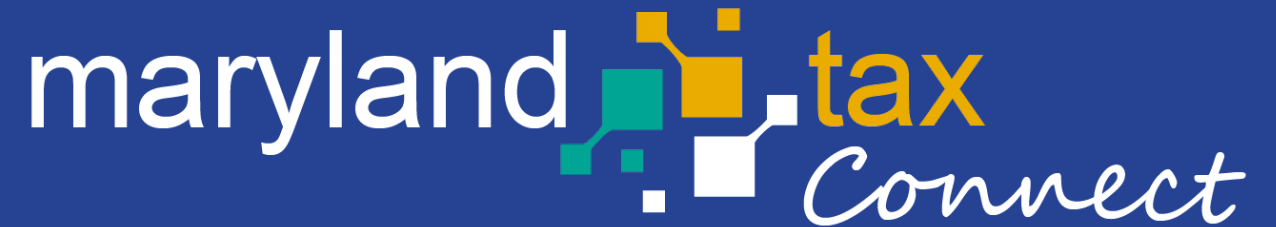


# Maryland Tax Connect

## Transmitter User Registration Guide

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# Transmitter User

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The following pages outline the steps for registering as a Transmitter User on Maryland Tax Connect portal. Transmitter Users can use the Maryland Tax Connect portal to bulk file W2 and 1099 .txt files and zipped .txt files that are in the Employer Maryland W2/1099 Instructions and Specifications format and when have Maryland employer withholding accounts not accessible via the Maryland Tax Connect Account.

You do not need a Maryland Tax Connect Account to register as a Transmitter User.

Although the bulk file option of W2/1099 .txt files is also available with a Maryland Tax Connect account, you can only bulk file for Maryland withholding account(s) in which you have access or been granted access as an authorized user.



# Register As A Transmitter User

On the Portal homepage select either **Sign up** or **Register as a Transmitter User** from the quick links box.

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

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

## QUICK LINKS

- Where's My Refund
- Register a Business in MD
- Register as a Government User
- Register as a Transmitter User
- Register for a Maryland Tax Connect Account



# Select a New User Signup Option

After selecting Signup, you will be redirected to the new user signup page. Choose **Register as a Transmitter 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](#)

[Maryland SUTEC Application](#)



# Portal Terms of Use

Review Page text and select [Maryland Employer Instructions and Specifications link](#) for additional instructions and Transmitter User requirements.

[Home](#) / Register Transmitter user

## Register for Secure Services

Agent/Representee(s) must register as a Maryland Tax Connect Transmitter User to transmit informational returns on behalf of their own company and/or for multiple EINs. A registered Transmitter User will be able to upload electronic W2/1099s text files via Maryland Tax Connect. If you are a bulk filer, filing for multiple companies, the registration requires you to have a bulk filer account (view help for contact info).

Employers/Payroll Providers can upload a text file or zipped file in the required EFW2 format. The data can contain W-2 and MW508 information for multiple employers. Reference the [Maryland Employer Instructions and Specifications](#) for additional upload requirements.

The Comptroller's Office reserves the right to revoke electronic filing privileges of any electronic filer who varies from State/IRS requirements, specifications, or who does not consistently transmit error-free returns.



# Transmitter Usage Terms

Maryland Tax Connect Transmitter 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 hit **next** to continue.

\* indicates required field

### Transmitters 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



# User Information

Enter your personal data. Complete all mandatory Fields, Then select **next** to continue.

Register for Secure Services 

Progress

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

Select **Yes** to acknowledge that you are registering as Transmitter User. Otherwise select **No** to return to previous page.

