Understanding 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](http://www.montgomerycountymd.gov) or go to [http://www.montgomerycountymd.gov/accessmcg](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”.
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.
confirmation will be e-mailed to you. Allow **one hour** for the system to fully process.

- Once you receive the e-mail confirmation go to **Step 2**.

<table>
<thead>
<tr>
<th>Step 2: Request Access to the Electronic Cigarette Excise Tax Application</th>
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<tbody>
<tr>
<td>□ Enter the e-mail address and password that was used to create your account.</td>
</tr>
<tr>
<td>□ Click the <strong>Log In</strong> button.</td>
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</tbody>
</table>

| □ On the AccessMCG Extranet Portal page type “excise” on the search field and then click the **Search** button. |

![AccessMCG Extranet Account Self Service](image1.png)

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

![AccessMCG Extranet](image2.png)

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

Select the "Yes, please setup the permission" check box.

Click on the "Click Here to Continue" button.
You will then see the following status message.

Click on the excise tax button to immediately use the application.

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”.

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.

Click on the “Add Bank Account” button.
Enter the following information. * indicates that the fields must be filled out.

Once the information is filled out click on the “Submit” button.

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

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.

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.