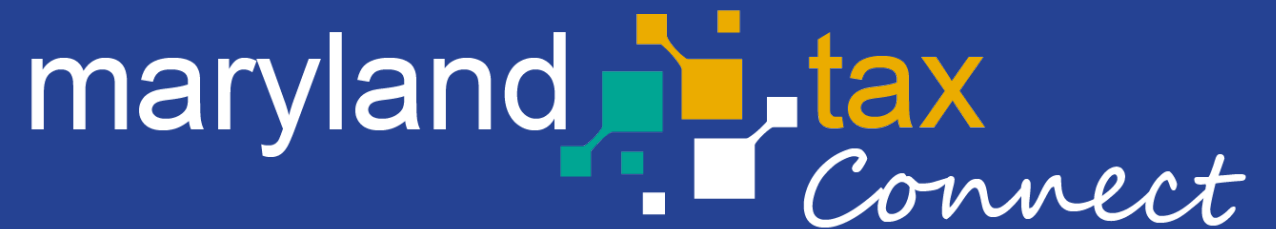# Maryland Tax Connect

Government User Registration Guide

maryland tax Connect

Government User

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

To access all portal functionality, you must register for a separate Maryland Tax Connect account, which will enable you to view and manage your tax records.

Register For a Maryland Tax Connect Account

On the Portal homepage select either **Sign-up** or **Register as a Government** from the Quick Links box.

Select a New User Signup Option

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

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)
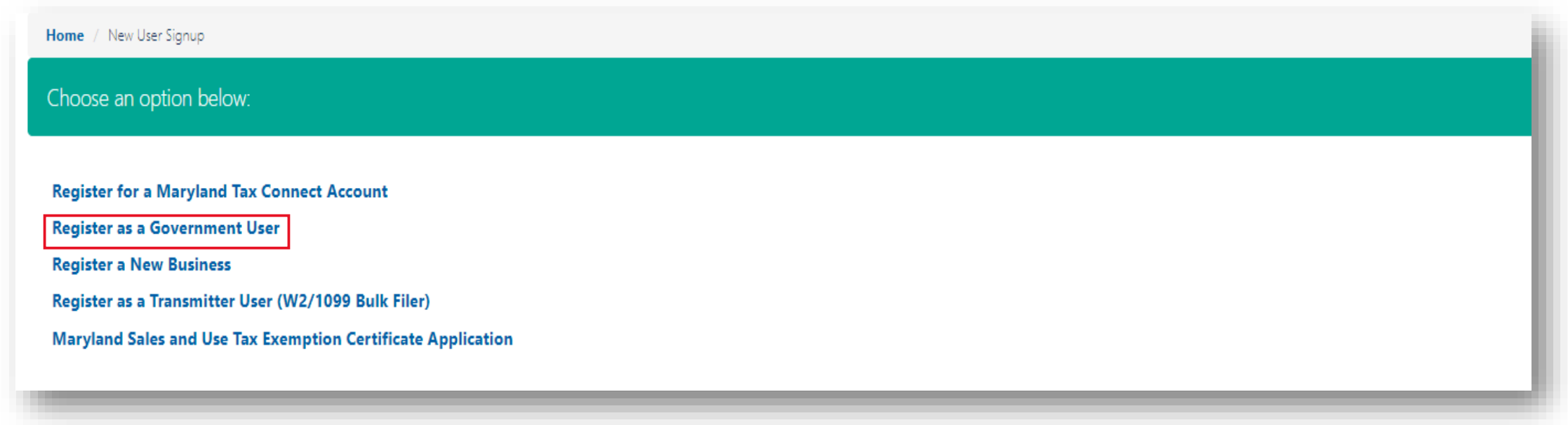
Maryland Sales and Use Tax Exemption Certificate Application

Government User Usage Terms

Maryland Tax Connect Users must agree to the Portal Terms of Use. Review and select the checkbox stating you agree to the Terms & Conditions. check the **"I'm not a robot"** box and complete reCAPTCHA. Then click **next** to continue.

User Information

Personal data is required to track your documents and to receive electronic communications. Complete all mandatory fields, then click **Next** to continue.

