

Maryland Tax Connect

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



September 2023

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.


I'm not a robot 
[Privacy - Terms](#)

[Log In](#)

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

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

QUICK LINKS



- Register a Business in Maryland
- Register as a Government User
- W2 Bulk Filers
- 1099 Bulk Filers
- Register for a Maryland Tax Connect Account
- Maryland Sales and Use Tax Exemption Certificate Application



New User Signup

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

[Home](#) / [New User Signup](#)

Choose an option below:

[Register for a Maryland Tax Connect Account](#)

[Register as a Government User](#)

[Register a New Business](#)

[Register as a Transmitter User \(W2/1099 Bulk Filer\)](#)

[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:	<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="emailID@email.com"/>
		* Confirm Email:	<input type="text" value="emailID@email.com"/>



Register for Secure Services

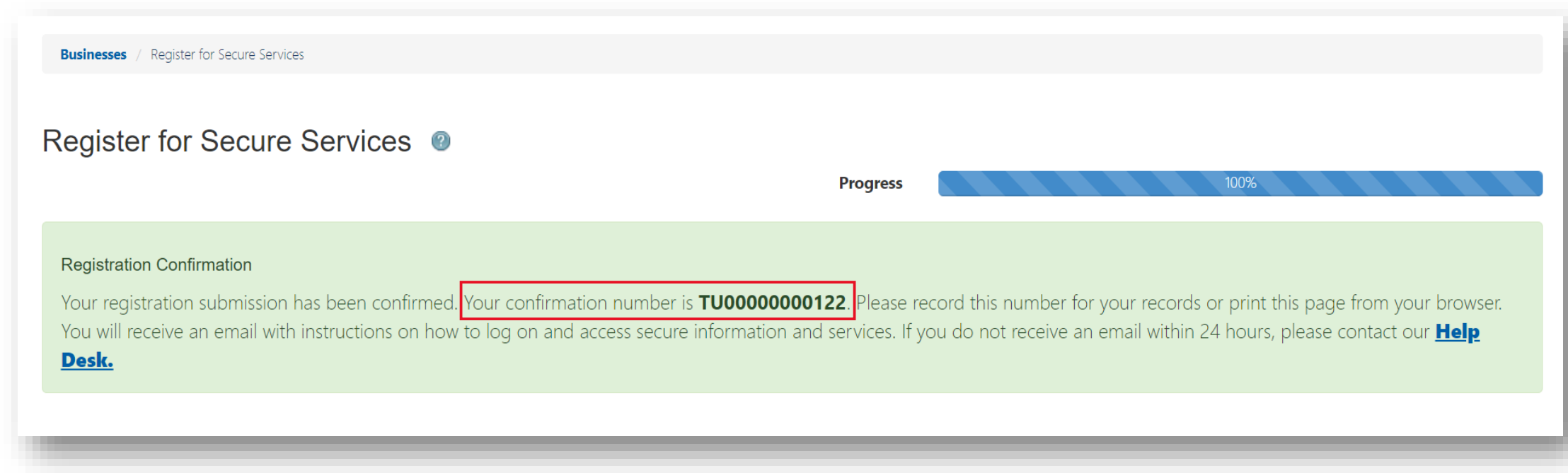
Review the Maryland Tax Connect user acknowledgement statement. Click **Yes** to continue or **No** to return to previous page.

The screenshot displays a web interface for registering for secure services. At the top left, there is a breadcrumb trail: "Businesses / Register for Secure Services". The main heading is "Register for Secure Services" with a help icon. A progress bar indicates that the process is 50% complete. 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.



Registration Confirmation

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



The screenshot shows a web page titled "Register for Secure Services" with a progress bar at 100%. A green confirmation box contains the text: "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](#)."

Businesses / Register for Secure Services

Register for Secure Services ?

