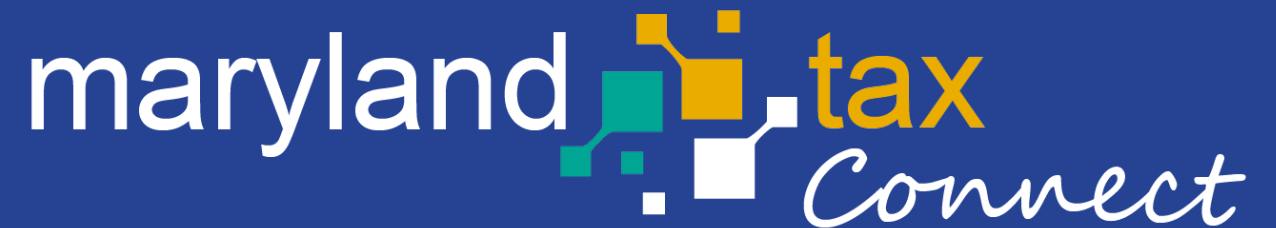# Maryland Tax Connect

Adding An Authorized User Guide
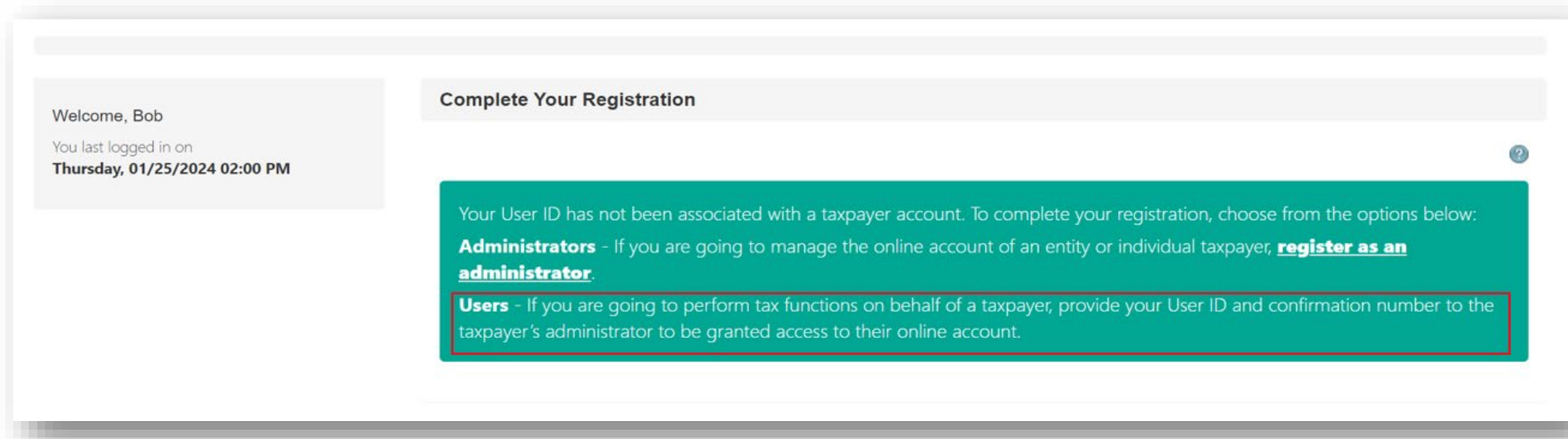
maryland tax Connect

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

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**.

