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.

When you have completed creating the password, the following message will appear at the bottom of the page.
Click “Create”.

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
Select “I Agree” and then hit “Continue”.

You will then see the following screen. Click the “Continue” button.

Select a question from each of the 3 drop-down boxes below and then click “Save Responses”.
Click “Confirm Responses” to continue.

Your profile has now been created. A confirmation will be e-mailed to you.
Once you receive the e-mail confirmation go to Step 2.
### Step 2: Access to the Telephone Excise Tax Application

- Enter the e-mail address and password that was used to create your account.
- Click the “Login” button.

- On the AccessMCG Extranet Portal page, Select the Telephone Tax Payment Application.
- Click the Telephone Tax Payment App
Step 3: Enter Business Information

- Signing onto the Telephone Tax 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”

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.
  * indicates that the fields must be filled out.
- Once the information is filled out click on the “Submit Payment” button.

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.