

eBooks Guide for All Users

The screenshot shows the Maryland Taxes Online Services website. The header features the Comptroller of Maryland logo and the title "Maryland Taxes Online Services". A navigation bar includes links for Maryland Taxes, Maryland Money, Comptroller of Maryland, Media Services, Online Services, Search, and Home. The user status is "NOT LOGGED IN".

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - Main Menu

If you are locked out of eBooks, the application will unlock for you automatically in 15 minutes. Thank you.

Welcome to the General Accounting Division's eBooks Service!

eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date.

The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center.

Sign In to the Service Center

User Name:

Password:

[Register](#) [Forgot Password?](#)

Online Services

- UploadIT**
This service allows state employees to upload R*STARS transmittals for payment processing.

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Introduction

eBooks is an online service center provided by the General Accounting Division that will allow state agencies who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment.

The eBooks Service is available 24 hours a day, 7 days a week, from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to **log off**, using the menu on the left, once you are ready to leave the service center.

Features for Users

Basic Users

- View and activate your own authorizations
- Upload transmittals for the batch agencies for which you are authorized
- Review upload activity reports for the transmittals you have uploaded and for batch agencies for which you are authorized

Master Users

- Can grant/suspend access for Basic users for your authorized batch agencies
- Upload transmittals for your authorized batch agencies
- Review activity reports for agency users and your authorized batch agencies

Super Users

- Can add Master or Basic users for your authorized batch agencies
- Upgrade Basic Users to Master Users for your authorized batch agencies
- Grant/suspend agency Master or Basic Users for your authorized batch agencies
- Upload transmittals for the batch agencies for which you are authorized
- Review upload activity reports for your agency users and for your authorized batch agencies

Note: Master and Super users at financial agencies, **without** specific authorization to the subordinate batch agencies, will be able to manage user authorizations, and view reports in UploadIT for all subordinate batch agency users, but may only upload transmittals for subordinate batch agencies for which you are specifically authorized.

Important Notes

- Login attempts with your username and password will only be allowed 3 times within 15 minutes. Exceeding 3 attempts within the timeframe will cause your account to be locked out for 15 minutes.
- Your session will time out after 20 minutes of inactivity.
- PINs and temporary passwords expire after 72 hours.
- Your password must not be the same as your User ID, first name, last name, or email ID, be a minimum of 8 characters, may not contain leading/trailing blanks, and must contain 1 special character (_ { } [] . , ? / + = * & ! \$ @ () : ' -), and 1 number.
- The last 10 passwords may not be reused, and passwords may not be changed more frequently than every 2 days.
- New passwords may not differ from the previous password by changing or adding only 1 character, or to contain the last password.
- You will be prompted to change your password every 90 days.
- Temporary and expired passwords must be changed prior to any other system activity.

New User Registration

Please note: When you are transferring to another agency, please do not create a new eBooks registration! You can use your old username and password, and GADEBOOKS will provide you with your new authorizations. To update your new contact information, see instructions under How to Update Registration.

Navigate to the eBooks Services web application located at
<https://interactive.marylandtaxes.com/cservices/ebooks/default.aspx>

- Click **Register** to set up your access to eBooks.

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eBooks Services • eBooks Main Menu • UploadIT Main Menu • Contact Us	eBooks Services - Main Menu If you are locked out of eBooks, the application will unlock for you automatically in 15 minutes. Thank you. Welcome to the General Accounting Division's eBooks Service! eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date. The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center. Online Services • UploadIT This service allows state employees to upload R*STARS transmittals for payment processing.
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SIGN IN TO THE SERVICE CENTER

User Name:

Password:

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- Fill out all required fields marked with a red asterisk (*).

NOT LOGGED IN

eBooks Services • eBooks Main Menu • UploadIT Main Menu • Contact Us	eBooks Services - User Registration * Denotes required field. Basic Information First Name * Middle Name Last Name * Address and Contact Information Email * Confirm Email * Country * United States of America State or Province * Address Line 1 * Please enter your apartment number, floor, P.O. box, etc. on the second line of your address. Address Line 2 City * Zip Code * *****-01 *****-0000 Phone Number * ***** Phone Extension
---	---

Login Information

User Name *
User name must be between 5 and 30 characters. It can include letters, numbers and the following special characters:
_(!),.,/?+=*&!;@\$(~)

Password *
Passwords must be between 8 and 12 characters and must contain at least one (1) capital letter and one (1) numeral. Passwords may contain letters, numbers and the following special characters: _(!)([]),.,/?+=*&!;@\$(~)

Confirm Password *

Security Questions
If you forget your password, you will be asked to answer your security questions to prove your identity.

Security Question 1 *
Answer *

Confirm Answer *

Security Question 2 *
Answer *

Confirm Answer *

Security Question 3 *
Answer *

Confirm Answer *

Terms and Conditions

TERMS AND CONDITIONS
AGREEMENT BETWEEN USER AND THE COMPTROLLER OF MARYLAND

The Comptroller of Maryland Web Site is comprised of various Web applications and Web pages. The PServices application is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the PServices application constitutes your agreement to all such terms, conditions, and notices.

