

Obtaining Access to the Electronic Cigarette Excise Tax Application

WHY ALL THESE STEPS?

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, wait about one hour before going to Step 2.

Step 2. Request Access to the Electronic Cigarette Excise Tax Application

Step 3. Enter Business Information

Step 4. Enter Bank ACH information

Step 5. 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"

The screenshot shows the Montgomery County Maryland website. At the top, there is a navigation bar with links for Home, Alerts, Translate, and a search box. Below this is a banner for Montgomery County Maryland. A main navigation bar contains dropdown menus for Residents, Businesses, Government, Departments, Online Services (circled in green with a red '1'), and MC311. A left sidebar lists various services like News, County Executive, County Council, etc. The main content area displays a grid of online services under three categories: Payments, Registrations, and Reports & Complaints. Below these is an 'Other Online Services' section where 'AccessMCG Portal' is circled in green with a red '2'. At the bottom, there is a pagination bar with numbers 1 through 11 and a 'Stop' button.

Click "Register New User".



UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Sign in to AccessMCG Extranet

Your Email:

Password:

Select the "Individual" role.

Read this First: If you received a temporary username and password from the County (e-g., Ex-Employee, Supplier), please click [here](#).

If you are registering for **personal, individual purpose** and not for business purpose:

Please select one of the options below that best describes your activities with the County.

Your Role	
<input checked="" type="radio"/> Individual	Individual
<input type="radio"/> Student	Student
<input type="radio"/> Volunteer	Volunteer
<input type="radio"/> Former County Employee	Former County Employee

- ❑ 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”**.

	<div data-bbox="600 100 1404 583"><p>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.</p><p>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.</p><p>Code</p><input data-bbox="621 405 1089 436" type="text"/><p><input data-bbox="850 478 927 510" type="button" value="Enter"/> <input data-bbox="972 478 1036 510" type="button" value="Clear"/> <input data-bbox="1062 478 1149 510" type="button" value="Cancel"/></p></div>
<ul style="list-style-type: none"><input type="checkbox"/> Select “I Agree” and then hit “Continue”.	<div data-bbox="600 667 1404 1201"><h3 data-bbox="630 680 922 716">New User Registration</h3><p data-bbox="630 716 993 737">AccessMCG Extranet Account Self Service</p><p data-bbox="630 821 1365 940">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.</p><p data-bbox="630 957 1312 999">Please confirm that you have furnished correct information about you with the registration process.</p><p data-bbox="894 1037 1133 1066"><input type="checkbox"/> I Agree <input data-bbox="1008 1037 1101 1066" type="button" value="Continue"/></p><p data-bbox="954 1104 1040 1134"><input type="button" value="Logout"/></p></div>
<ul style="list-style-type: none"><input type="checkbox"/> You will then see the following screen.<input type="checkbox"/> Click the “Continue” button.	<div data-bbox="600 1255 1404 1591"><h3 data-bbox="646 1268 743 1297">Success</h3><p data-bbox="646 1297 993 1318">AccessMCG Extranet Account Self Service</p><p data-bbox="646 1381 1349 1457">Your new user account has been successfully created! You will receive a confirmation email shortly. Setup Now! Please Continue to setup your secret questions and answers to help you manage your account in future.</p><p data-bbox="915 1486 1089 1528"><input data-bbox="954 1497 1052 1528" type="button" value="Continue"/></p></div>
<ul style="list-style-type: none"><input type="checkbox"/> 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).

- 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**

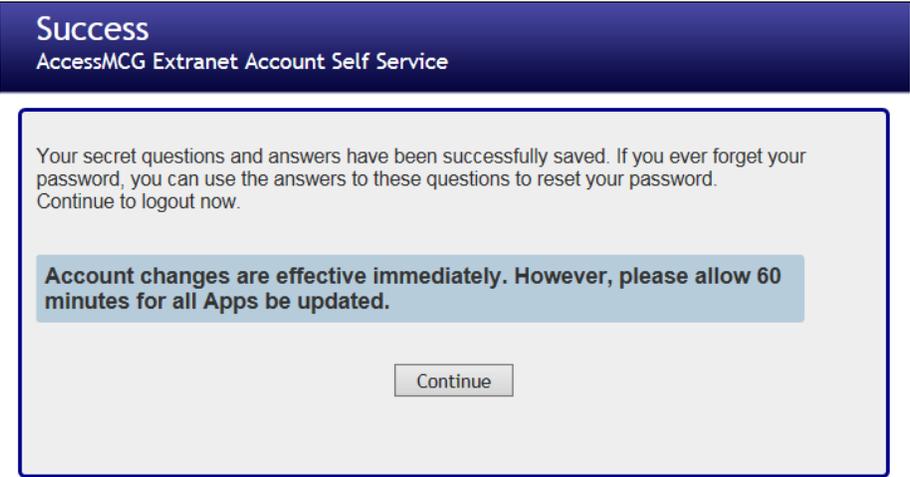
Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below.

