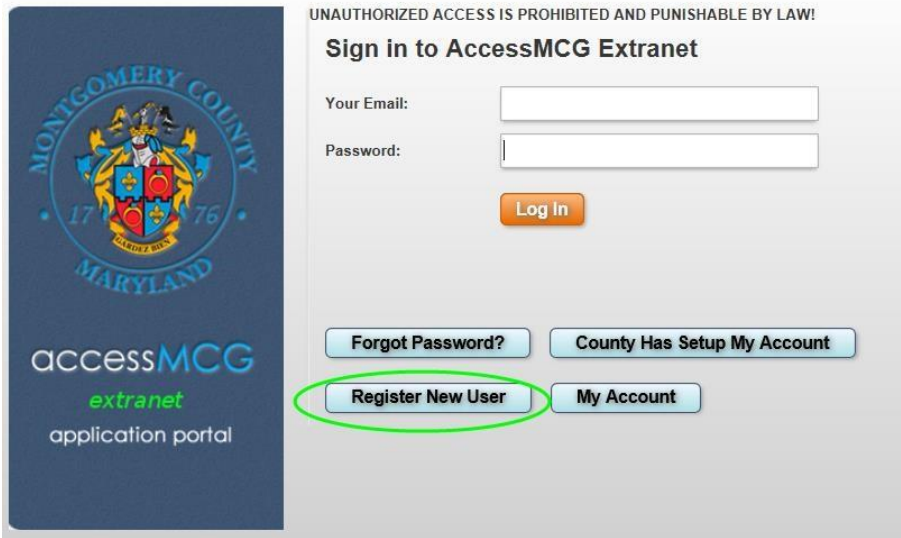# Obtaining Access to the Room Rental-Transient Tax (aka Hotel Tax) Application

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

Click "**Register New User**".	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! **Sign in to AccessMCG Extranet** Your Email: Password: Log In accessMCG extranet application portal Forgot Password? County Has Setup My Account Register New User My Account
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** ● Individual — Individual ○ Student — Student ○ Volunteer — Volunteer ○ Former County Employee — Former County Employee Select 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!] | Field	Input	Note
---	---	---
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]
☐ On the following screen Click the **"Continue"** button again.	**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 dropdown 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 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**.	**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: Request Access to the Hotel Tax Application

	http://www.montgomer ycountymd.gov/access mcg.
☐ Enter the e-mail address and password that was used to create your account. ☐ Click the **"Log In"** button	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! **Sign in to AccessMCG Extranet** Your Email: [ ] Password: [ ] [**Log In**] accessMCG _extranet_ application portal [Forgot Password?] [County Has Setup My Account] [Register New User] [My Account]
☐ Once logged in, on the AccessMCG Extranet Portal page type "Hotel" in the "Find an App" 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 hotel Search
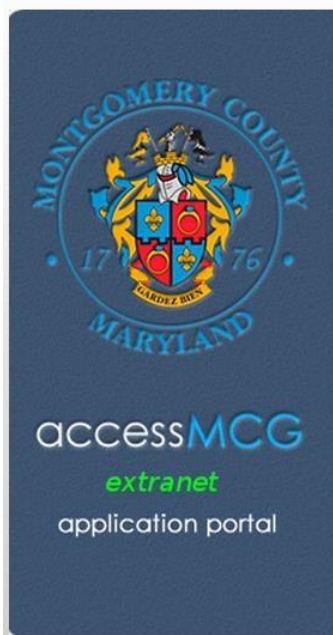
☐ You will then see the following icon.	**HotelTax**
☐ Click on the **"MCG Hotel Tax Payment…"** link.	**HotelTax** **MCG Hotel Tax Payment Application...** MCG Room Rental and Transient Tax (Hotel Tax) Payment Application The MCG Room Rental and Transient Tax (Hotel Tax) Payment Application is for paying 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.	# MCG Hotel Tax Payment Application Posted in All Apps, Featured, MCG Apps --- **HotelTax** MCG Room Rental and Transient Tax (Hotel Tax) Payment Application MCG Room Rental and Transient Tax (Hotel Tax) Payment Application is for paying Room Rental and Transient Tax (Hotel Tax), reviewing filing history. **App Access Setup Required** You are required to complete one-time setup. **Hotel Tax Access Setup** To access County Hotel Tax application, we need to do a one-time setup. This is a required step to continue with your access to the Hotel 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 HotelTax to immediately use the application.	# MCG Hotel Tax Payment Application Posted in All Apps, Featured, MCG Apps --- ➡ **HotelTax** MCG Room Rental and Transient Tax (Hotel Tax) Payment Application MCG Room Rental and Transient Tax (Hotel Tax) Payment Application is for paying Room Rental and Transient Tax (Hotel Tax), reviewing 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

- You will be re-directed 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"**.

MCG Excise Tax | Pay Tax | Filing History | Contact Us | Settings ▾   Signed in as ▬▬▬▬ Logout

Montgomery County Excise Tax Application
Room Rental and Transient Tax (Hotel Tax)

Skip Navigation LinksExcise Tax Home > Register

User Registration

User Full Name*

User Email *

User Phone Number *

Register

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.

