PAYROLL ONLINE SERVICE CENTER (POSC)
Instructions for Signing Up

➢ Go to POSC homepage: https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx

➢ Click on Sign Up (first option)

- First time users, please read the Help Topics listed in the left menu.
- For concerns not addressed in a specific Help Topic use General Help.
- A link for Feedback / Suggestions will be provided after successful logon.
- For assistance with POSC, please email POSCHELP@comp.state.md.us.
- If you have forgotten your LogonID or Password please use the Recover LogonID / Reset Forgotten Password process.

➢ Enter Social Security Number of employee

Please Note: Fields preceded by * are required fields.

Create Online User Logon

Step 1: Provide SSN
Step 2: Choose LogonID, Provide Reset Information
Step 3: Validate your Identity
Step 4: Choose password
Step 5: Provide info that will allow you to reset a forgotten password
Step 6: Finished

SSN: * Enter your Social Security Number.
Select a Login ID and enter your date of birth (which are required) (E-mail is optional)

To validate your identity

- Enter Agency Number: 360224

Choose and confirm your password

- Choose a password.
- Confirm your password.
- Choose and answer 2 security questions

Choose Security Question #1.
Choose answer to Question #1.
Choose Security Question #2.
Choose answer to Question #2.

- This screen informs you that you have access to POSC online

You have signed up for POSC.
Click here to use POSC

- Click on “Start Using POSC”

Please choose one of the following options:

Current Year Pay Stubs
Prior Year Pay Stubs
View / Print Duplicate W-2
Signup / Modify Web Only Access
Update Address
Update Direct Deposit
Update W4 (Tax Withholding)
Enroll / Update Saving Bonds

Click on Signup/Modify Web Only Access
Check “YES – I WANT WEB ONLY ACCESS”

- You now have full access to your information via POSC
  - Your current & prior year pay stubs.
  - Your W-2 information.
  - You can update your address any time online.
  - You can change your bank information any time online.
  - You can change your tax withholding via Form W-4 online anytime.
  - You can sign up for Savings Bonds online.

- Click on YES – I WANT WEB ONLY ACCESS
  (This means you will no longer receive a pay advice in the mail)

- Click on Next

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