☐ View our [Privacy Policy](#).

* ☐ Check here if you agree to the above Terms and Conditions.

Cancel Submit

- You are required to type your email address twice. If they don't match exactly, you will receive an error message.
- Security Question 1 has a drop down with preloaded questions. For Security Questions 2 and 3, you must create both the questions and answers. There is no drop down.
- When you are finished filling out the registration information, click to agree to the terms and conditions box.
- Click **Submit**.
- If you do not fill in all the required fields, you will receive an **error** prompt to do so before you can proceed.
- When your registration is complete, you will get a message that your registration was successful, and a new registration has been created.

NOT LOGGED IN

eBooks Services • eBooks Main Menu • UploadIT Main Menu • Contact Us Accounting Services • State Agency Accounting • Vendor Accounting • General Accounting Division	eBooks Services - Main Menu 🔔 The new registration has been created. Welcome to the General Accounting Division's eBooks Service! eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date. The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center. Online Services • UploadIT This service allows state employees to upload R*STARS transmittals for payment processing.
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SIGN IN TO THE SERVICE CENTER

User Name:

Password:

Submit

[Register](#) [Forgot Password?](#)

How to Log into eBooks

- To log in enter the username and password you just created and click **Submit**.
- After you have entered your credentials and submitted, you will get a prompt that you have logged in successfully.
- You can now view your authorizations, upload and submit transmittals for your agency.

How to Update Registration

- Click Update Registration on the left menu under My eBooks Account.

eBooks Services • eBooks Main Menu • UploadIT Main Menu • Contact Us My eBooks Account • Update Registration • Update Security Questions • Update Password • Log Off Accounting Services • State Agency Accounting • Vendor Accounting • General Accounting Division	eBooks Services - Main Menu 🔔 Log in successful. If you are locked out of eBooks, the application will unlock for you automatically in 15 minutes. Thank you. Welcome to the General Accounting Division's eBooks Service! eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date. The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center. Online Services • UploadIT This service allows state employees to upload R*STARS transmittals for payment processing.
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- The Update User Registration page will open. Here you can update all your contact information, including: email address, work address, city, state and zip, and your work phone number.
- Click **Submit** when you are done.

eBooks Services - Update User Registration

If you are locked out of eBooks, the application will unlock for you automatically in 15 minutes. Thank you.

** Denotes required field.*

Identify Yourself

Current Password *

Basic Information

User ID 6

User Name cshriner

First Name *

Middle Name

Last Name *

Address and Contact Information

Email *

Confirm Email *

Country * United States of America

State or Province * MD

Address Line 1 *

Please enter your apartment number, floor, P O box, etc. on the second line of your address.

Address Line 2

City * Annapolis

Zip Code * 21411

Phone Number *

Phone Extension

Reset Submit

How to View Authorizations

- Navigate to the bottom of the page under Online services
- Click on **UploadIT** link OR navigate to the eBooks Services menu on the upper left and click on **UploadIT Main Menu**.

USERNAME: LKARIUS01

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu**
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - Main Menu

Log in successful.

Welcome to the General Accounting Division's eBooks Service!

eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date.

The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center.

Online Services

- UploadIT**

This service allows state employees to upload R*STARS transmittals for payment processing.

- An extended menu opens on the left side of the page, under the section **UploadIT Services**
- Click on **My Authorizations** to view your authorizations.
- You will notice there are no authorizations when you first register. This is because you haven't been assigned any batch agency authorizations yet. To upload transmittals through eBooks, you first need to activate your authorization(s). Contact GADEBOOKS@marylandtaxes.gov to request an eBooks security form.

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USERNAME: LKARIUS01

eBooks Services

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- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
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- Log Off

UploadIT Services

- My Authorizations**
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

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eBooks Services - UploadIT - My Authorizations

Use this page to view the status of your permissions in UploadIT. If you need additional authorizations or modifications to your current authorizations, contact your UploadIT administrator.

Activated Authorizations

No results found.

Pending Authorizations

No results found.

How to Activate your Authorization Pin(s)

Note: To activate your authorization(s) you must contact GADEBOOKS@marylandtaxes.gov and request an eBooks security form. Once you submit a completed security form, you will receive back a four-digit PIN for each batch agency code you need. **PINs are only valid for 72 hours.**

- Click on **UploadIT Main Menu** and a more comprehensive menu will open on the left-hand side.
- Click on **My Authorizations** and you will see under **Pending Authorizations** your agency batch code(s) and role will be displayed.
- Enter the 4-digit PIN under **Activate Pin**, then click **Submit**.
- After the PIN activates, you will be able to submit transmittals immediately.

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eBooks Services - UploadIT - My Authorizations

Use this page to view the status of your permissions in UploadIT. If you need additional authorizations or modifications to your current authorizations, contact your UploadIT administrator.