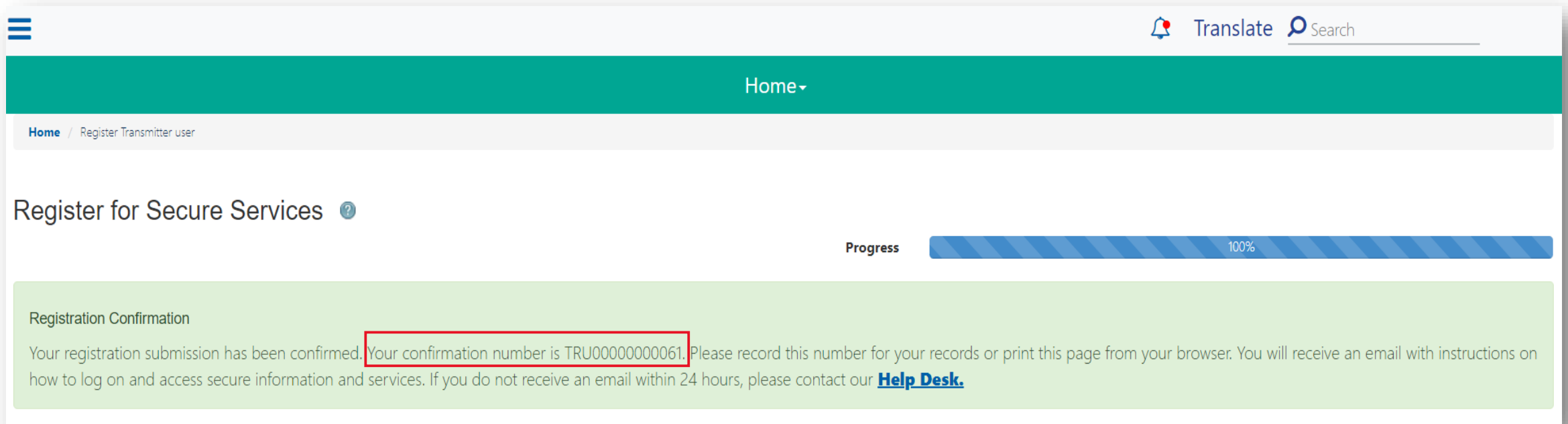
The screenshot shows a web interface for registering as a Transmitter User. At the top, there is a navigation bar with a hamburger menu icon on the left, a 'Translate' button with a bell icon, and a search bar. Below the navigation bar is a teal header with the text 'Home' and a dropdown arrow. A breadcrumb trail shows 'Home / Register Transmitter user'. The main heading is 'Register for Secure Services' with a help icon. A progress bar indicates 50% completion. A teal box contains the 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: 'No' (white with a red border) and 'Yes' (blue with a red border).