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.
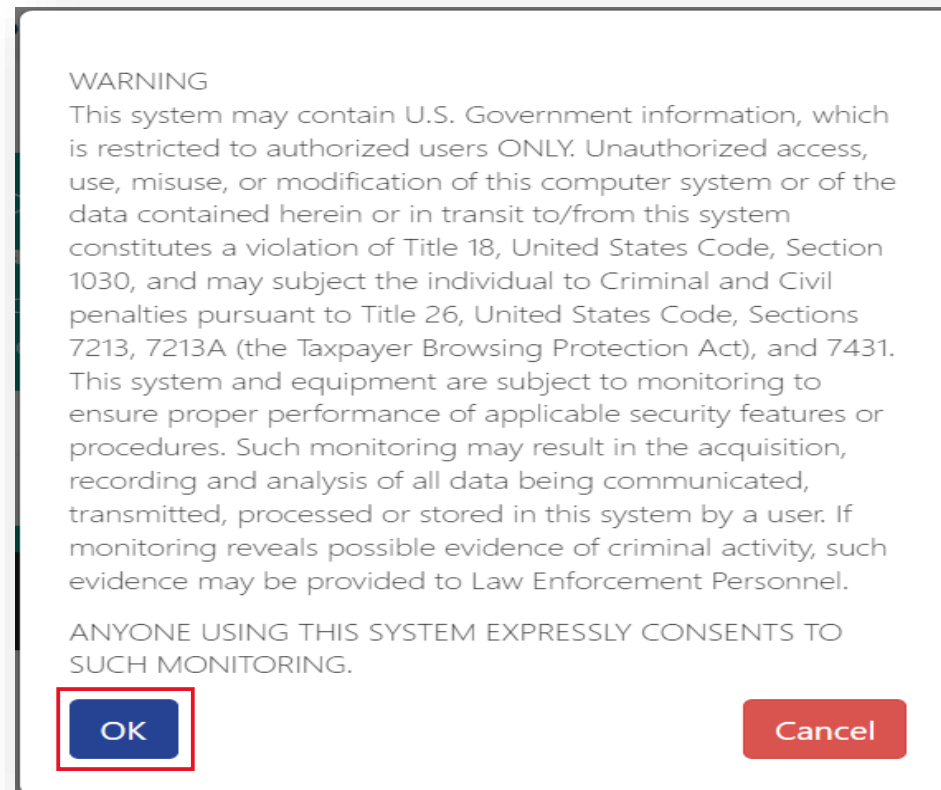
MFA One Time Passcode Email

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.
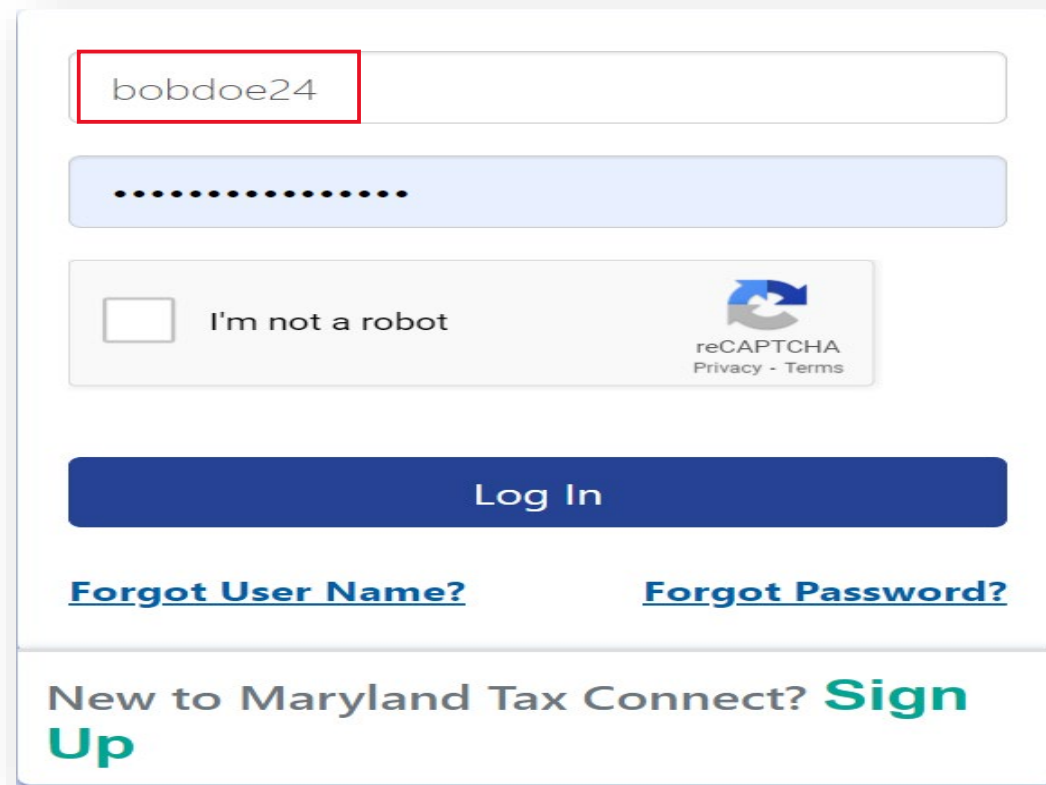
OK   Cancel