Montgomery County Excise Tax Application
Room Rental and Transient (Hotel Tax)

Excise Tax Home > Business Profiles > Add Business Profile

Add Business Profile

Contact Information

Name Under Which Business is Conducted*	Business Name

Date Started Doing Business in Montgomery County*	mm/dd/yyyy	Phone*	(123) 456-7890

Address*	123 Main St
Address Line 2	Suite 100

City*	City	State*	-SELECT- ▾	ZIP Code*	012

Mailing Address is the Same as Above Address ☐

Attn*	
Mailing Address*	
Address Line 2	

City*		State*	-SELECT- ▾	ZIP Code*	

Type of Ownership

Type of Ownership*	Individual Proprieter ▾

Name and Address of Owners/Partners/Principal Officers

Owner/Partner/Principal Officer Name*		Title*	Owner ▾
Address*			

City*		State*	-SELECT- ▾	ZIP Code*	

Add one more Owner/Partner/Principal Officer

Add one more Owner/Partner/Principal Officer

Accounting Method and Record Maintenance

Accounting Method*	Cash ▾
Address Where Records are Maintained*	

Monthly/Quarterly Filing

Request Quarterly Filing	☐

Monthly filing is required unless quarterly is requested. To request Quarterly Filing, Check "Request Quarterly Filing". Quarterly filing is APPROVED unless denied in writing by our office.
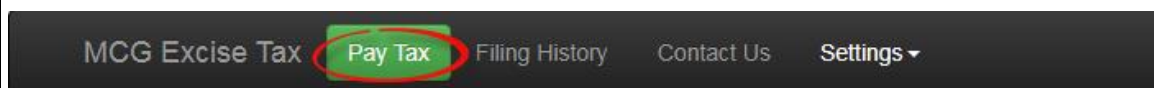
Cancel   Save

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.

MCG Excise Tax   Pay Tax   Filing History   Contact Us   Settings ▾   Signed in as   Logout

Montgomery County Excise Tax Application
Room Rental and Transient Tax (Hotel Tax)

Excise Tax Home > File Tax

Tax Payment Information

Information

Business Name:	Demo Company
Type of Tax:	Room Rental - Transient Tax

Filing Period

Select Tax Reporting Year	2018 ▾
Select Tax Reporting Month	November ▾
Due Date	12/31/2018

Collections

Total Room Rental Collected*	$ 0.00

Deductions/Exemptions

Non-Transients (30+ Consecutive Days)	$ 0.00
Foreign Government Officials	$ 0.00
Exemption Other	$ 0.00

Tax Computation

Net Room Collections Subject to Tax	$ 0.00
7% Tax	$ 0.00

Delinquent Payments

Interest ❓	$ 0.00
Penalty ❓	$ 0.00

Total Tax Due

Total Tax Due	$ Tax Due

Submit

Click the **"Pay"** button to continue.

Filing #100022 Details

ID	100022
Status	DUE
Business Name	Demo Company
Year	2018
Month	November
Total Collection	$1,000.00
Non-Transients (30+ Consecutive Days)	$0.00
Foreign Government Officials	$0.00
Other Exemption	$0.00
Total Taxable Amount	$1,000.00
Tax Amount	$70.00
Interest ❓	$0.00
Penalty ❓	$0.00
Total Amount Due	$70.00
Due Date	12/31/2018

Modify   Pay

 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.

Cancel   Proceed to Pay

- You will be redirected to our vendor site Xpress-pay (by Elavon) to complete the payment. Verify the information and Click "Next"

Montgomery County
Maryland

Provided by Elavon

Hotel Tax Payment

Filing #

| 100022 | ✱ Required |

Description

HotelTax

Amount

$ 70.00

Next ›

Note:

Payment information will not be retained by Xpress-pay without your permission. Sensitive account information is never forwarded to the recipient.

GeoTrust
SECURED
2018-12-04 UTC

Privacy Policy

- 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.

How would you like to pay?

○ Pay as Guest   ● Log in   Pay faster with your Xpress-pay account

Select a payment method:

mastercard VISA DISCOVER	echeck
Amount: $70.00	Site fee*: $0.00
Site fee*: $1.62	Total: $70.00
Total: $71.62	
Select	Select

- 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.

Routing number ✳

Checking account number ✳

Memo:
⑆ 1 2 3 4 5 6 7 8 9 ⑆ 9 9 8 7 6 5 4 3 2 1 ⑈ 0 ❌ 3

Routing#   Account#   Check# (not used)

Full name on bank account used to pay ✳

Full name on account used to pay cannot be blank.

Street address ✳

Street address cannot be blank.

Zip or Postal Code ✳

Zip or Postal Code cannot be blank.

Email ✳

Email cannot be blank.

Phone

☐ I acknowledge and accept the Terms & Conditions below

☐ Remember me with an *Xpress-pay* account

Pay $70.00 ❯

☐ Your filing will be marked as PAID.

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

Filing #100022 Details

PAID

ID	100022
Status	PAID
Business Name	Demo Company
Year	2018
Month	November
Total Collection	$1,000.00
Non-Transients (30+ Consecutive Days)	$0.00
Foreign Government Officials	$0.00
Other Exemption	$0.00
Total Taxable Amount	$1,000.00
Tax Amount	$70.00
Interest ❓	$0.00
Penalty ❓	$0.00
Total Amount Due	$70.00
Due Date	12/31/2018

Payment Info

Date Paid	12/04/2018
Amount Paid	$70.00
Transaction ID	041218E3D-8A9807D4-5D54-42AF-BB76-113446E60240

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.