Progress 100%

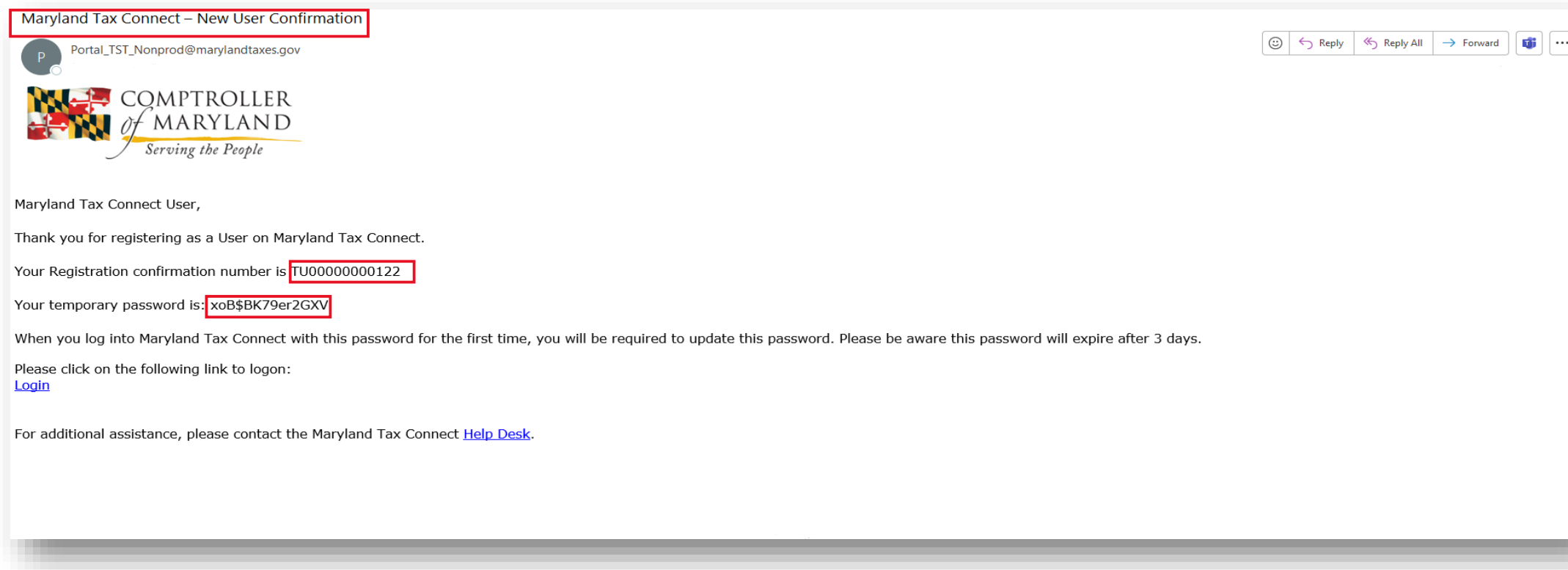
Registration Confirmation

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
MDTAXCONNECTHELP@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** 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

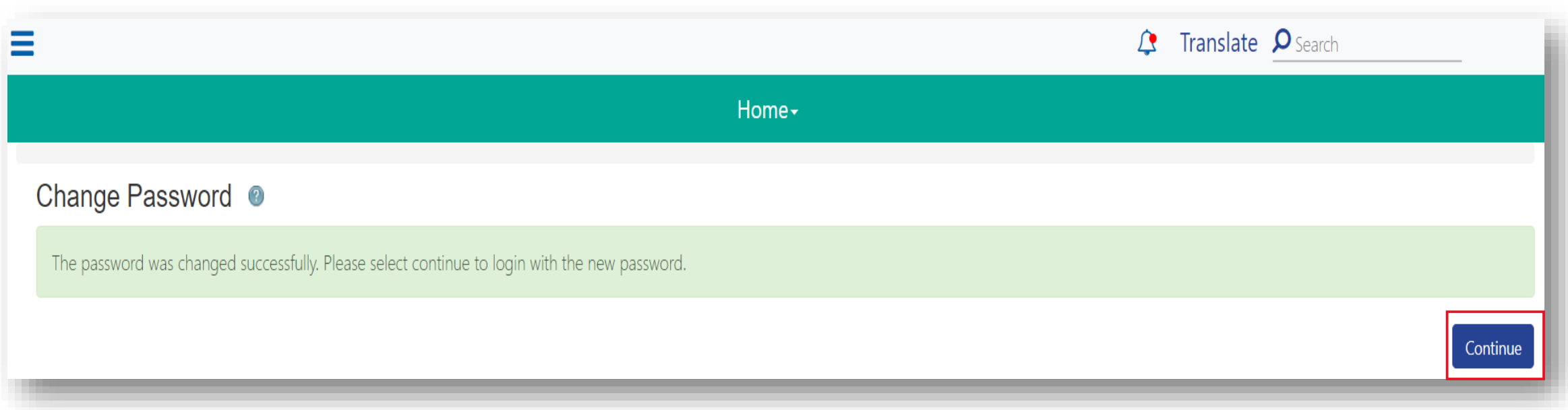
* Confirm New Password

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.

