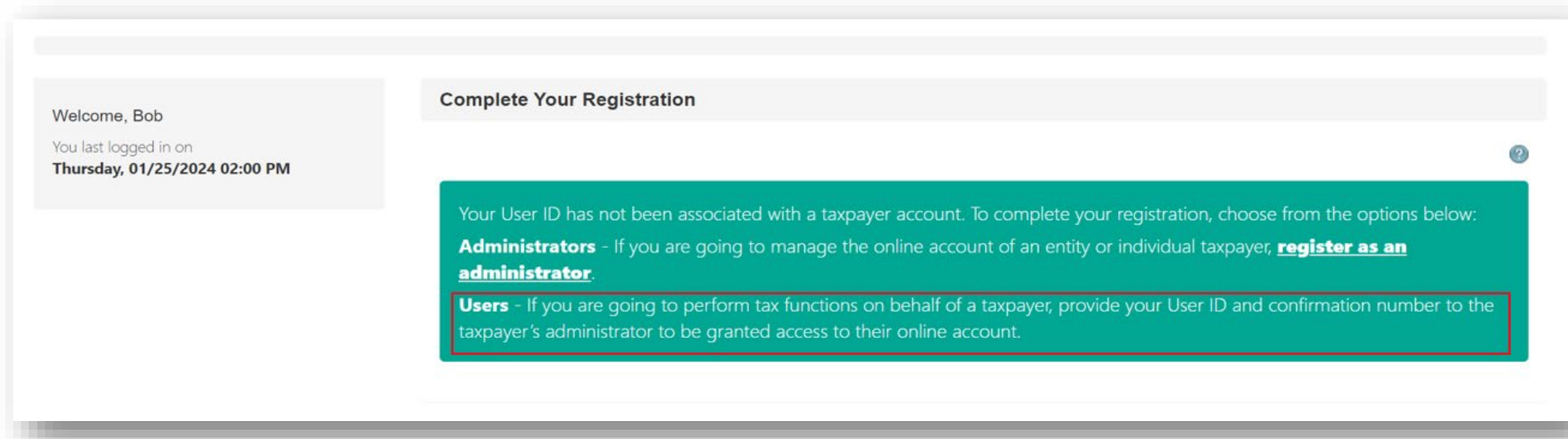
September 2023

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 shows a web portal interface. On the left, a grey box contains the text: "Welcome, Bob", "You last logged in on", and "Thursday, 01/25/2024 02:00 PM". The main content area is titled "Complete Your Registration" and features a teal callout box with a question mark icon. The callout 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:" followed by two options: "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 "Users" option is highlighted with a red border.



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**.

The screenshot displays the login interface for Maryland Tax Connect. It features a light blue header area with a username field containing 'janedoe24' and a password field with masked characters. Below the password field is a reCAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. A dark 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?'. A footer section contains 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. 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