Activated Authorizations

No results found.

Pending Authorizations

AGENCY	ROLE	BEGIN DATE	END DATE	EXPIRATION DATE	ACTIVATE PIN
J03	Basic	11/23/2016	--	11/26/2016 1:51:52 PM	4814 Submit

- Once you click Submit, you should receive a message that your authorization has been activated. If you are activating multiple batch agency codes, keep in mind that each code has its own unique PIN. Make sure to use the appropriate PIN for each agency code.

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eBooks Services - UploadIT - My Authorizations

☑ The authorization has been activated.

Use this page to view the status of your permissions in UploadIT. If you need additional authorizations or modifications to your current authorizations, contact your UploadIT administrator.

Activated Authorizations

AGENCY	ROLE	STATUS	BEGIN DATE	END DATE	MODIFIED DATE	MODIFIED BY
J03	Basic	Active	11/23/2016	--	11/23/2016 1:51:52 PM	GAD Admin

Pending Authorizations

No results found.

- You can return to the above screen at any time to see your Activated Authorizations or Pending Authorizations. All new authorizations can be found under Pending Authorizations.

How to Prepare to Upload Your Transmittals

Scanning Specifications

When submitting your transmittal PDFs, you need to have:

- One single PDF file for a single ARN (with all supporting invoice documentation)
- Scan at 300 DPI, black and white or grayscale images
- First page will be the Transmittal Cover Sheet
- Backup documentation for all invoices, scanned **in order of the documents** under the ARN
- All images should be scanned in portrait orientation

How to Upload Transmittals

- Click on the **Upload Transmittals** link on the left-hand menu under **UploadIT Services**.
- Type in the Archive Reference Number (ARN), and the total gross amount. (Don't use the \$ sign, just type in whole numbers and two decimal places).
- Verify information then Click **Submit**.

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eBooks Services - UploadIT - Upload Transmittal - Verify

* Denotes required field.

Verify Transmittal

Prior to uploading a file, please ensure that:

1. Your transmittal was entered in R*STARS.
2. The transmittal cover sheet is printed from R*STARS.
3. Any notes for GAD audit staff are written on the paper transmittal cover sheet.
4. The transmittal cover sheet has been signed by an authorized signature cardholder.
5. The transmittal cover sheet has been compiled with supporting documents and invoices, scanned and saved to an accessible location in .PDF format.

If your transmittal .PDF file is larger than 400MB, you may use a compression utility to generate a .ZIP file for upload. Files submitted in .ZIP format must also not exceed 200MB. If it does, please deliver your transmittal on paper or compact disk via mail or courier.

ARN # *

Total Gross Amount *

Include two decimal places, no currency signs. EX: 10.50.

Submit

- The **Upload File** screen pops up next, which allows you to attach an Exception to the ARN if needed.
- Click on the drop-down arrow to select the appropriate **Exception** (some exceptions will be automatically added depending on the agency and type of transmittal). Choosing an Exception is not necessary for regular transmittals.
 - *Expedites*: Only true, PRE-APPROVED Expedites should be submitted with this Exception. All Chessie and CCATS transmittals are automatically selected for expedited payment.
 - *Expense Reimbursement*: Use only with employee's expense reimbursement invoices or payments. (Needs to be separated from other payments)
 - *Small Business Reserve*: Only for vendor payments with SBR (Certified Small Business) designation.
 - *Lottery*: Only pre-approved expedited lottery payments for agency E75.
 - *Working Funds*: to replenish the working fund bank account/ to reimburse for WF expenditures. (Needs to be separated from other payments)

Exception**Transmittal File ***

PDFs ONLY! File name must contain ARN of the transmittal.

A dropdown menu with a blue header bar. The options listed are: Document Retained at AGY, Expedites, Expense Reimbursement, Scheduled Payments, Student Refunds, Small Business Reserve, Lottery, Working Funds, and DO NOT USE No Checks.

- Click **Choose File** to find the appropriate transmittal PDF on your computer.
- The name of the file you upload **must** begin with the ARN you are uploading. As seen below, the file name will show to the right of the Choose File button. Verify the information is correct.
- Click **Submit** to upload the file.

The screenshot shows the 'Upload File' section of the 'eBooks Services - UploadIT - Upload Transmittal - Upload File' page. The page has a navigation bar at the top with links: Maryland Taxes, Maryland's Money, Comptroller of Maryland, Media Services, Online Services, Search, and Home. The user's username is 'LKARIUS01'. On the left, there are three service categories: eBooks Services, My eBooks Account, and UploadIT Services. The main content area includes a note about GAD verification, an 'Exception' dropdown menu (set to 'Expedites'), a 'Transmittal File *' section with a 'Choose File' button (circled in red) and the filename 'J7017479 J03.pdf' (also circled in red), and a 'Submit' button (circled in red). A 'Cancel' button is also present. Red arrows point to the 'Expedites' dropdown, the 'Choose File' button, and the filename.