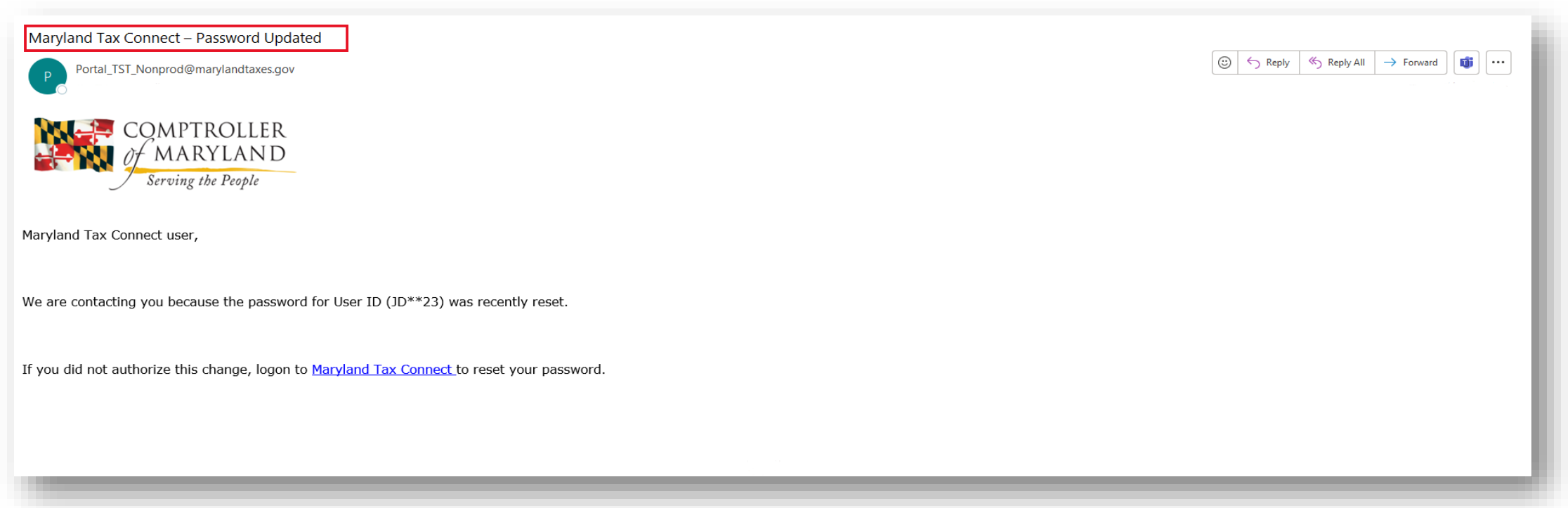


The screenshot displays a web application interface. At the top left is a hamburger menu icon. At the top right are icons for a notification bell, a 'Translate' button, and a search bar. Below the navigation bar is a teal header with the text 'Home' and a dropdown arrow. The main content area is titled '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.' In the bottom right corner, a blue 'Continue' button is highlighted with a red rectangular border.