Register for Secure Services
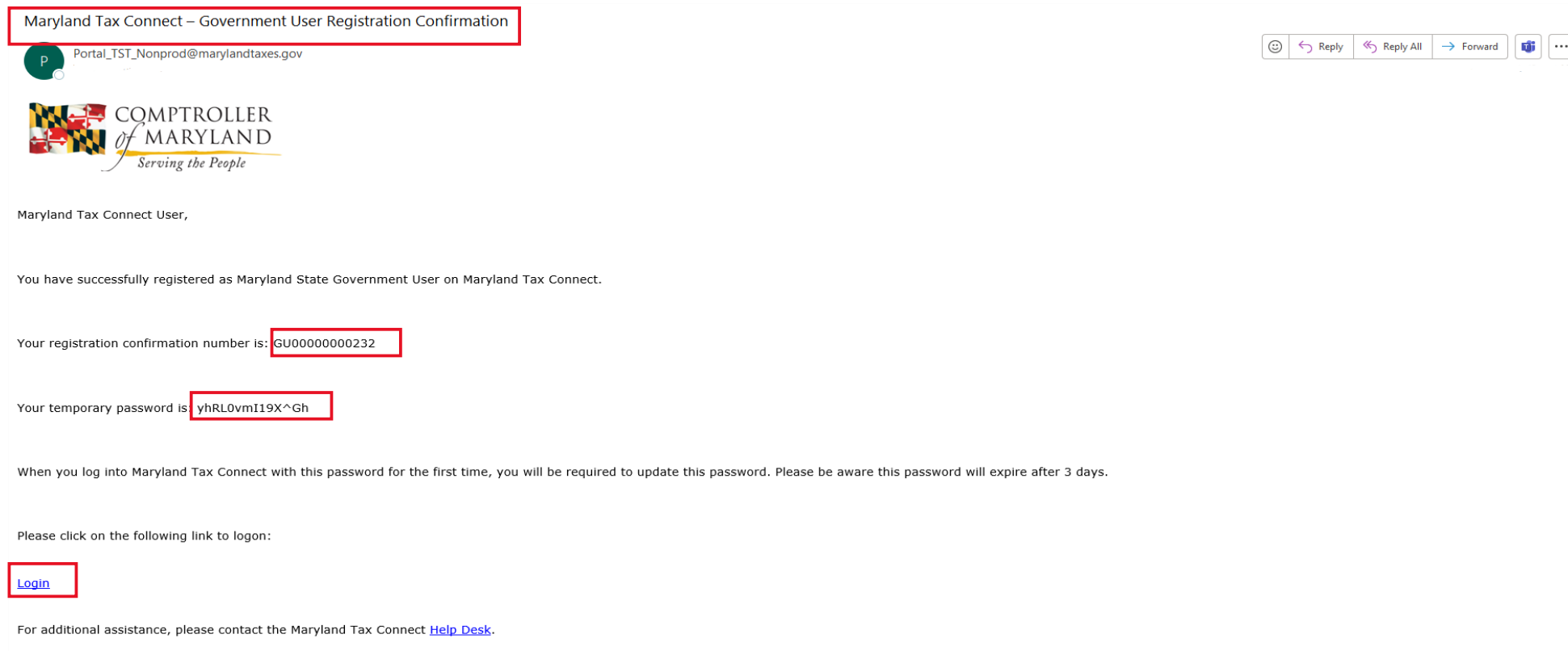
Click **Yes** to acknowledge that you are registering as **Government User**. Otherwise select **No** to return to previous page.

Registration Confirmation

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

Government User Registration 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

Maryland Tax Connect-Home Page

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

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.

Change Password

Enter the temporary password from the email into **Current field** and then create a new password that meets the 14-character requirements. Click **Save** and continue to next page.