What is the name of your favorite pet?

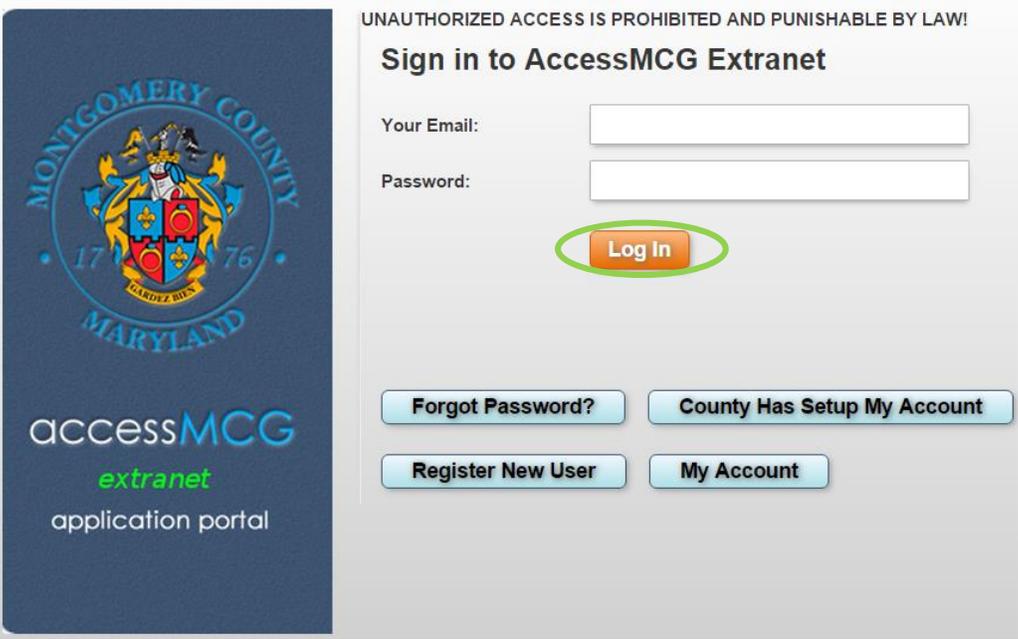
What city or town were you born in?

In what city or town was your first job?

- Your profile has now been created. A

<p>confirmation will be e-mailed to you. Allow one hour for the system to fully process.</p> <ul style="list-style-type: none"> ☐ Once you receive the e-mail confirmation go to Step 2. 	
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Step 2: Request Access to the Electronic Cigarette Excise Tax Application

<ul style="list-style-type: none"> ☐ 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 “Log In” button. 	
<ul style="list-style-type: none"> ☐ On the AccessMCG Extranet Portal page type “excise” on the search field and then click the “Search” button. 	

AccessMCG Extranet Portal

For Secured County Applications

Home Activity Calendar County Links » Logout

All Apps DLC Apps Featured HR Apps MCG Apps

Welcome to County Extranet App Portal!

Find an App

excise Search

Most Visited Apps

Learning Services

19382

AccessMCG Self-Service

4691

Activity Calendar

< >

Friday, 28th August

7:00 pm: ERP Weekly Backup

Friday, 4th September

7:00 pm: ERP Weekly Backup



MCG Excise Tax Payment ...

MCG Excise Tax Payment Application County Excise Tax Payment Application is for paying your excise tax, reviewing the filing history. App Access Setup Required You are required to complete one-time setup. Excise Tax Access Setup To access County Excise Tax application, we need to do a...

Read More



Learning Services

Enroll Courses, Attend Classes, Track Progress Get access to the County's published learning courses Enroll to classes Maintain learning paths to achieve your personal/career goals! You cannot proceed to the learning area Please obtain approval for learning catalogs first from...

Read More

- You will then see the following icon.
- Hover over the "MCG Excise Tax Payment..." link and then select this link.



MCG Excise Tax Payment ...

MCG Excise Tax Payment Application County Excise Tax Payment Application is for paying your excise tax, reviewing the filing history. App Access Setup Required You are required to complete one-time setup. Excise Tax Access Setup To access County Excise Tax application, we need to do a...

