Obtaining Access to the Telephone Excise Tax Application

AccessMCG is a public portal to access many County Applications. To use one of the applications, you need to (1) set up a profile, and (2) request access to the application you need.

Step 1. Setup profile in AccessMCG, once you receive an automated confirmation go to Step 2

Step 2. Access to the Telephone Excise Tax Application

Step 3. Enter Business Information

Step 4. Enter Telephone Tax Information

Step 5. Enter Bank Information & Submit Payment

Step 1: Setup profile in AccessMCG
☐ Go to www.montgomerycountymd.gov or go to http://www.montgomerycountymd.gov/accessmcg
☐ Select the drop down tab "Online Services"
☐ Click "AccessMCG Portal"

☐ Click "**Register New User**".	
☐ Select the **"Individual"** role.	

☐ Fill in required fields and then select "**Create**". **Please Note:** **Email Address:** Do NOT use your MCG email address if you have one. **Department:** − Contractors, Interns and Volunteers - HHS − Retirees - None − Partners - Name of your organization **Password:** − Requirements-at least 8 characters long; must include at least 1 letter, 1 number and 1 symbol. For additional information, click "Show me Password Rules" at the top-left of the screen.	To register a new account, please complete the following form. Your password must conform to specific requirements:If you must write it down, be sure to keep it in a safe place. Show Me Password Rules **Email Address is required** **If Registering with County for a Business Reason?** Please Read! Email Address ___ * This will be your login id. First name ___ * Last name ___ * Telephone Number ___ * Business/Company County Student * Department ___ Job Title ___ Street Address ___ * City ___ * State ___ * Zip Code ___ * New Password ___ * Please check Password Rules above to make sure your password meets the requirements Confirm Password ___ * Require your input **Email Address is required** Create Clear Restart Cancel
☐ When you have completed creating the password, the following message will appear at the bottom of the page. ☐ Click **"Create"**.	* Require your input **Your account is ready to be created. Continue when ready.** Create Clear Restart Cancel
☐ A security code will be e-mailed to you. Copy and paste the code as show in the screen below and hit "**Enter**".	To verify your identity, a security code has been sent to your email address. Please enter the security code here. Note:In case you cannot enter the security code right away, the email contains details to enter code at later time. If you do not receive an email within 15 minutes, please check your Spam/Junk folder -- your mail service might have marked security related mails as Spam. **Code** ___ Enter Clear Cancel

☐ Select **"I Agree"** and then hit **"Continue"**.	**New User Registration** AccessMCG Extranet Account Self Service **WARNING** Unauthorized access is prohibited and punishable by law! This is a Montgomery County, MD information system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for disqualification. Falsifying county information access, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by law as appropriate. Please confirm that you have furnished correct information about you with the registration process. ☐ I Agree Continue Logout
☐ You will then see the following screen. ☐ Click the **"Continue"** button.	**Success** AccessMCG Extranet Account Self Service Your new user account has been successfully created! You will recieve a confirmation email shortly. **Setup Now!:** Please Continue to setup your secret questions and answers to help you manage your account in future. Continue
☐ Select a question from each of the 3 drop-down boxes below and then click **"Save Responses"**.	**Setup Password Responses** AccessMCG Extranet Account Self Service In the event that you forget your password, you can recover your password by answering questions known only to you. **WARNING** Please make sure to remember the answers. This is **CRITICAL** Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover. **Please type your security responses** What is the name of your favorite pet? » [ ] What city or town were you born in? » [ ] In what city or town was your first job? » [ ] **Note:** Your answers can be in any case (case insensitive). Save Responses Clear Cancel Home