Change Password ⑦

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
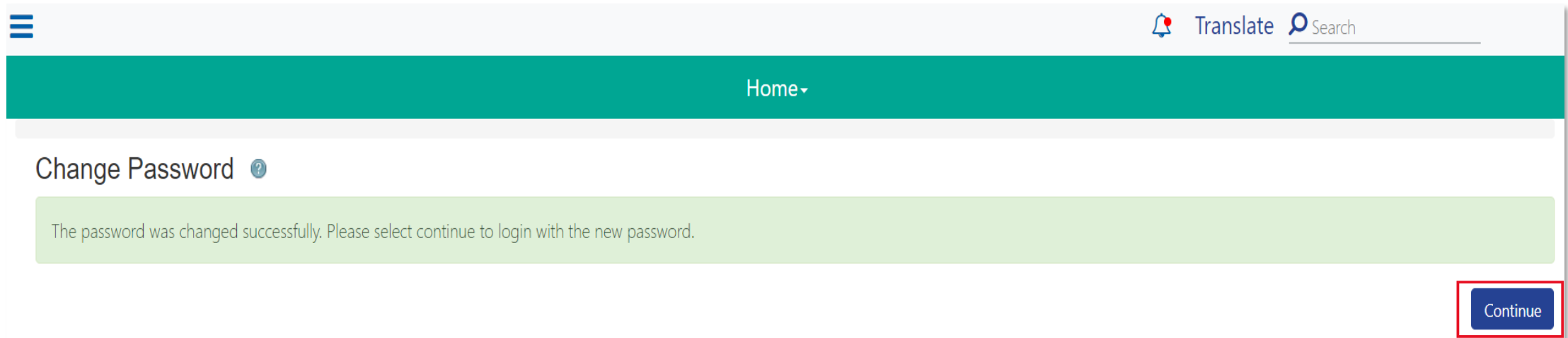
* Confirm New Password

Save

Password Update Confirmation

After your have successfully changed your password, you will be redirected to the following page. Click **continue** to complete your new user registration steps.

Password Updated Email

After successfully changing your temporary password, you will receive an acknowledgement email.
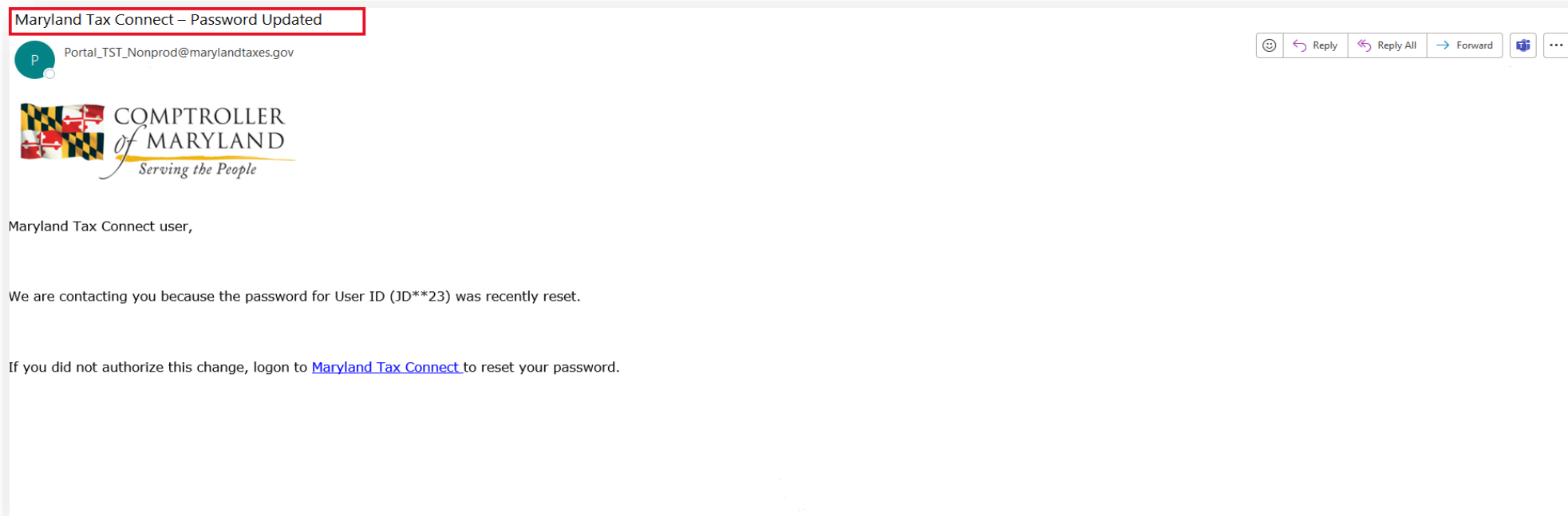
New Account Sign-In

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

Multi-Factor Authentication (MFA)

After every sign-in you will be prompted to enter a one-time use temporary passcode. Retrieve **passcode** from email, check the **"I'm not a robot"** box and complete reCAPTCHA. Then select **Verify** to continue.