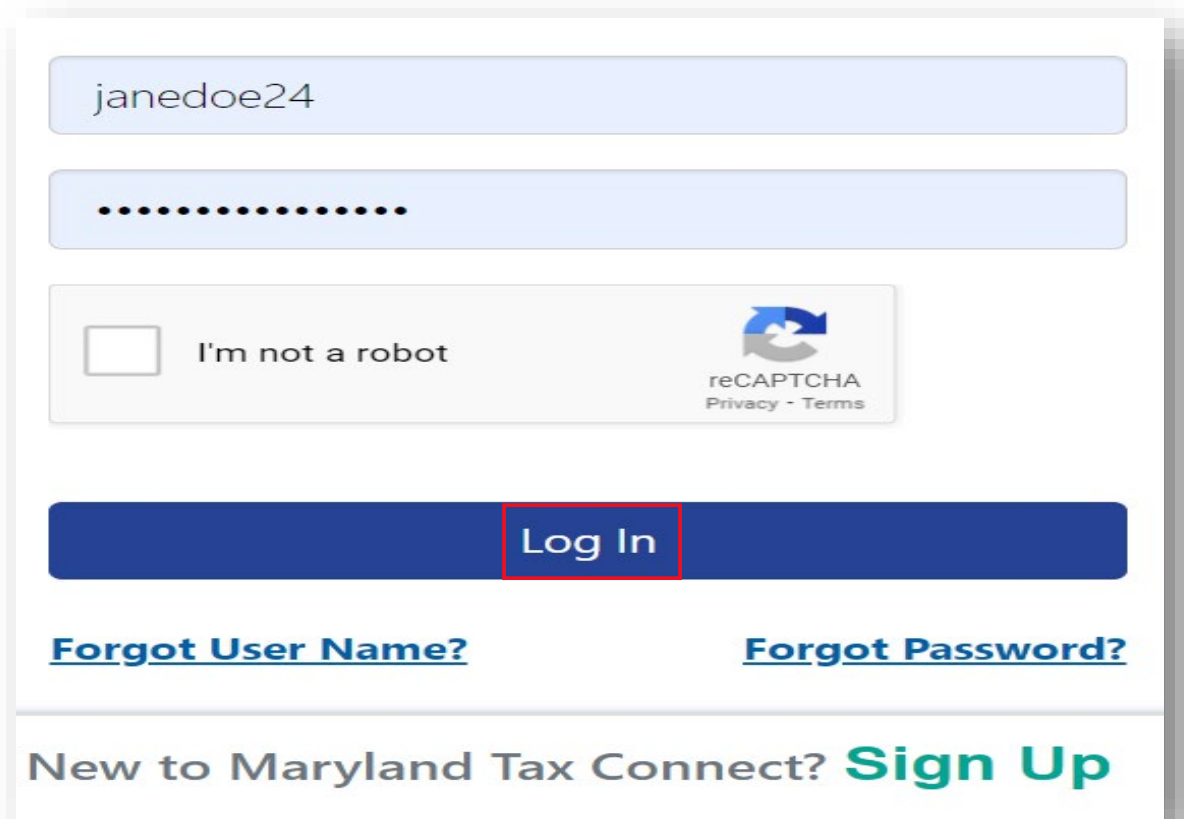
Password Updated Email

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: the first contains the text 'janedoe24' and the second contains a series of dots representing a masked password. Below these fields is a reCAPTCHA section with an unchecked checkbox and the text 'I'm not a robot', accompanied by the reCAPTCHA logo and links for 'Privacy' and 'Terms'. A large blue button labeled 'Log In' is highlighted with a red border. Below the button are two links: '[Forgot User Name?](#)' and '[Forgot Password?](#)'. At the bottom, there is a link for new users: '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**.

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.