- When submitted, you will receive a message that the transmittal was successfully uploaded. It also provides you with a confirmation number for your records. You can make a note of your confirmation number if you wish.
- If you need to upload another transmittal, you can do so from this confirmation screen.

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eBooks Services - UploadIT - Upload Transmittal - Verify

The transmittal was successfully uploaded. Confirmation number: 5.

* Denotes required field.

Verify Transmittal

Prior to uploading a file, please ensure that:

1. Your transmittal was entered in R*STARS.
2. The transmittal cover sheet is printed from R*STARS.
3. Any notes for GAD audit staff are written on the paper transmittal cover sheet.
4. The transmittal cover sheet has been signed by an authorized signature cardholder.
5. The transmittal cover sheet has been compiled with supporting documents and invoices, scanned and saved to an accessible location in .PDF format.

If your transmittal .PDF file is larger than 400MB, you may use a compression utility to generate a .ZIP file for upload. Files submitted in .ZIP format must also not exceed 200MB. If it does, please deliver your transmittal on paper or compact disk via mail or courier.

ARN #

Total Gross Amount

Include two decimal places, no currency signs. EX: 10.50.

Submit

How to Resubmit or Send Corrected Transmittals

When uploading a transmittal that already exists in the system, UploadIT will notify you with the message **Duplicate Detected**. It then gives you two options: **Resubmit New ARN** or **Continue as Correction**.

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USERNAME: 32MATIP

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eBooks Services - UploadIT - Upload Transmittal - Duplicate Detected

Duplicate Detected

Your transmittal with ARN 17034237 already exists in UploadIT. If this is not correct, please resubmit with the proper ARN #.

If this is a correction or addendum, please continue to submit as a correction.

- Resubmit New ARN**
- Continue As Correction**

To Resubmit a New ARN

- Click on **Resubmit New ARN**, you will be directed back to the Upload Transmittal page to continue uploading transmittals.
- Enter a new ARN not previously uploaded and Total Gross Amount and click Submit.

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USERNAME: CSHRINER ME: CSHRINER

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eBooks Services - UploadIT - Upload Transmittal - Verify

The correction was successfully uploaded.

* Denotes required field.

Verify Transmittal

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3. Any notes for GAD audit staff are written on the paper transmittal cover sheet.
4. The transmittal cover sheet has been signed by an authorized signature cardholder.
5. The transmittal cover sheet has been compiled with supporting documents and invoices, scanned and saved to an accessible location in .PDF format.

If your transmittal .PDF file is larger than 400MB, you may use a compression utility to generate a .ZIP file for upload. Files submitted in .ZIP format must also not exceed 200MB. If it does, please deliver your transmittal on paper or compact disk via mail or courier.

ARN # *

Total Gross Amount *

Include two decimal places, no currency signs. EX: 10.50.

Submit

To Continue as Correction

- Click on **Continue as Correction** if you need to upload a corrected PDF for that ARN again. The system will notify you that the file you upload will be a correction or addendum to the original ARN. The corrected transmittal will inherit the Exception of the original transmittal.
- Click the **Choose File** button and select the file you wish to upload, make sure the file name begins with the ARN, and click **Submit**.

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USERNAME: CSHRINER

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eBooks Services - UploadIT - Upload Transmittal - Upload Correction

* Denotes required field.

Upload Correction

This file will be uploaded as a correction or addendum to ARN 16000029.

Transmittal File * 16000029_correction.pdf

File name must contain ARN of the transmittal. .TIFF, .PDF, .ZIP. Max File Size: 400 MB. Max ZIP Size: 400 MB.

Cancel **Submit**

- You will get a message that the correction was successfully uploaded.

How To View Upload Reports

When you are done uploading your transmittals, the system allows you to view all transmittals uploaded. This lets you make sure your file was uploaded.

- Under **UploadIT Services**, select **View Upload Reports**.
- To view an uploaded report, you must select at least one search criteria.

Options for Report Criteria

- **ARN #** – you can search by entering a specific ARN #. Enter the ARN number you would like to search for and click **Submit**.

- **Upload Date** - You can specify an exact date and time when you want to start and stop collecting transmittal upload search results. Click **From date**, enter the date in the text box or select a date from the calendar control. It is not necessary to select a specific hour from the drop-down list of hour increments, but you can, to further narrow the search. Do the same for **To date**. Click on **Submit** to view search results. The results are shown at the bottom of the page.

eBooks Services - UploadIT - View Report

Report Criteria

You must include at least one form of search criteria.