# Registration Confirmation

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

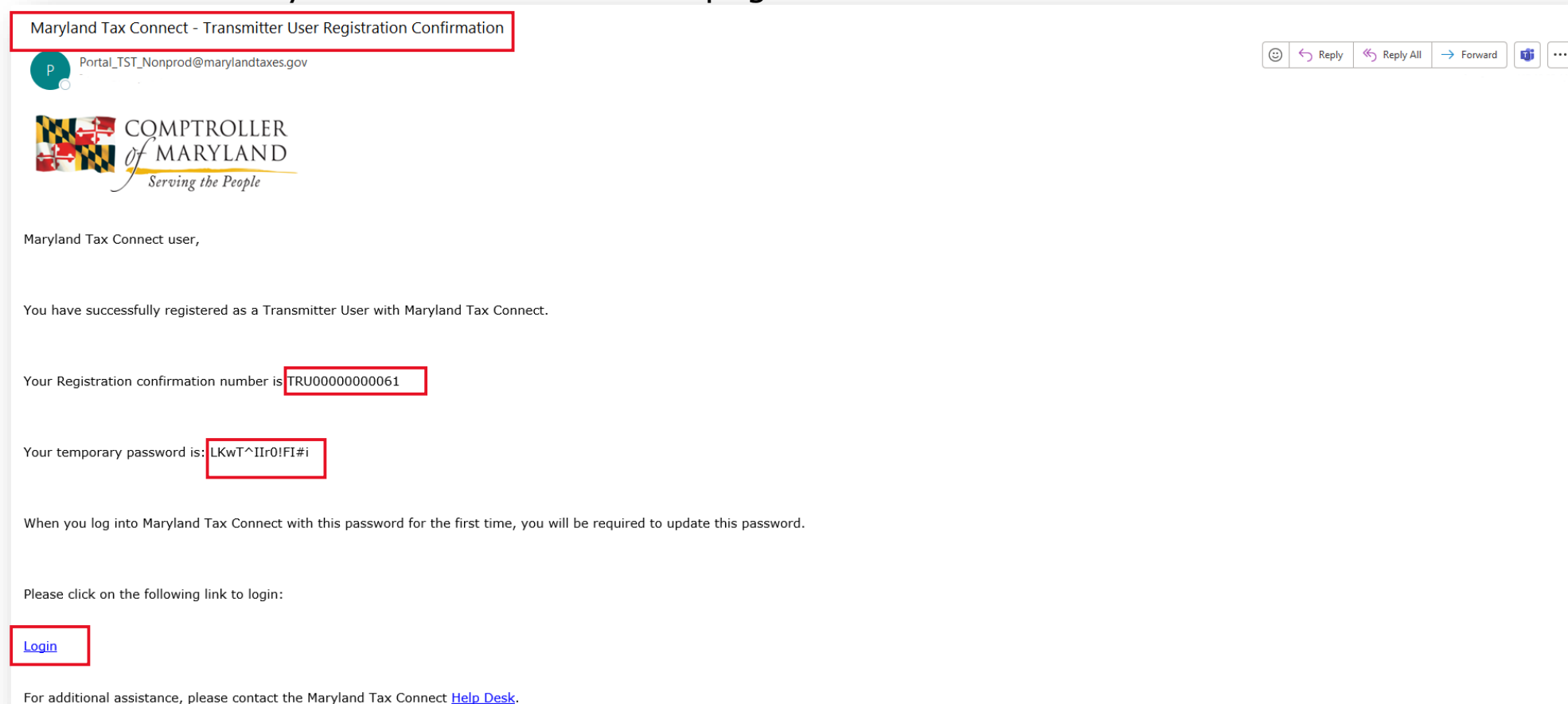


The screenshot shows a web application interface. At the top right, there are icons for a notification bell, a 'Translate' button, and a search bar. Below this is a teal navigation bar with the text 'Home' and a dropdown arrow. Underneath is a breadcrumb trail: 'Home / Register Transmitter user'. The main content area is titled 'Register for Secure Services' with a help icon. A progress bar indicates 100% completion. A green confirmation box contains the text: 'Registration Confirmation. Your registration submission has been confirmed. Your confirmation number is TRU00000000061. 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

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**The temporary password provided must be used within 3 days or it will expire,** and you will be prompted to email us at  
Marylandtaxconnect@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 Transmitter User Account using your new **Transmitter User ID** and **Temporary Password**.

JD2@23

.....

Log In

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

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



# Security Questions

After successfully logging in with your **Transmitter 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. Select **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 **Current field** and then create a new password that meets the 14-character requirements. Select **Save** and continue to next page.

