Obtaining Access to the Room Rental-Transient Tax (aka Hotel 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. To obtain access to the Room Rental-Transient Tax (aka Hotel Tax) application, please follow the following steps:

**Step 1: Setup profile in AccessMCG**
- Go to [http://www.montgomerycountymd.gov/accessmcg](http://www.montgomerycountymd.gov/accessmcg)

  □ 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 emailed to you. Copy and paste the code as shown in the screen below and hit “Enter”.

**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

On the following screen Click the “Continue” button again.
Select a question from each of the 3 dropdown boxes below and then click “Save Responses”.

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.
Your profile has now been created. A confirmation will be emailed to you. Allow **one hour** for the system to fully process.

Once you receive the e-mail confirmation, click on “Continue” and go to **Step 2**.

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**Step 2: Request Access to the Hotel Tax Application**

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

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Once logged in, on the AccessMCG Extranet Portal page type “Hotel” in the “Find an App” search field and then click the “Search” button.
You will then see the following icon.

Click on the “MCG Hotel Tax Payment...” link.

MCG Hotel Tax Payment Application…

MCG Room Rental and Transient Tax (Hotel Tax) Payment Application The MCG Room Rental and Transient Tax (Hotel Tax) Payment Application is for paying Room Rental and Transient Tax (Hotel Tax) and reviewing filing history. Go to MCG Hotel Tax Payment Application Help! For any application related issue, please contact
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 HotelTax to immediately use the application.
**Step 3: Enter Business Information**

- You will be redirected to the following page. Fill in User Full Name and User Phone Number. * indicates that the fields must be filled out.

- After this information is filled out please hit “Register”.

![User Registration Form](image_url)
On the next screen, you are required to provide business information. * indicates that the fields must be filled out.

Click “Save” when you are done.
**Step 4: Submit Payment**

- To submit a payment first click on the “Pay Tax” link.

- Select the business that you will be paying the 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 tax filing. Enter the US dollar amount of the total sales for the month that is being reported on, fill in the deductions and exemptions. Click the “Submit” button to continue.
Click the “Pay” button to continue.

On the popup window, click on “Proceed to Pay” button.

Pay Hotel Tax (Room Rental and Transient Tax)

This payment is for Room Rental and Transient Tax due to Montgomery County Maryland as referenced above.

Privacy Info: When you click the “Proceed to Pay” button below, you will be redirected to a secure credit card payment page hosted by Xpress-Pay, and will have the option to pay by Credit Card (2.3% service fee paid by customer) or by ACH/eCheck (no service fee). Montgomery County never sees or saves your payment account information.

Refund Info: If you later determine that this payment was made in error, you can contact the Department of Finance to request a refund. In such cases, the charge for taxes that was made to your account will be refunded. However, any payment processing service fee paid by you will not be refunded.

Receipt Info: After your payment is approved, you will receive two receipts: one will appear on the webpage that follows your approved payment, and one will be sent to the email address you have provided.

Click “Proceed to Pay” below to continue or click “Cancel” then “Modify” to go back and edit your information.
You will be redirected to our vendor site Xpress-pay (by Elavon) to complete the payment. Verify the information and Click “Next”
Select a payment method. Please note there is 2.3% service fee for credit card payment. You have the option to save your payment information to Xpress-pay for future payments.
Fill in required payment information such as Routing Number/Checking Account Number, address etc. Check “I acknowledge and accept the Terms & Conditions below”. Click “Pay” button on the bottom. The payment will be recorded and you will be redirected back to Hotel Tax application.
Your filing will be marked as PAID.

If you have any questions or have any issues with the system. Please email us at: excisetax@montgomerycountymd.gov

If there is any system error, please take a screen print/shot of the error and email it to us.