ARN #

Upload Date

From (mm/dd/yyyy)

To (mm/dd/yyyy)

First Name

Last Name

eBooks User ID

Agency Code(s)

Available Agencies

Search Items

Search Results

UPLOAD DATE	ARN	EXCEPTION	AGY	GROSS TOT	CONFIRM #	USER ID	FIRST NAME	LAST NAME
2/10/2017 12:33:50 PM	J7019787	Expedites	J03	\$2,968.85	66	7	Loris	Karius
2/10/2017 12:30:47 PM	J7019698		J03	\$79,076.37	65	7	Loris	Karius
2/6/2017 3:08:31 PM	J7019692		J03	\$13.00	42	7	Loris	Karius
12/19/2016 3:10:46 PM	J7018503		J03	\$1,000.00	16	7	Loris	Karius
11/23/2016 2:11:43 PM	J7017479	Expedites	J03	\$384,572.48	5	7	Loris	Karius

- Agency Code** – you can use a batch agency code to search for transmittals you have uploaded for a particular agency or agencies. Select the agency code(s) you wish to add in the **Available Agencies** column, click the **arrow** ► to add the agency to the search items column, then click **Submit**.
Note: The double arrow adds all Available Agencies, and the single arrow will add only the highlighted agency.
- The results will be sorted by Upload Date, most recent first. If you need to sort by something else, click on the column header you want to sort by. This example is sorted by AGY (Agency).

eBooks Services - UploadIT - View Report

Report Criteria
You must include at least one form of search criteria.

ARN #

Upload Date From (mm/dd/yyyy) To (mm/dd/yyyy)

First Name

Last Name

eBooks User ID

Agency Code(s) Available Agencies Search Items

Submit

Search Results

UPLOAD DATE	ARN	EXCEPTION	AGY	GROSS TOT	CONFIRM #	USER ID	FIRST NAME	LAST NAME
3/15/2017 2:49:28 PM	17050440		N24	\$60.00	91	8	Nathaniel	Clyne
2/10/2017 2:17:55 PM	17043254		N24	\$28,801.74	76	8	Nathaniel	Clyne
2/10/2017 2:09:06 PM	17043813		N24	\$219,314.35	74	8	Nathaniel	Clyne
2/7/2017 3:05:21 PM	17036785	Expedites	N24	\$1,260.00	47	8	Nathaniel	Clyne
12/19/2016 3:33:00 PM	17032270		N24	\$1,911.87	19	8	Nathaniel	Clyne
12/19/2016 3:18:32 PM	17032015		N24	\$312,373.42	18	8	Nathaniel	Clyne
3/15/2017 3:00:39 PM	17046832	Chessie	N25	\$193,992.97	93	8	Nathaniel	Clyne
3/15/2017 2:51:40 PM	17050325	Chessie	N25	\$238,863.12	92	8	Nathaniel	Clyne
2/10/2017 2:11:35 PM	17043778	Chessie	N25	\$247,967.48	75	8	Nathaniel	Clyne
2/7/2017 2:59:30 PM	17036935	Chessie	N25	\$226,602.44	46	8	Nathaniel	Clyne
12/22/2016 12:37:31 PM	17031186	Chessie	N25	\$250,514.68	32	8	Nathaniel	Clyne

Session Time Out

If you have been idle for more than 20 minutes, your session will time out.

- When your session is timed out you get a message as shown below.
- Enter your username and password to log back in.

NOT LOGGED IN

eBooks Services - Main Menu

Your previous session has expired.

Welcome to the General Accounting Division's eBooks Service!

eBooks is an online service center for the General Accounting Division that will allow GAD customers who have registered for an eBooks account to use the UploadIT service to upload R*STARS invoice transmittals for audit approval and payment. Additional services will be available at a later date.

The eBooks Service is available 24 hours a day, 7 days a week from any home, office or public access point. However, information may not be available during times of system maintenance. For security purposes, please remember to log off, using the menu on the left, once you are ready to leave the service center.

Online Services

- **UploadIT**
This service allows state employees to upload R*STARS transmittals for payment processing.

SIGN IN TO THE SERVICE CENTER

User Name:

Password:

Submit

[Register](#) [Forgot Password?](#)

Logging off eBooks

After uploading transmittals and viewing reports, you should log off the system if you are finished.

- Navigate to the left-hand side of the page, click **Log Off**.

The screenshot shows the 'eBooks Services - UploadIT - View Report' interface. On the left, a sidebar contains three main sections: 'eBooks Services' (with links to Main Menu, UploadIT Main Menu, and Contact Us), 'My eBooks Account' (with links to Update Registration, Update Security Questions, Update Password, and **Log Off**), and 'UploadIT Services' (with links to My Authorizations, Manage Authorizations, Upload Transmittals, and View Upload Reports). The 'Log Off' link is highlighted with a red rectangle. The main content area is titled 'Report Criteria' and includes a note: 'You must include at least one form of search criteria.' Below this are input fields for 'ARN #', 'Upload Date' (with 'From' and 'To' date pickers), 'First Name', 'Last Name', 'eBooks User ID', and 'Agency Code(s)'. The 'Agency Code(s)' field features two lists: 'Available Agencies' and 'Search Items' (containing N24 and N25), with navigation arrows between them. A 'Submit' button is located at the bottom right of the form area.

Additional Information for Master and Super Users

This section is applicable only to users whose role is Master or Super.