## Change Password ?

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

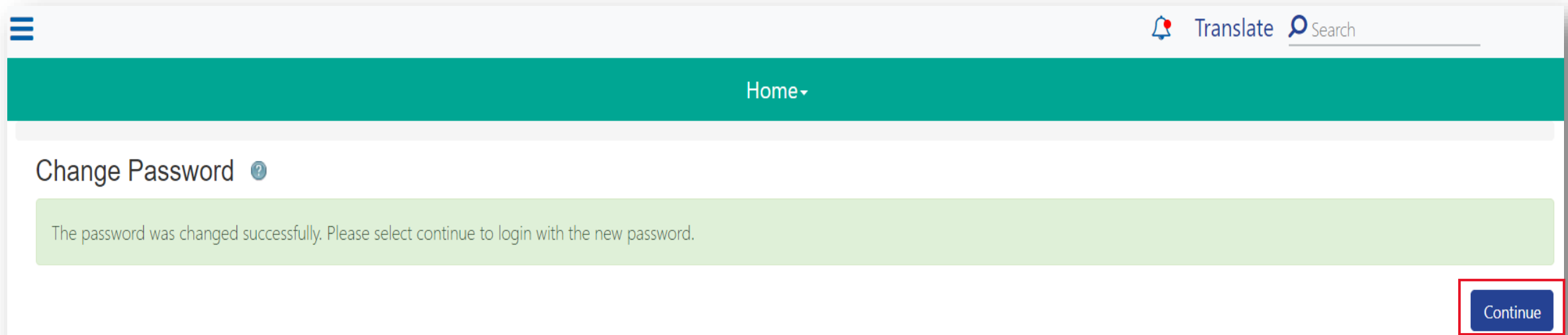
\* Confirm New Password

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.

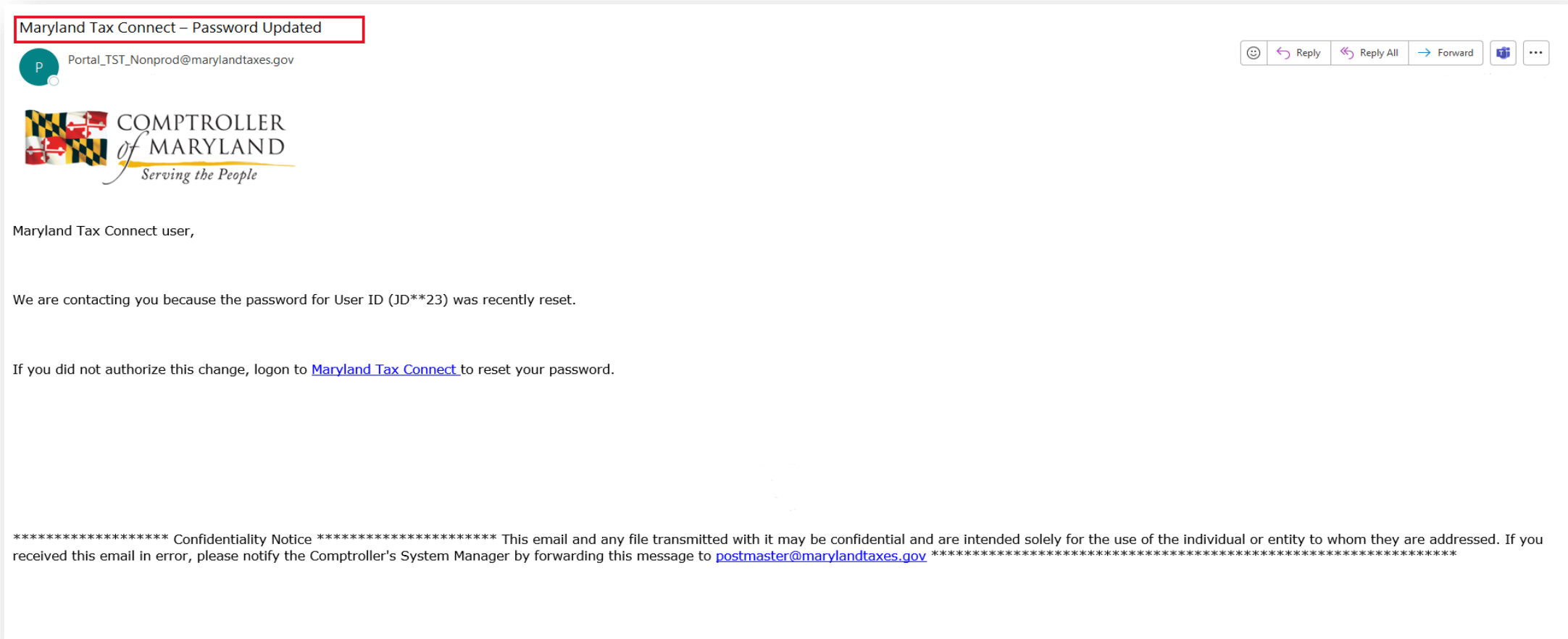


The screenshot shows a web application interface. At the top left is a hamburger menu icon. At the top right are a notification bell icon, a 'Translate' button, and a search bar with the text 'Search'. Below the top navigation is a teal header bar with the text 'Home' and a dropdown arrow. The main content area has the heading '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, there is a blue button labeled 'Continue' which 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 (2)

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

JD2@23

.....