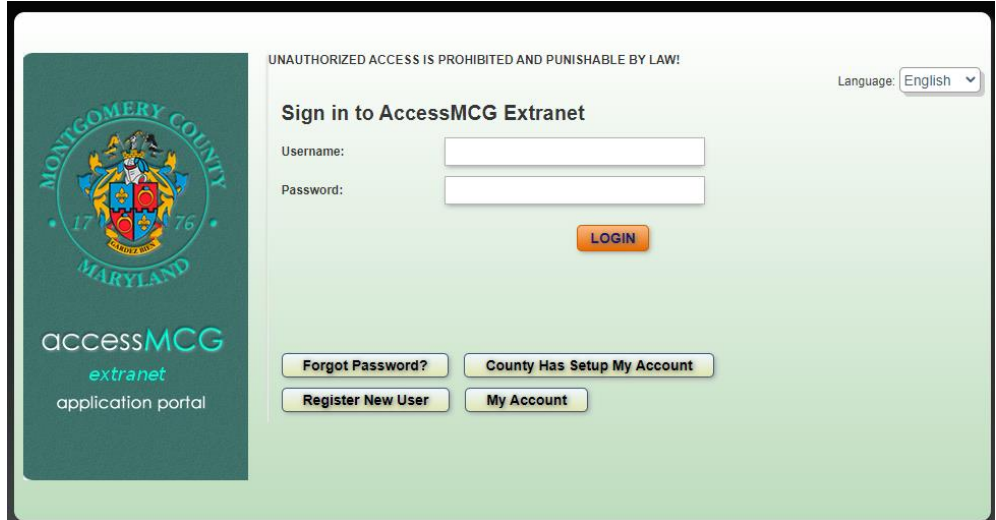|	
☐ Click **"Confirm Responses"** to continue.	**Confirm Password Responses** AccessMCG Extranet Account Self Service Be sure your answers and questions are correct. **WARNING** Please make sure to remember the answers. This is **CRITICAL** Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below. **What is the name of your favorite pet?** **What city or town were you born in?** **In what city or town was your first job?** [Confirm Responses] [Cancel] [Go Back]
☐ Your profile has now been created. A confirmation will be e- mailed to you. ☐ Once you receive the e-mail confirmation goto **Step 2**.	**Success** AccessMCG Extranet Account Self Service Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password. Continue to logout now. **Account changes are effective immediately. However, please allow 60 minutes for all Apps be updated.** [Continue]

Step 2: Access to the Telephone Excise Tax Application

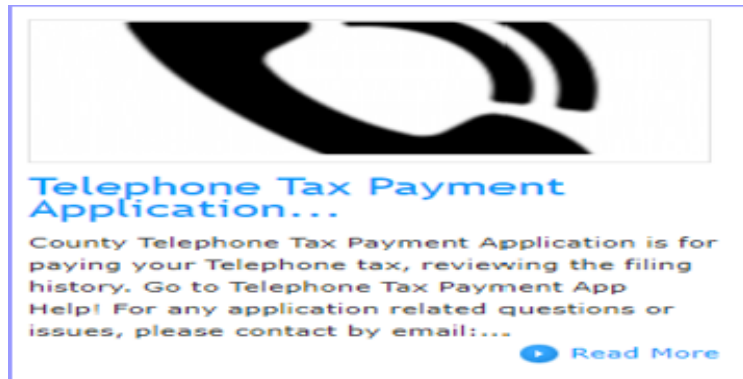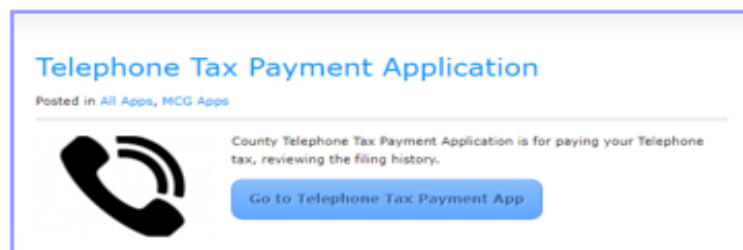|	
☐ On your web browser go to http://www.montgomerycountymd.gov/accessmcg. ☐ Enter the e-mail address and password that was used to create your account. ☐ Click the **"Login"** button.	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Language: English **Sign in to AccessMCG Extranet** Username: Password: LOGIN accessMCG extranet application portal Forgot Password? County Has Setup My Account Register New User My Account
☐ On the AccessMCG Extranet Portal page, Select the Telephone Tax Payment Application. ☐ Click the Telephone Tax Payment App	**Telephone Tax Payment Application...** County Telephone Tax Payment Application is for paying your Telephone tax, reviewing the filing history. Go to Telephone Tax Payment App Help! For any application related questions or issues, please contact by email:... ▶ Read More **Telephone Tax Payment Application** Posted in All Apps, MCG Apps County Telephone Tax Payment Application is for paying your Telephone tax, reviewing the filing history. Go to Telephone Tax Payment App