How to Add New Authorizations

To add a new authorization for your agency, the user you wish to add **must already** be registered in the system. Once the user is registered, you can add a new authorization for your agency. (This example is of a new user with no authorizations).

- Go to **Manage Authorizations** and click on **Add New User Agency** at the top.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations**
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - Search Authorizations

[Add New User Agency](#)

Super and Master users may use this tool to find and manage permissions of agency users in UploadIT. You will only be able to search for authorized users within agencies for which you are authorized to manage.

Search Criteria

You must include at least one form of search criteria.

eBooks User ID

First Name

Last Name

Agency Code(s)

Available Agencies: J04

Search Items:

User Role

☐ Basic ☐ Master ☐ Super

Submit

Results List

To add a new agency user, you will need to fill out all required field under **User Information**.

- **eBooks User ID** – an eBooks User ID is assigned to each user when they register in the system. Your user can find this number under their **Update Registration** section. Their User ID will be the first thing listed under **Basic Information**. You can also contact GADEBOOKS@marylandtaxes.gov to get their User ID.
- **Last Name** – enter the last name of the user you're trying to authorize.
- **Agency** – select your agency three-digit code. The available agencies will be listed in the drop-down box.
- Click **Submit**.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - New Agency User

Before authorizing a new user to upload transmittals, even if they already have authorization to upload for other state agencies, you are required to positively identify them per your agency's business process for determining the identity of system users.

* Denotes required field.

User Information

eBooks User ID *

Last Name *

Agency Code(s) *

Cancel **Submit**

- The user has been added to your agency. Now you can give the user an authorization so they can start uploading transmittals. Click on **Add New Authorization** at the top.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
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Accounting Services

- State Agency Accounting
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- General Accounting Division

eBooks Services - UploadIT - View Agency User

[Add New Authorization](#)

A user may have multiple roles at a single agency. In order to allow users to fill in for one another for defined periods of time. If a user has concurrent effective dates for an agency, then the authorization with the highest authority determines the user's rights during that time.

User Information

eBooks User ID	24
Status	Active
First Name	Daniel
Last Name	Sturridge
Email	dsturridge@livfc.com
Agency	J04 - MOTOR VEHICLE ADMINISTRATION

Activated Authorizations

No results found.

Pending Authorizations

No results found.

- Select the **Role** (Basic is the most common), **Begin Date** (Current date), and End Date (if the access is temporary). If you leave the End Date blank, the access will be indefinite. Click **Submit**.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: JAMES_MILNER

eBooks Services

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- UploadIT Main Menu
- Contact Us

My eBooks Account

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- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - New Authorization

Before creating user authorizations, you are required to positively identify the agency user, per your agency's business process for determining the identity of system users.

User Information

eBooks User ID	24
First Name	Daniel
Last Name	Sturridge
Agency Code(s)	J04 - MOTOR VEHICLE ADMINISTRATION

* Denotes required field.

Authorization Information

Role *	Basic ▼
Begin Date *	01/30/2017 (mm/dd/yyyy)
End Date	(mm/dd/yyyy)

[Cancel](#) [Submit](#)

- The system will generate a PIN. The PIN needs to be communicated directly to the user, according to your agency's business process.

- **Note:** PINs are **only valid for 72 hours**. Click on **View User Agency** to make sure the user was added. The user's **Status** will appear as **Active – Pending**.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
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- Log Off

UploadIT Services

- My Authorizations
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Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Authorization

🔒 The authorization was created. The new pin is 6653.

[View User Agency](#) | [Edit](#) | [Promote](#) | [New Pin](#)

User Information	
eBooks User ID	24
First Name	Daniel
Last Name	Stumridge
Email	dstumridge@livfc.com
Agency	J04 - MOTOR VEHICLE ADMINISTRATION
Authorization Information	
Role	Basic
Status	Active - Pending
Duration	1/30/2017 - N/A
Creation Date	1/29/2017 3:04:38 PM
Created By	james_milner
Update Date	1/29/2017 3:04:38 PM
Updated By	james_milner
Pin Expiration Date	2/1/2017 3:04:38 PM
Pin Activation Date	Unactivated

- Under **Pending Authorizations**, you will notice the authorization is pending, meaning the user has not activated the authorization yet.
- If the user misplaces the PIN, or it has been more than 72 hours and the user didn't activate their PIN, you can generate a **New Pin** from this screen by selecting new PIN.

Maryland Taxes Maryland's Money Comptroller of Maryland Media Services Online Services Search Home

USERNAME: JAMES_MILNER

eBooks Services

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- UploadIT Main Menu
- Contact Us

My eBooks Account

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- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Agency User

[Add New Authorization](#)

A user may have multiple roles at a single agency, in order to allow users to fill in for one another for defined periods of time. If a user has concurrent effective dates for an agency, then the authorization with the highest authority determines the user's rights during that time.

User Information

eBooks User ID 24
 Status **Active**
 First Name Daniel
 Last Name Sturridge
 Email dsturridge@livfc.com
 Agency J04 - MOTOR VEHICLE ADMINISTRATION

Activated Authorizations

No results found.