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. 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.


The email was successfully sent to your inbox with the temporary passcode from NoReply@marylandtaxes.gov

\* indicates required field

\* Please enter the passcode

Didn't receive a passcode? [Resend passcode](#)

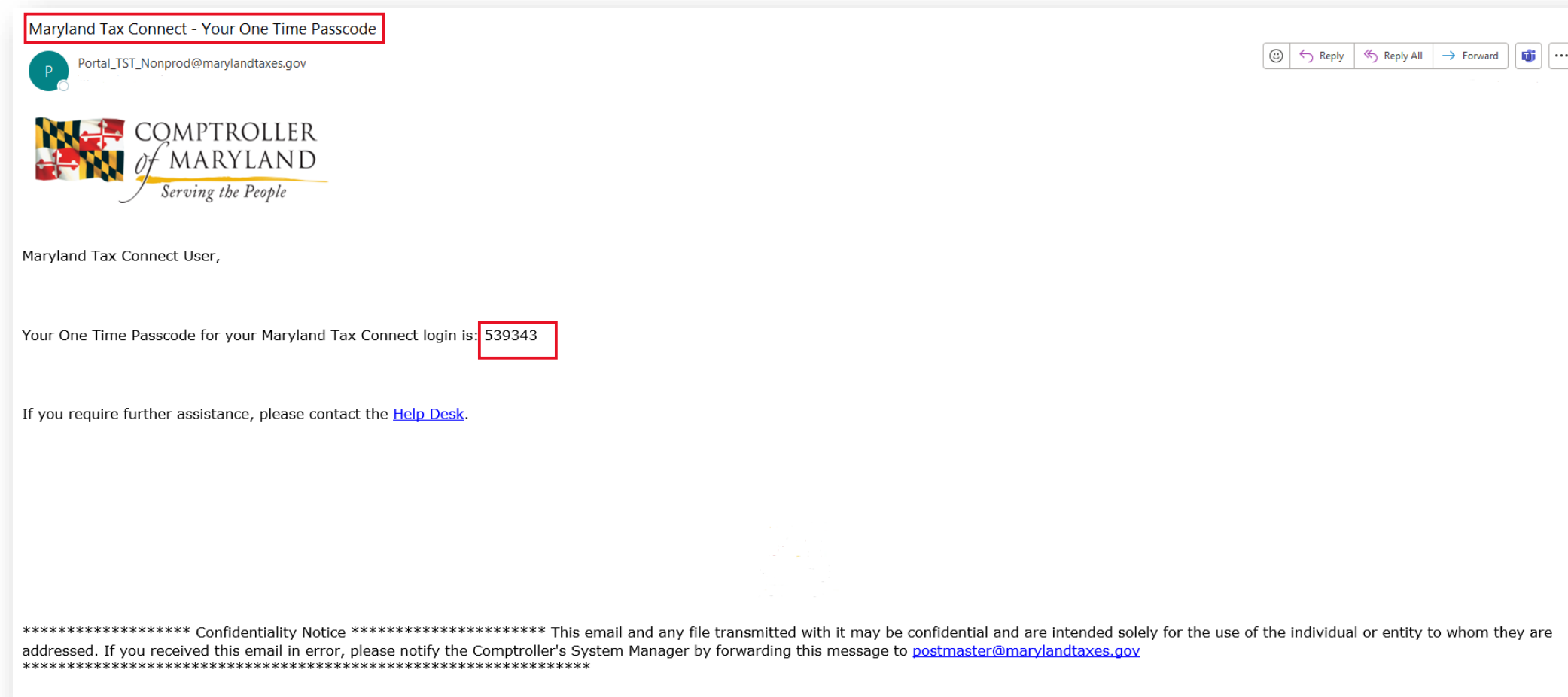
Remember this browser for 15 days.