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.
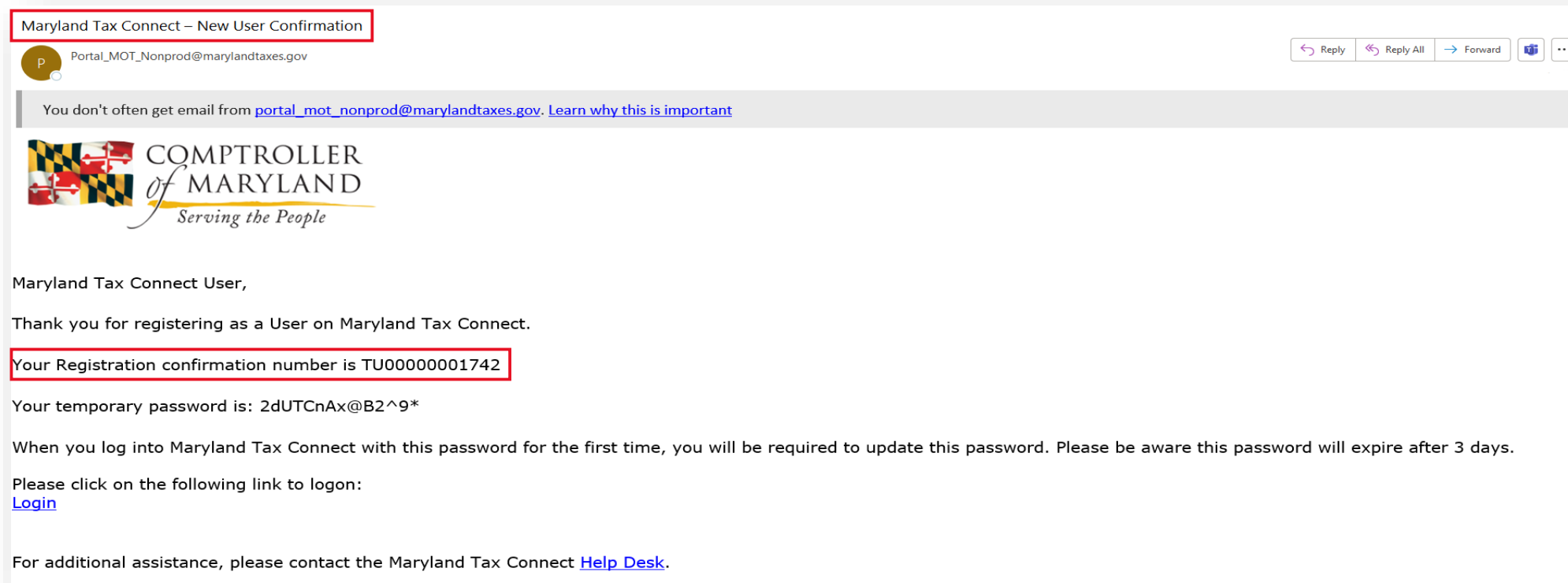
User ID

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**)**.**

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.

Profile Information

From the Tax Account page, 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 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.

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.

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 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*.*

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

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.

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.

Authorizations Successfully Added

After your 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.

Confirmation Email-Authorizations Updated

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

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.