MFA One Time Passcode Email

Enter one-time passcode into MFA page. Then click **Verify** to continue.
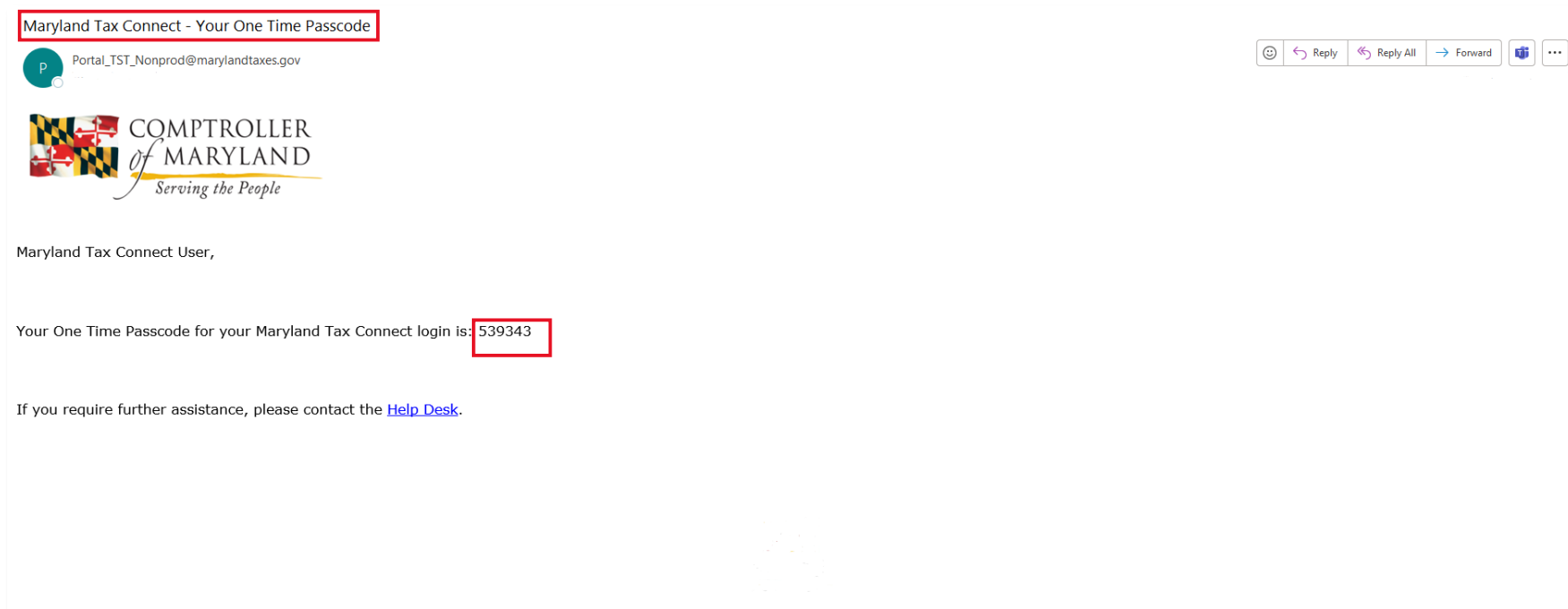
Monitoring and Privacy Warning

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

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

Government User-Home Page

Once you have completed the registration steps you will be redirected to this page. Review **Authorization information** and follow additional steps to activate your Account.

Authorization Information

The subsequent pages outline additional steps to activate your Government User Account. All applicants are required to complete the **Governmental User Access request form.**

A Customer Service Representative (CSR) will complete the account setup. You will receive an email notification once your account is activated. The email will come from MTCGovAccess@Marylandtaxes.gov. If you do not receive an email after **72 hours**, send an email to the same address and include your contact info, confirmation number and user-id.

Once an authorization email is received, log back into Maryland Tax Connect and access your **Government User Account page**.