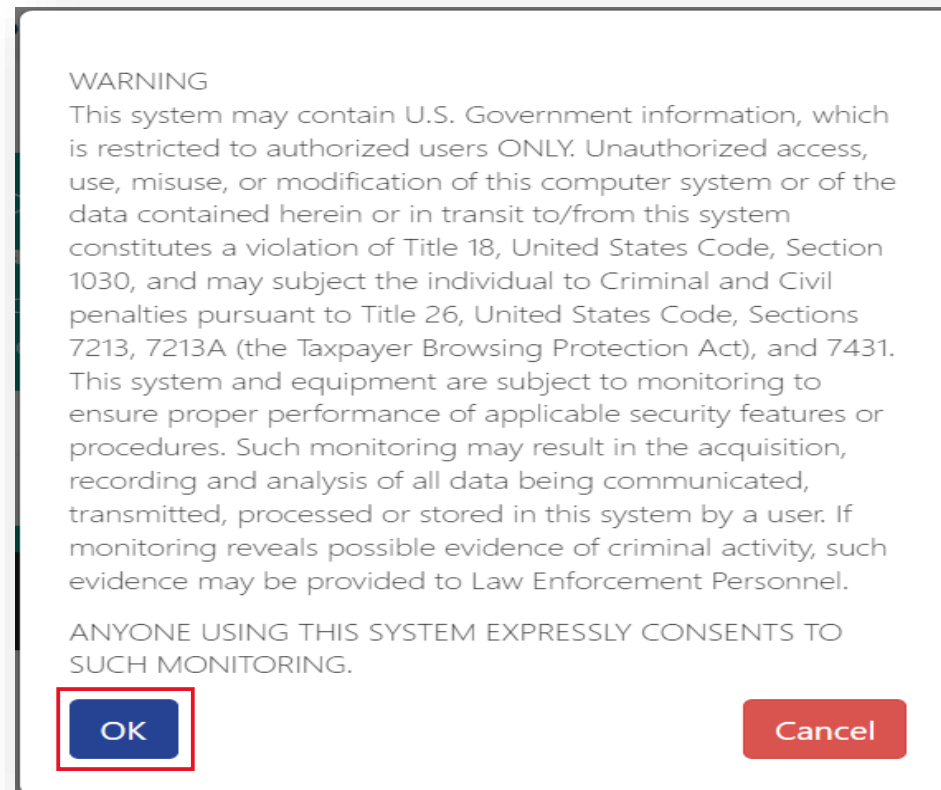
MFA One Time Passcode Email

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



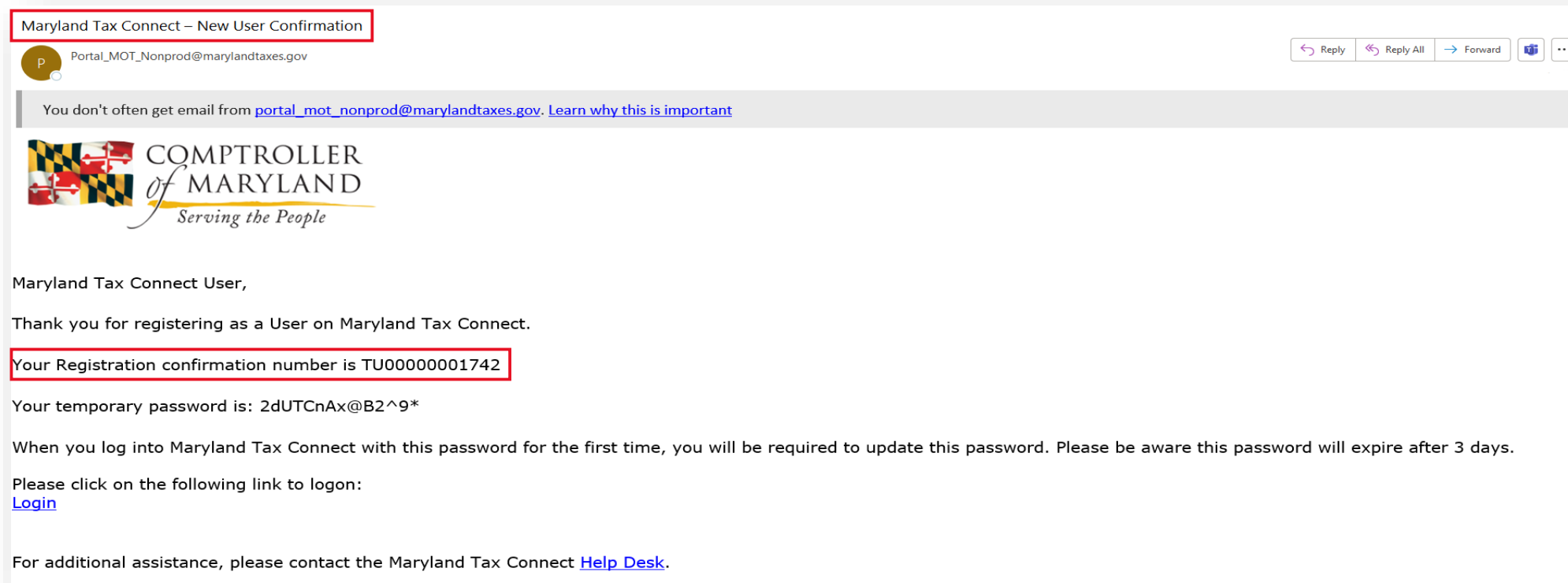
New User Warning Message

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



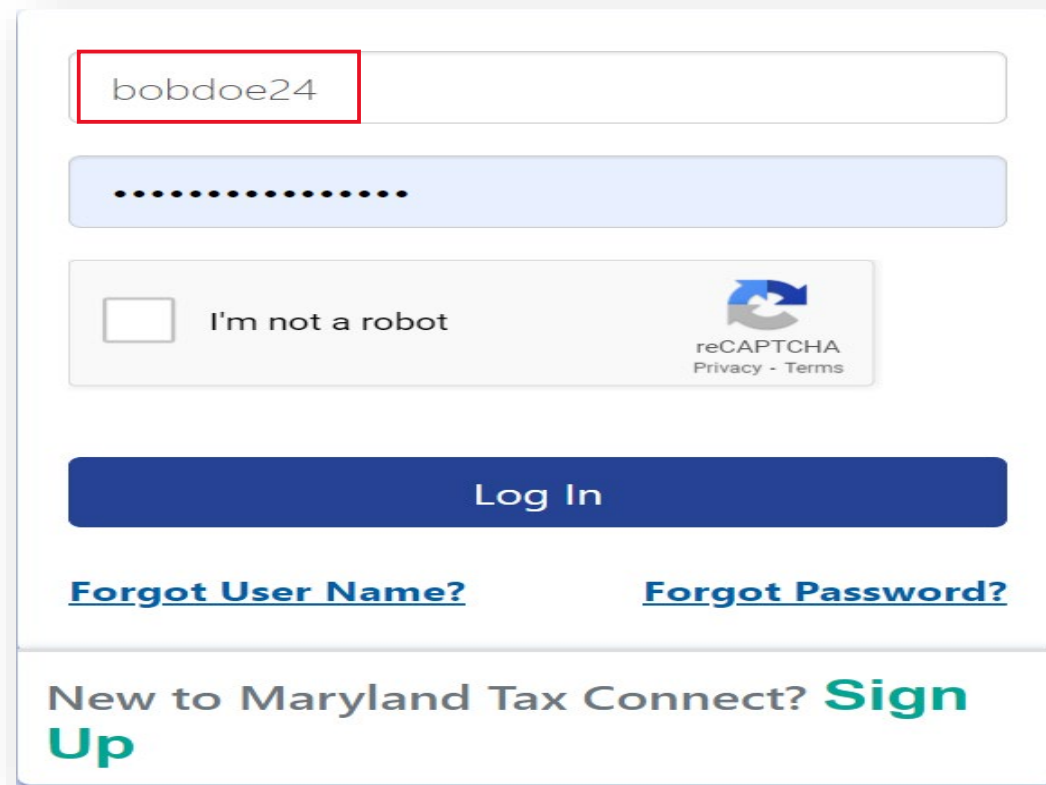
New User Confirmation Email

The Administrator will need the **User Id** and **Confirmation Number** for the User requesting access. New Users can retrieve their Confirmation Number from their **New User Confirmation** email.



User ID

The Administrator will need the **User Id** and **Confirmation Number** for the User requesting access. The User ID is also your Maryland Tax Connect Username (Ex: **Bobdoe24**).



The screenshot shows a login form with the following elements:

- A text input field containing the username "bobdoe24", which is highlighted with a red border.
- A password input field represented by a blue bar with 12 dots.
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- A large blue button labeled "Log In".
- Two links: "[Forgot User Name?](#)" and "[Forgot Password?](#)".
- A link at the bottom: "New to Maryland Tax Connect? **Sign Up**".



Tax Accounts-Homepage

After obtaining the **User ID** and **Confirmation Number** from the New User. The **Administrator** will sign into their Maryland Tax Connect Account.

Welcome, Jane
You have 0 incomplete documents
You last logged in on
Thursday, 01/25/2024 01:01 PM
Your password will expire in 60 day(s). Go to Profile Information, User Profile to change your password.

User Profile Summary
Jane Doe
PORTALTEST@marylandtaxes.gov
TU00000001736

Account Information
CONSUMABLE GRAVEL
8200 OWENS WAY
BRANDYWINE, MD 20613
UNITED STATES
[Select an Account](#)

Tax Accounts

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
ADMISSION AND AMUSEMENT TAX	CRN:34027923	8200 OWENS WAY, BRANDYWINE, MD 20613 UNITED STATES		\$0.00	

Showing 1 to 1 of 1 entries

Account Balances
This taxpayer has no outstanding debt.



Profile Information

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

The screenshot displays a web application interface with a teal header bar. The header contains navigation links: Home, Profile Information (highlighted with a red box), Account Inquiry, Online Services, Secure Message Center, and Service Requests. The 'Profile Information' dropdown menu is open, showing 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 includes a welcome message for Jane Doe, a 'User Profile Summary' section with contact details, and an 'Account Information' section for 'CONSUMABLE GRAVEL' with an address and a 'Select an Account' button. On the right, there is a table with columns for 'Current Balance' and 'Last Period Filed', and a pagination control showing page 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 New 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.