Pending Authorizations

ID	ROLE	BEGIN DATE	END DATE	EXPIRATION DATE	ACTIONS
43	BASIC	1/30/2017	--	2/1/2017 3:04:38 PM	View New Pin Edit

- The new generated PIN appears at the top of the page. The new PIN should be communicated directly to the user. The old PIN will no longer be valid.

Maryland Taxes Maryland's Money Comptroller of Maryland Media Services Online Services Search Home

USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
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- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Agency User

The new pin was successfully created. New pin: 6772.

[Add New Authorization](#)

A user may have multiple roles at a single agency, in order to allow users to fill in for one another for defined periods of time. If a user has concurrent effective dates for an agency, then the authorization with the highest authority determines the user's rights during that time.

User Information

eBooks User ID 24
 Status **Active**
 First Name Daniel
 Last Name Sturridge
 Email dsturridge@livfc.com
 Agency J04 - MOTOR VEHICLE ADMINISTRATION

Activated Authorizations

No results found.

Pending Authorizations

ID	ROLE	BEGIN DATE	END DATE	EXPIRATION DATE	ACTIONS
43	BASIC	1/30/2017	--	2/1/2017 3:04:38 PM	View New Pin Edit

- To see if the user has activated the authorization, you can go back to **Manage Authorizations**. Under **Search Criteria**, select your agency and then click **View** for that user.
- If the user's Status changes from **Active - Pending** to **Active**, the user has activated their PIN. The user is now able to upload transmittals for your agency.

How to Promote a User

If you need to promote a user, even temporarily, you can do that from the **Manage Authorizations** section.

- Navigate to the **UploadIT Services** section, click **Manage Authorizations**.
- Select your batch agency code and click on submit.
- Under the Results List, click on the **View** link for the user you want to promote.

eBooks Services - UploadIT - Search Authorizations

[Add New User Agency](#)

Super and Master users may use this tool to find and manage permissions of agency users in UploadIT. You will only be able to search for authorized users within agencies for which you are authorized to manage.

Search Criteria

You must include at least one form of search criteria.

eBooks User ID

First Name

Last Name

Agency Code(s)

User Role

☐ Basic ☐ Master ☐ Super

Submit

Results List

ID	LAST NAME	FIRST NAME	AGENCY	ROLE	STATUS	BEGIN DATE	END DATE	ACTIONS
9	Karius	Loris	J04	Basic	Active	12/1/2016	2/28/2017	View Edit
27	Origi	Divock	J04	Basic	Active	12/15/2016	N/A	View Edit

- To promote the user to **Master user**, click on **Promote** at the top of the page. (**Note:** Super users cannot demote users. Once a Basic user is promoted, they will have the Master user role until their access expires or is suspended. If the user needs to go back to the Basic role, you will need to contact GADEBOOKS@marylandtaxes.gov to reset it).

Maryland Taxes	Maryland's Money	Comptroller of Maryland	Media Services	Online Services	Search	Home
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USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Authorization

[View User Agency](#) | [Edit](#) | [Promote](#)

User Information

eBooks User ID: 20
First Name: Divock
Last Name: Origi
Email: dorigi@livfc.com
Agency: J04 - MOTOR VEHICLE ADMINISTRATION

Authorization Information

Role: Basic
Status: **Active**
Duration: 12/15/2016 - N/A
Creation Date: 12/15/2016 3:04:33 PM
Created By: james_milner
Update Date: 12/15/2016 3:04:33 PM
Updated By: james_milner

Pin Expiration Date: 12/18/2016 3:04:33 PM
Pin Activation Date: 12/15/2016 3:05:16 PM

- You will receive a message that the user was promoted.
- Check to make sure the user's role has changed, click on **View User Agency** to view details.
- The role should be shown as **Master**. Note: If this role is temporary, you can set an End Date by clicking on **Edit** to enter a set date and click **Submit**. The duration will be shown on the next page.

Maryland Taxes	Maryland's Money	Comptroller of Maryland	Media Services	Online Services	Search	Home
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USERNAME: JAMES_MILNER

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Agency User

[Add New Authorization](#)

A user may have multiple roles at a single agency, in order to allow users to fill in for one another for defined periods of time. If a user has concurrent effective dates for an agency, then the authorization with the highest authority determines the user's rights during that time.

User Information

eBooks User ID: 20
Status: **Active**
First Name: Divock
Last Name: Origi
Email: dorigi@livfc.com
Agency: J04 - MOTOR VEHICLE ADMINISTRATION

Activated Authorizations

ID	ROLE	STATUS	BEGIN DATE	END DATE	ACTIONS
42	Master	Active	12/15/2016	--	View Edit Promote

Pending Authorizations

No results found.