User Profile Updated Email

Once access has been granted by the CSR the Government User will receive a Confirmation email- **User Profile Updated**. Return to the **Maryland Tax Connect** Homepage to initiate a Tax Clearance check.
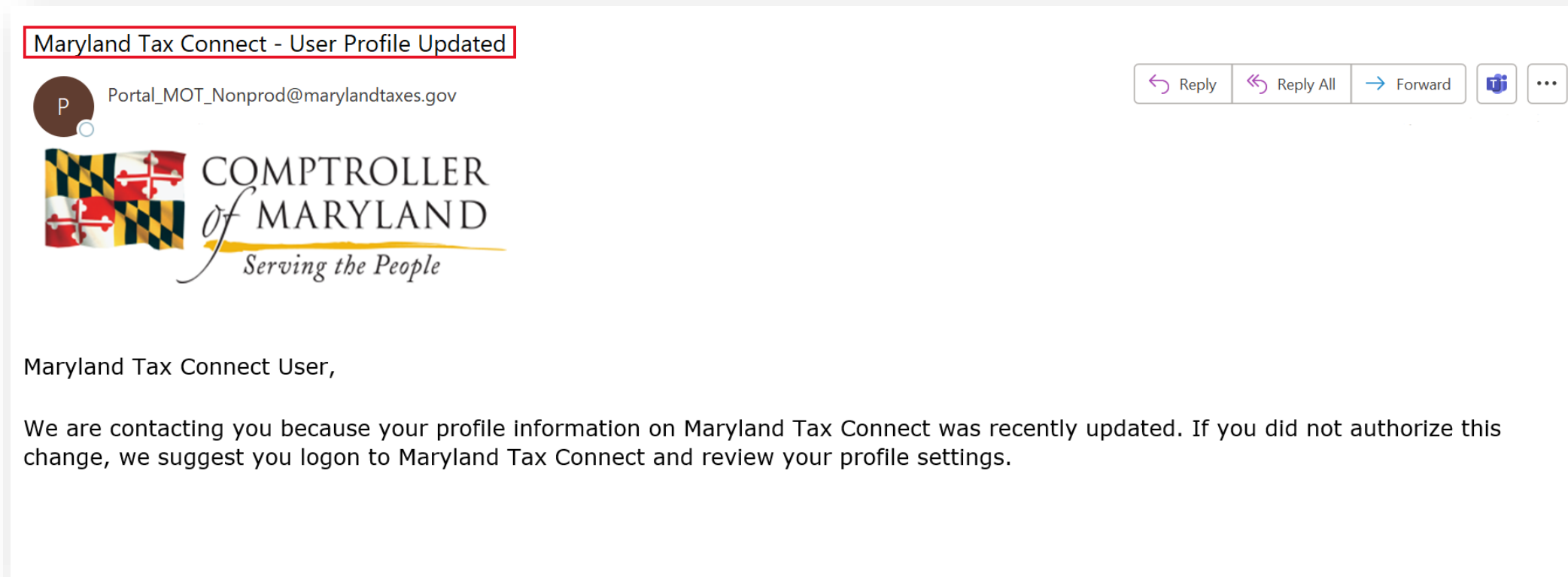
New Account Sign-In

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

Government User Account-Home Page

Home Screen will now display Contact Information and Agency Information. Users will select **Compliance Check** to conduct a tax clearance check.

Home   Edit Profile Information   Compliance Check

Welcome, Tim

You last logged in on
Tuesday, 01/30/2024 01:35 PM

Contact Information

Tim Doe
PORTALTEST@marylandtaxes.gov
GU00000001757

Agency Information

CONSUMABLE GRAVEL
8200 OWENS WAY
BRANDYWINE, MD 20613
UNITED STATES

Expiration Date:
No Expiration

Tax Clearance Request

Government User will complete required fields for the Agency they are conducting a **Tax Clearance Request** for and select a **Compliance Check Type** from the drop-down options.

Compliance Status

Government User will select **Check Compliance** to populate results. **Example one**: Board of Public Works (BPW) check with **Control Number** and **Compliant Status**.

Compliance Status

Government User will select **Check Compliance** to populate results. **Example two**: Alcohol Tobacco and Cannabis Commission (ATCC) check with **Non-Compliant Status.**

Home   Edit Profile Information   Compliance Check

Tax Clearance Request ❓

* indicates required field

Enter the required information and click Check Compliance.

* Taxpayer ID Type   FEIN

* Taxpayer ID   82-2270102

* Compliance Check Type   ATCC FIELD ENFORCEMENT

Check Compliance   Clear

Taxpayer Name   STEVE CORRESPONDENCE
Compliance Status   Taxpayer is non-compliant.

WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered as a Government User
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.