

# Paying Your Bill Online

1. An AccessMCG account is required to pay your bill online.
2. Go to <https://ex11.montgomerycountymd.gov/ojn3/ijn2/DHCA-LicensingAndRegistration>



UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

### Sign in to AccessMCG Extranet

Your Email:

Password:

**Log In**

**Forgot Password?** **County Has Setup My Account**

**Register New User** **My Account**

accessMCG  
extranet  
application portal

3. If you already have an account sign in with your **email** and **password**.
4. If you need to set up an account, click on **Register New User**
5. Select **Individual**.
6. Click on "**Select Individual Role**".
7. Fill in the required information to set up your account.
8. Check your email for a link and security code. Use this to complete your AccessMCG registration.
9. After signing in you will see the Licensing and Registration homepage.



Single family, condominium and accessory apartment property owners in Montgomery County are required to obtain a rental housing license prior to offering the property for rent.

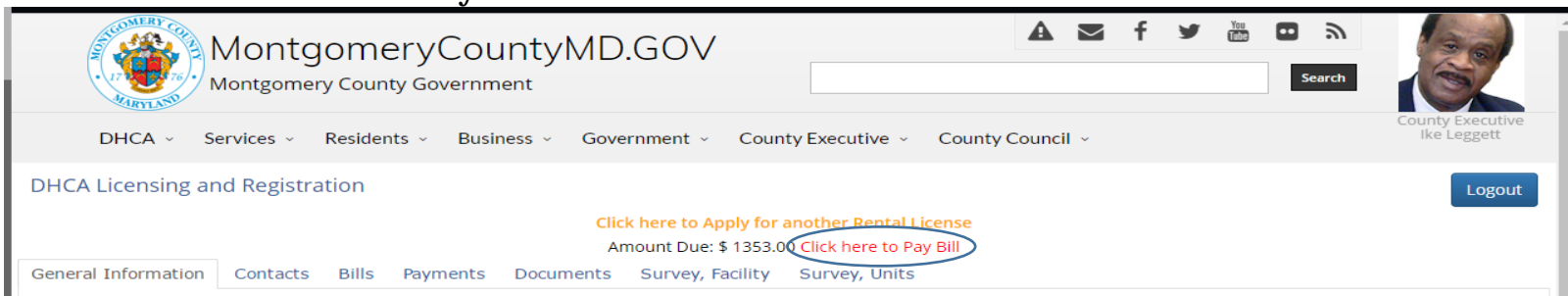
In addition, Homeowner Associations, Condominium Associations and Co-op Communities, also known as Common Ownership Communities (COC) are required to register with Montgomery County.

**The DHCA Licensing and Registration internet application allows you to:**

- ▶ Apply for new Rental Housing License
- ▶ Register Common Ownership Community (COC)
- ▶ Pay Fees for Rental Housing License or Common Ownership Community (COC) Registration
- ▶ Update license status when property is no longer rented or sold
- ▶ Update contact information for owner, Legal Agent, Management Company or Board Member
- ▶ Submit supporting application documents

[Go to DHCA Licensing and Registration](#)

10. Click on the blue **“Go to DHCA Licensing and Registration”** button. New AccessMCG users will be asked to validate their account with their License/Registration and Contact ID number (see invoice).
11. Select the license/registration number to access account.
12. Click on the red **“Click Here to Pay Bill”** link.



13. There are three ways to pay your license fee. Select your payment method.
  - **Pay via Electronic Check, Pay via Mail-In Payment or Pay via Credit Card**
    - a. Please make sure that your license/registration number is on the check before you mail it. If the license/registration number is not on the check it takes longer to process and license your property.
    - b. Please mail the check to:  
Montgomery County DHCA  
PO Box 5586  
Binghamton, NY 13902-5568
14. Click on the orange **FINISH**.
15. You will receive a confirmation email that your payment have been submitted.

If you need any assistance please don't hesitate to call us at: **240.777.0311**

If you need help with AccessMCG registration, please contact

[accessMCGSupport@montgomerycountymd.gov](mailto:accessMCGSupport@montgomerycountymd.gov).