I'm not a robot  reCAPTCHA  
Privacy - Terms



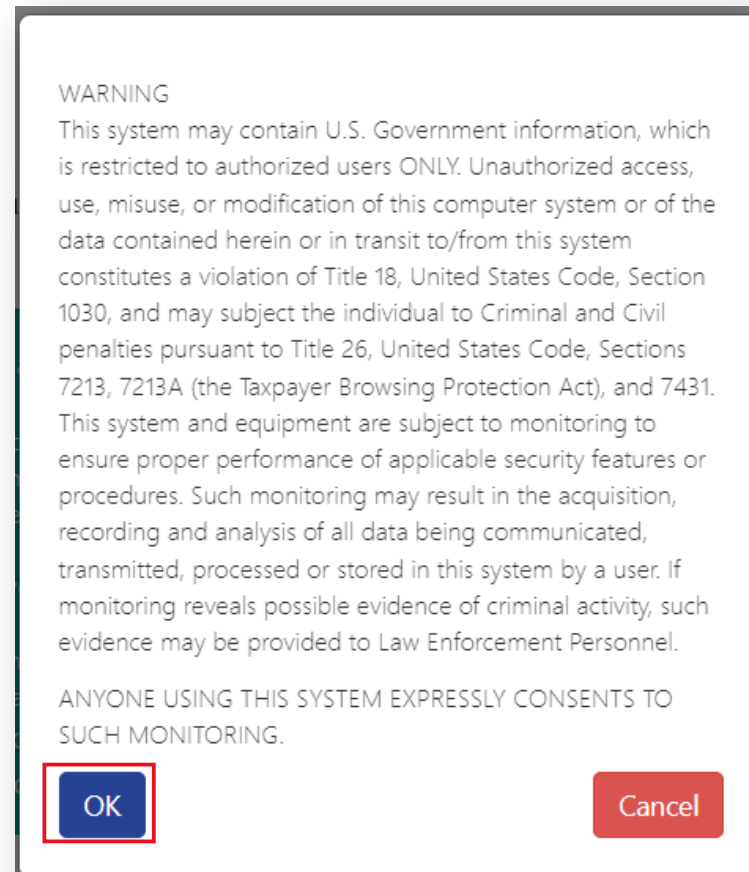
# MFA One Time Passcode Email

Enter one-time passcode into Muti Factor Authentication page. Then hit **verify** to continue.



# Monitoring and Privacy Warning

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



# Authorization Information

Once you have completed the registration steps you will be redirected to this page. Review **Authorization information** and follow additional steps to request activation of your Transmitter User Account.

The screenshot shows a web interface with a teal navigation bar at the top containing links for Home, Edit Personal Info, Secure Message Center, and Service Requests. Below the navigation bar, there is a grey sidebar on the left with a welcome message: "Welcome, Jane. You last logged in on Monday, 09/25/2023 11:11 AM". To the right of the sidebar, there are two main sections. The first is "Contact Information" which lists the user's name as Jane Doe, email as eobeng@marylandtaxes.gov, and a unique ID as TRU00000000061. The second section is "Authorization Information", which is highlighted with a red rectangular box. Below this section is a large teal callout box containing a welcome message and a list of instructions for activating the account. The callout box text includes: "Welcome to the Maryland Tax Connect Transmitter Portal access page. **There is one final step to activate your account.**" followed by a bulleted list of steps: 1. Proceed to the next step for bulk filing of Sales and Use Tax (form 202/202F) or Withholding (form 506) via XML files. 2. Click a link to complete the Transmitter/Bulk Transmitter Access Request Form. 3. Email the completed form to efilew2\_1099\_help@marylandtaxes.gov. 4. Allow 72 hours for processing. 5. Contact eFile@marylandtaxes.gov if no email is received within 72 hours. 6. Log in with the Transmitter User ID upon receiving an activation email. The callout box concludes with a disclaimer: "The Comptroller's Office reserves the right to revoke electronic filing privileges of any electronic filer who varies from the State/IRS requirements, specifications, or who does not consistently transmit error-free returns."