<input checked="" type="checkbox"/> 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="Apply a Template"/> ▼

Showing 1 to 1 of 1 entries



Authorized Taxpayer Functions

The Administrator can grant the **New 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

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 > ⏩



Account Authorizations

You can grant the **New User** full access by selecting the check box under **Assign** or select individual accounts. **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: 01/25/2024 End: 01/25/2025 <small>Add Date Range</small>	Account Functions

Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩

OK



Account Functions

You can grant the **New 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 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



Apply A Template-Access Type

Apply a **Template** by granting an **Access Type** to the New User. Select from the drop-down options and a warning message will appear confirming the Access Type granted.

User Details ? * indicates required field

[View Profile History](#)

User Information Contact Information

First Name Bob	Daytime Phone (410) 260-7980
Last Name Doe	Extension
User ID bobdoe24	Mobile Phone
Last Logged On 01/25/2024 02:00 PM	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.

<input checked="" type="checkbox"/> 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



New User Confirmation

After you save your entries, you will be provided with **New Authorized User Confirmation** page; detailing the Accounts and Functions the New Users has been granted. Click **Confirm** to continue.

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](#)



Authorizations Successfully Added

After you have successfully granted 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



Confirmation Email-Authorizations Updated

Both the **Administrator** and **Authorized User** will receive a confirmation email with **Authorization Information.**

Maryland Tax Connect - Authorizations Updated

Portal_MOT_Nonprod@marylandtaxes.gov
To: PORTALTEST
Cc: PORTALTEST

COMPROLLER of MARYLAND
Serving the People

Maryland Tax Connect User,

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 ABUSEMENT TAX
Effective from 01/25/2024 to 01/25/2025

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

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