* 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



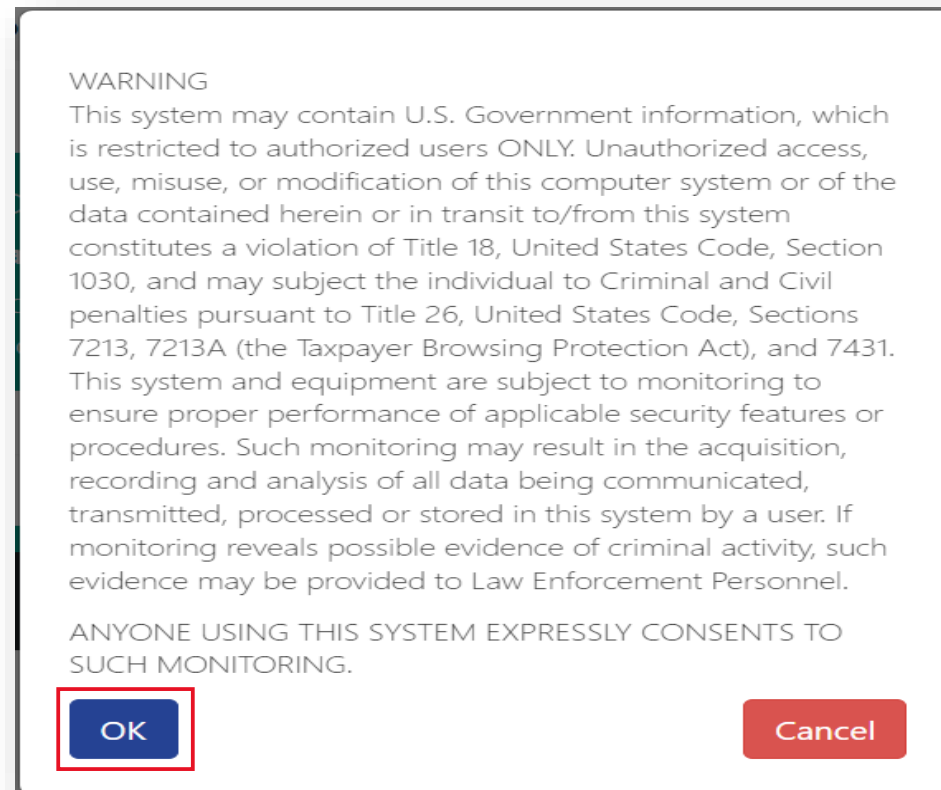
MFA One Time Passcode Email

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.



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 shows a web interface for completing registration. At the top, there is a navigation bar with a hamburger menu icon on the left, and notification, share, translate, and search icons on the right. Below this is a teal header with links for 'Home', 'Edit Profile Information', and 'Secure Message Center'. The main content area is divided into two columns. The left column contains a welcome message for 'Jane', stating she last logged in on Monday, 10/02/2023 at 01:08 PM. The right column is titled 'Complete Your Registration' and contains a teal box with instructions. The instructions state that the user's ID is not associated with a taxpayer account and provide two options: 'Administrators' and 'Users'. The 'Administrators' option is highlighted with a red box and includes the text 'register as an administrator', where 'register as an' is also highlighted with a red box. The 'Users' option instructs the user to provide their User ID and confirmation number to the taxpayer's administrator.

Welcome, Jane
You last logged in on
Monday, 10/02/2023 01:08 PM

Complete Your Registration

Your User ID has not been associated with a taxpayer account. To complete your registration, choose from the options below:

Administrators - If you are going to manage the online account of an entity or individual taxpayer, **register as an administrator**.

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.



Request Administrator Access

Select the radio button to request **Administrator** access to your Maryland tax accounts then click **Next**.

The screenshot shows a web interface for requesting administrator access. At the top, there is a navigation bar with a menu icon, a notification bell, a share icon, a 'Translate' button, and a search bar. Below this is a teal header with links for 'Home', 'Edit Personal Info', and 'Secure Message Center'. A breadcrumb trail shows 'Home / Add Taxpayer'. The main content area starts with the instruction 'Select one of the options below' and a progress bar at 0%. A teal callout box contains the text: 'Click the I am requesting Administrator access to my Business tax account(s) radiobutton and then click Next.' Below this, there are two radio button options. The first option, 'I am requesting Administrator access to my tax account(s)', is selected and highlighted with a red box. The second option is 'I am requesting Administrator access to my Business tax account(s)'. At the bottom, there are three buttons: 'Back' (blue), 'Cancel' (red), and 'Next' (blue), with the 'Next' button also highlighted by a red box.



Add Authorized Taxpayer

Provide information for entity you are requesting administrative access for. Refer to your PIN notice for entity **ID Type**, **ID number** and **Ten-digit PIN**. Complete required fields 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:

* Account ID:

* PIN:




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.