Home Edit Personal Info Secure Message Center Service Requests

Welcome, Jane  
You last logged in on  
**Monday, 09/25/2023 11:11 AM**

**Contact Information**

Jane Doe  
eobeng@marylandtaxes.gov  
TRU00000000061

**Authorization Information**

Welcome to the Maryland Tax Connect Transmitter Portal access page. **There is one final step to activate your account.**

- If you are bulk filing for W2/1099 Annual Reconciliations, proceed to the next step. Currently the bulk filing of Sales and Use Tax (form 202/202F) or Withholding (form 506) is only available via the web app service using XML files per FERS and FSET standards. Do not proceed to the next step, you will receive a separate email with further instructions.
- Click this [link](#) to complete the Transmitter/Bulk Transmitter Access Request Form.
- Email your completed form to [efilew2\\_1099\\_help@marylandtaxes.gov](mailto:efilew2_1099_help@marylandtaxes.gov).
- The Access Request Form will be reviewed and approved by a Customer Service Representative. Please allow 72 hours for processing time.
- If you do not receive an email from [xxxxx@marylandtaxes.gov](mailto:xxxxx@marylandtaxes.gov) within 72 hours, then contact us at [eFile@marylandtaxes.gov](mailto:eFile@marylandtaxes.gov); please have your Maryland Tax Connect Transmitter User ID.
- Once you receive an email activation, you can log into Maryland Tax Connect using your Transmitter User ID. Your account will be displayed, and you will see a drop-down menu in the top navigation bar labeled "Transmitter Transactions".

The Comptroller's Office reserves the right to revoke electronic filing privileges of any electronic filer who varies from the State/IRS requirements, specifications, or who does not consistently transmit error-free returns.



# Authorization Information

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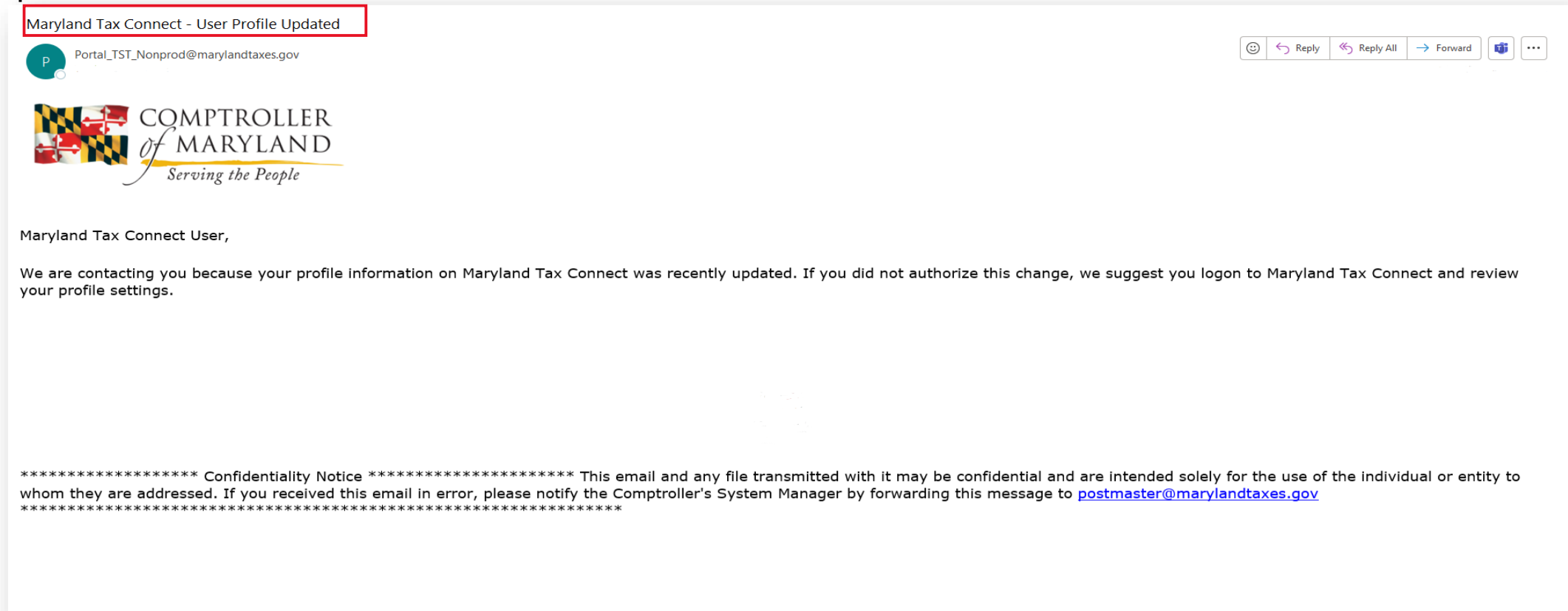
Welcome to the Maryland Tax Connect Transmitter Portal access page. **There is one final step to activate your account.**