How to Suspend or Reactivate a User

Suspend User

- To **Suspend** and **Reactivate** users for your agency. Navigate to **Manage Authorizations** under UploadIT Services.
- Select your **agency code** and click **submit** to search for users in your agency. Click **Edit** for the user you are going to suspend or (re)activate.

eBooks Services - UploadIT - Search Authorizations

[Add New User Agency](#)

Super and Master users may use this tool to find and manage permissions of agency users in UploadIT. You will only be able to search for authorized users within agencies for which you are authorized to manage.

Search Criteria

You must include at least one form of search criteria.

eBooks User ID

First Name

Last Name

Agency Code(s)

Available Agencies:

Search Items: N00, N01, N02, N03, N04, N05, N06

User Role

☐ Basic ☐ Master ☐ Super

Submit

Results List

ID	LAST NAME	FIRST NAME	AGENCY	ROLE	STATUS	BEGIN DATE	END DATE	ACTIONS
1	Kensinger	Dawn	N00	Basic	Active	8/11/2016	N/A	View Edit
10	Clyne	Nathaniel	N24	Basic	Active	12/12/2016	N/A	View Edit

- To **Suspend** the user, select **Suspended** under the Status drop down box and click **Submit**. Even if the user has an End date, you can still suspend them prior to that date.

eBooks Services - UploadIT - Edit Authorization

Before modifying user authorizations, you are required to positively identify the agency user, per your agency's business process for determining the identity of system users.

User Information

eBooks User ID 8

First Name Nathaniel

Last Name Clyne

Agency Code(s) N24 - DEPARTMENT OF HUMAN RESOURCES

* Denotes required field.

Authorization Information

Role Basic

Begin Date * 12/12/2016 (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Status * **Suspended**

Cancel **Submit**

- The Status has been updated to **Suspended**. If this user tries to upload transmittals for this agency, they will receive an error message (*You are not authorized to upload a transmittal for this agency*). Example below.

eBooks Services - UploadIT - My Authorizations

Use this page to view the status of your permissions in UploadIT. If you need additional authorizations or modifications to your current authorizations, contact your UploadIT administrator.

Activated Authorizations

AGENCY	ROLE	STATUS	BEGIN DATE	END DATE	MODIFIED DATE	MODIFIED BY
N24	Basic	Suspended	12/12/2016	--	2/1/2017 12:58:04 PM	sadiomane19
N25	Master	Active	12/22/2016	--	12/22/2016 12:36:02 PM	GAD Admin

eBooks Services - UploadIT - Upload Transmittal - Verify

You are not authorized to upload a transmittal for this agency.

* Denotes required field.

Verify Transmittal

Prior to uploading a file, please ensure that:

Reactivate User

- To **Reactivate** a user, follow the same *steps as above, but instead*, in the **Status** drop down menu, select **Active** and click Submit. You can also add an End date if the access is temporary.

Maryland Taxes | Maryland's Money | Comptroller of Maryland | Media Services | Online Services | Search | Home

USERNAME: SADIOMANE19

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - Edit Authorization

Before modifying user authorizations, you are required to positively identify the agency user, per your agency's business process for determining the identity of system users.

User Information

eBooks User ID: 8
 First Name: Nathaniel
 Last Name: Clyne
 Agency Code(s): N24 - DEPARTMENT OF HUMAN RESOURCES

* Denotes required field.

Authorization Information

Role: Basic
 Begin Date: 12/12/2016 (mm/dd/yyyy)
 End Date: (mm/dd/yyyy)
 Status: **Active**

Cancel Submit

- The user's Status is now **Active**. The user should be able to upload transmittals for this batch agency again.

Maryland Taxes	Maryland's Money	Comptroller of Maryland	Media Services	Online Services	Search	Home
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USERNAME: SADIOMANE19

eBooks Services

- eBooks Main Menu
- UploadIT Main Menu
- Contact Us

My eBooks Account

- Update Registration
- Update Security Questions
- Update Password
- Log Off

UploadIT Services

- My Authorizations
- Manage Authorizations
- Upload Transmittals
- View Upload Reports

Accounting Services

- State Agency Accounting
- Vendor Accounting
- General Accounting Division

eBooks Services - UploadIT - View Authorization

 The authorization was successfully updated.
 [View User Agency](#) | [Edit/Promote](#)

User Information	
eBooks User ID	8
First Name	Nathaniel
Last Name	Clyne
Email	nclyne@livfc.com
Agency	N24 - DEPARTMENT OF HUMAN RESOURCES
Authorization Information	
Role	Basic
Status	Active
Duration	12/12/2016 - N/A
Creation Date	12/12/2016 12:19:11 PM
Created By	COMP\CSHRINER-BOBBICK
Update Date	2/1/2017 1:24:32 PM
Updated By	sadiomane19
Pin Expiration Date	12/15/2016 12:19:11 PM
Pin Activation Date	12/12/2016 12:19:21 PM

Contact Information

If you have questions or need assistance with eBooks:

Email (preferred): GADEBOOKS@marylandtaxes.gov

Phone: (410) 260-7814 (state agencies only)