Step 3: Enter Business Information

☐ Signing onto the TelephoneTax application for the first time will require filling out the Business Profile. * Indicates that the fields must be filled out.

☐ The system allows you to register multiple businesses under the same account.

☐ After this information is filled out please hit **"Save"** and go back to the main menu "Excise Tax Home"

MCG Excise Tax   Pay Tax   Filing History   Contact Us   Settings ▾

Montgomery County Excise Tax Application
Telephone Tax

Excise Tax Home

Home

Pay Tax

Filing History

My Profile

Business Profiles

Montgomery County Excise Tax Application
Telephone Tax

Excise Tax Home > Business Profiles

Business Profiles

+ Add Business

MCG Excise Tax   Pay Tax   Filing History   Contact Us   Settings ▾

Montgomery County Excise Tax Application
Telephone Tax

Excise Tax Home > Business Profiles

Business Profile has been updated

Business Profiles

+ Add Business

Filing Frequency: Monthly
Account Number:
Phone:
Address:

Date Created: 9/28/2021 12:20:06 PM
Date Last Time Verified: 9/28/2021 12:20:06 PM

EDIT

Step 4: Enter Telephone Tax Information

☐ To submit a Telephone Tax payment, click "Pay Tax".	
☐ Select the Business that you will be paying the tax for. ☐ Click on the **"Next"** button.	
☐ Select the Year and Month, and complete the Telephone Tax information ☐ Click on the **"Submit"** button.	

Step 5: Enter Bank Information & Submit Payment

☐ Enter the Bank Account information. * indicatesthat the fields must be filled out.
☐ Once the information is filled out click on the **"Submit Payment"** button.
	Pay
	Select Payment Date *
	`10/01/2021`
	
	Total Payment Amount
	`$ █ ▓`
	
	Choose Bank Account
	`---ADD NEW BANK ACCOUNT---`
	
	Nickname
	`_____`
	Please give a nickname to this account, e.g. "John Doe's Checking Account"
	
	Account Holder Name *
	`_____`
	Name on this account
	
	Routing Number *
	`_____`
	e.g. 123456789
	
	Bank Account Number *
	`_____`
	
	Confirm Bank Account Number *
	`_____`
	
	Some banks require that you authorize ACH debit from the county. For your convenience, Click here to download a form to submit to your bank.
	☑ Save My Payment Information
	
	By submitting this ACH payment information, I acknowledge that I am authorized to initiate debits from the account and I give Montgomery County the amount indicated, on or after the scheduled payment date. This is permission for a single transaction only, and does not provide authorization f credits to the account.
	
	I understand that this is an electronic transaction and these funds will be withdrawn from the account on or after the 'scheduled payment date'. If th

☐ The following screen will be generated along with an e-mail containing information about the transaction. Please keep in mind that funds will be debited from your account a few days after the scheduled payment. If there are issues with processing your payment an e-mail notification will be sent to you.	MCG Excise Tax Pay Tax Filing History Contact Us Settings ▾ Signed in as: _____ Logout Montgomery County Excise Tax Application Telephone Tax Excise Tax Home › Filing History **Filing History** + Filing Business: _____ ▾ File Date From: [From Date] To: [To Date] Payment Status: --SELECT STATUS-- ▾ Export to CSV | #	Year	Quarter	Month	Tax	Interest	Penalty	Total Amount Due	Due Date	Date Filed	Status	
---	---	---	---	---	---	---	---	---	---	---	---
#101055	2021	N/A	August	$2.00	$0.02	$0.10	$2.12	9/15/2021	9/20/2021	DUE	PENDING	