Read More

- Select the "Yes, please setup the permission" check box.
- Click on the "Click Here to Continue" button.

MCG Excise Tax Payment Application

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MCG Excise Tax Payment Application

County Excise Tax Payment Application is for paying your excise tax, reviewing the filing history.

App Access Setup Required

You are required to complete one-time setup.

Excise Tax Access Setup

To access County Excise Tax application, we need to do a one-time setup. This is a required step to continue with your access to the Excise Tax application.

Setup Access Permissions *

Yes, please setup the permission

Please NOTE: the permission setup may take up to 60 minutes to complete.

Click Here to Continue

- You will then see the following status message.
- Click on the excise tax button to immediately use the application.

MCG Excise Tax Payment Application

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MCG Excise Tax Payment Application

County Excise Tax Payment Application is for paying your excise tax, reviewing the filing history.

App Access Setup Required

You are required to complete one-time setup.

Request has been submitted. Please allow up to an hour to complete the setup.

Step 3: Enter Business Information

- Signing onto the Excise Tax application for the first time will require filling out the following fields. * indicates that the fields must be filled out.
- After this information is filled out please hit **“Save”**.

MCG Excise Tax **Pay Tax** Filing History Documents Contact Us Settings+ Signed in as Logout

Montgomery County Excise Tax Application
Electronic Cigarettes Tax

[Excise Tax Home](#) > Register

Registration

User Full Name*

User Email *

User Phone Number *

Business Name *

Tax ID

Fax

Street Address *

Street Address Line 2

City *

State / Province *

Zip Code / Postal Code *

Country *

Select Country

Applicable Tax
 E-Cig Tax

Save

Step 4: Enter Bank ACH Information

- Prior to submitting an excise tax payment you will first need to enter your banking information.
- Click on the **“Bank Account”** link.

MCG Excise Tax **Pay Tax** Filing History Documents Contact Us Settings ▾

 Montgomery County Excise Tax Application
Electronic Cigarettes Tax

[Excise Tax Home](#)

Welcome

- [Pay Tax](#)
- [Filing History](#)
- [Bank Accounts](#)
- [My Profile](#)
- [Business Profiles](#)

- Click on the **“Add Bank Account”** button.

MCG Excise Tax **Pay Tax** Filing History Documents Contact Us Settings ▾

 Montgomery County Excise Tax Application
Electronic Cigarettes Tax

[Excise Tax Home](#) > [Bank Accounts](#)

Bank Accounts

[+ Add Bank Account](#)

- Enter the following information. * indicates that the fields must be filled out.
- Once the information is filled out click on the "Submit" button.

MCG Excise Tax **Pay Tax** Filing History Documents Contact Us Settings -

 Montgomery County Excise Tax Application
Electronic Cigarettes Tax

[Excise Tax Home](#) > [Bank Accounts](#) > Add Bank Account

Add New Bank Account

Select Business *

Select the Business associated with this account. This account will be only available to the business you choose.

Nickname *

Please give a nickname to this account, e.g. "John Doe's Checking Account"

Account Holder Name *

Name on this account

Routing Number *

Your 9 digits 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.

- You will then see the following screen after your banking information has been submitted.

MCG Excise Tax **Pay Tax** Filing History Documents Contact Us Settings -

 Montgomery County Excise Tax Application
Electronic Cigarettes Tax

[Excise Tax Home](#) > [Bank Accounts](#)

Bank Accounts

[+ Add Bank Account](#)

PNC routing with invalid account#

Business:

Account Holder Name:

Bank Name:

Routing Number:

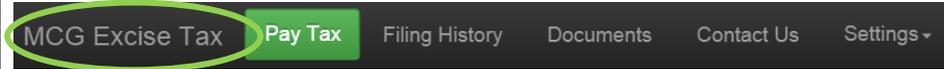
Account Number:

Default Payment Account

Enabled

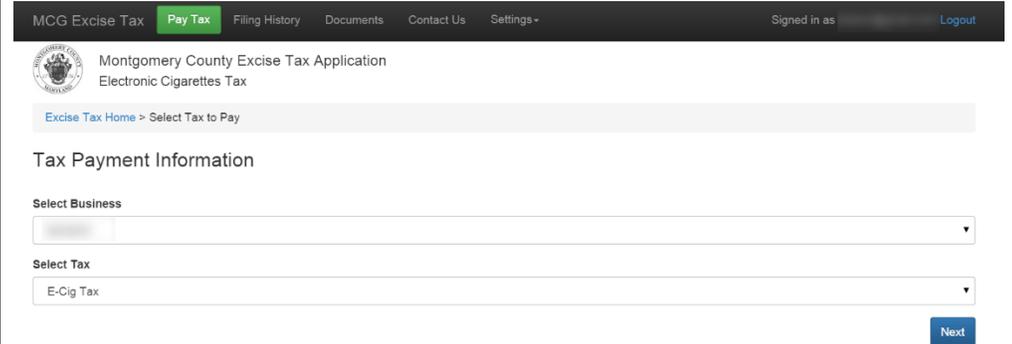
Step 5: Submit Payment

To submit a payment first click on the “MCG Excise Tax” link.