Authorized Taxpayer-Confirmation

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

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

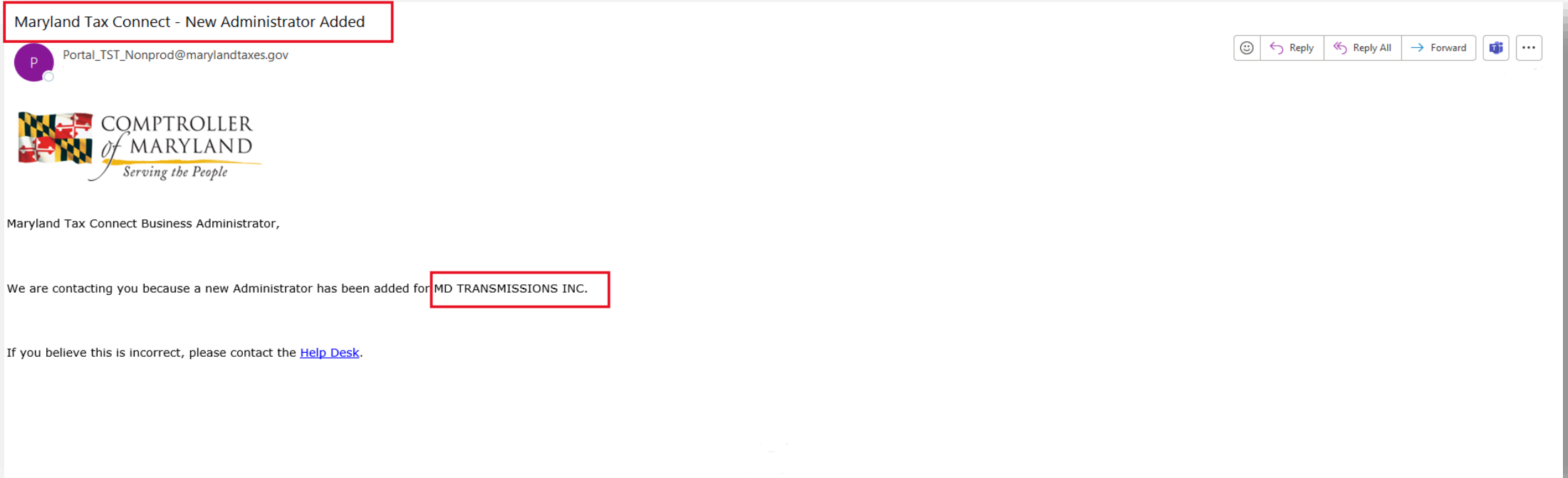
Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).

[Log In](#)



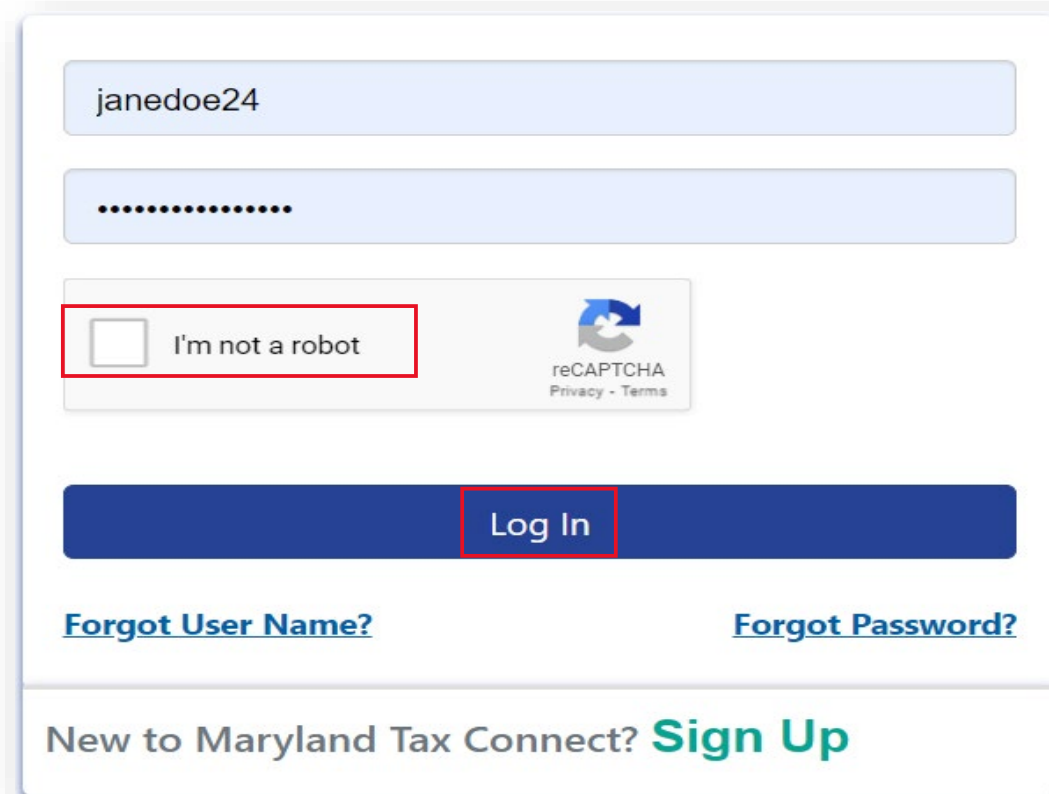
New Administrator Added Email

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