- Click this [link](#) to complete the Bulk Upload File W2/1099 Transmitter Access Request Form.
- Email your completed form to [efilew21099help@marylandtaxes.gov](mailto:efilew21099help@marylandtaxes.gov).
- The Bulk Upload File W2/1099 Transmitter Access Request Form will be reviewed and approved by a Customer Service Representative. Please allow up to 48 hours for processing time.
- If you do not receive an activation confirmation email within 48 hours, then contact us at [eFileW21099help@marylandtaxes.gov](mailto:eFileW21099help@marylandtaxes.gov); please have your Maryland Tax Connect Transmitter User ID available.
- Once you receive an activation confirmation email, you can log into Maryland Tax Connect using your Transmitter User ID. Your account will be displayed, and you will see a menu option across the top navigation bar labeled "Transmitter Transactions".



# Authorization Email

Retrieve your activation authorization email and **login** to your Transmitter User Account. **User Profile updated email** will be sent after application has been approved by a customer service representative.



# New Account Sign-In (3)

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

JD2@23

.....

Log In

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

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





# Transmitter Account-Home Page

Review your Contact and Authorization Information. You should now see the option **Transmitter Transaction** to initiate bulk file upload. For additional information on How to Bulk File, see document:

The screenshot displays the Transmitter Account-Home Page. At the top, there is a navigation bar with a hamburger menu icon on the left and icons for user profile, notifications, and translation on the right. Below this is a teal navigation bar with the following tabs: Home, Edit Personal Info, Transmitter Transactions (highlighted with a red box), Secure Message Center, and Service Requests. The main content area is divided into two columns. The left column contains a welcome message: "Welcome, Jane" and "You last logged in on Monday, 09/25/2023 11:11 AM". The right column features two sections: "Contact Information" (highlighted with a red box) and "Authorization Information" (highlighted with a red box). The "Contact Information" section lists: Jane Doe, eobeng@marylandtaxes.gov, and TRU00000000061. The "Authorization Information" section lists: EUNICE BULK CORP, 1 BULK STREET, ANNAPOLIS, MD 23345, UNITED STATES, and an Expiration Date of No Expiration. A help icon is visible in the bottom right corner of the authorization section.



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered as a Transmitter User for Bulk Filing  
W2/1099

For additional assistance email us at  
[eFileW21099help@marylandtaxes.gov](mailto:eFileW21099help@marylandtaxes.gov)