Select the business that you will be paying the excise tax for. This system allows you to register multiple businesses under the same account.

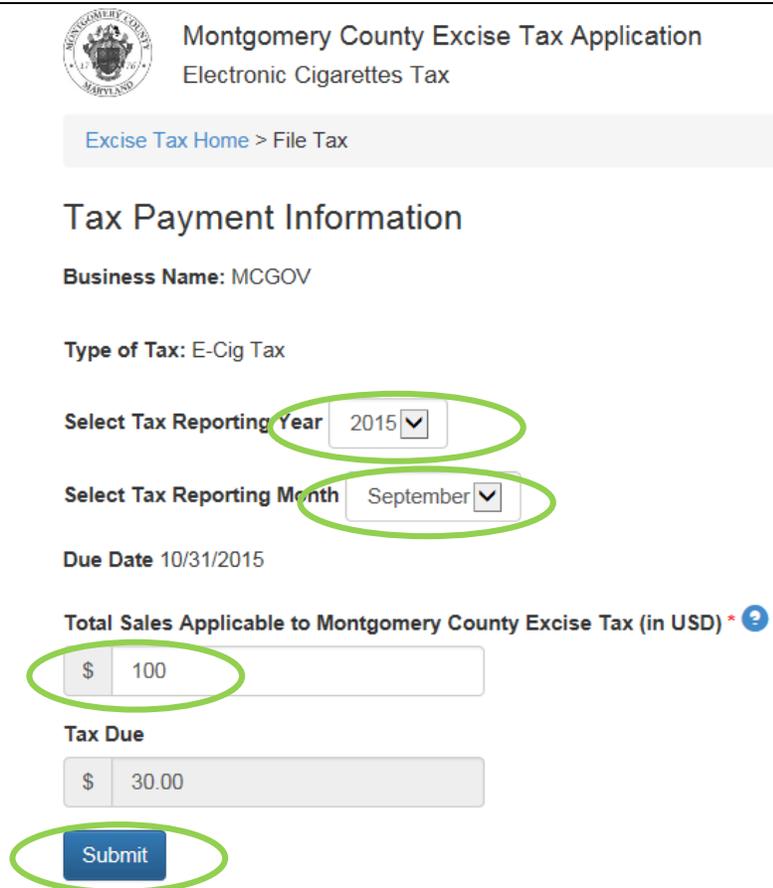
Click on the “Next” link.



Select the Year and Month for the excise tax payment.

Enter the US dollar amount of the total sales for the month that is being reported on.

Click the “Submit” button to continue.



- Select the bank account that you will be using for payment.
- Click the “**Submit Payment**” button to continue.



Montgomery County Excise Tax Application
Electronic Cigarettes Tax

Excise Tax Home > Filing History > Filing Details

Filing Details

ID	Business Name	Tax Type	Year	Month	Total Taxable Amount	Total Tax Due	Due Date	Status
23	[REDACTED]	E-Cig Tax	2015	September	\$100.00	\$30.00	10/31/2015	DUE

[Edit](#) [Delete](#)

Pay

Select Payment Date *

8/25/2015

Total Payment Amount

\$ 30.00

Choose Bank Account

--SELECT BANK ACCOUNT--

By completing and submitting the information above, I hereby authorize Montgomery County Government (MCG) to initiate a debit from the identified bank, savings and loan, or credit union checking account for the payment of the indicated e-Cig excise tax payment. I understand that this is a one-time agreement applicable only to this specific transaction. I further understand that MCG reserves the right to limit participation to payers whose accounts are in good standing.

[Submit Payment](#)

- 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.

Your filing has been submitted. You will receive an email confirmation shortly. You can print this page for your record.

Filing Details

ID	Business Name	Tax Type	Year	Month	Total Taxable Amount	Total Tax Due	Due Date	Status
23	[REDACTED]	E-Cig Tax	2015	September	\$100.00	\$30.00	10/31/2015	PENDING

This filing was paid on 8/25/2015 6:09:48 PM. Your payment will be debited from [REDACTED]