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

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<th>Step</th>
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<td>1</td>
<td>Provide SSN</td>
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<td>2</td>
<td>Choose LogonID, Provide 'Reset' Information</td>
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<td>3</td>
<td>Validate your Identity</td>
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<td>4</td>
<td>Choose password</td>
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<td>5</td>
<td>Provide info that will allow you to reset a forgotten password</td>
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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.

Enter a check number from the most recent paycheck/advice. Contact finservehelp@towson.edu or call 410.704.5599 to obtain if you do not have it.
- Choose and answer 2 security questions

You have signed up for POSC.

Click here to use POSC

Click on “Start Using POSC”

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

I am an employee and I want to access my payroll information
I am a Payroll Representative and I want to access agency payroll information

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”

**Modify Web Only Access To Direct Deposit Paystubs**

You are NOT currently signed up for web only access to your direct deposit paystubs.

Please indicate your desire to sign up for web only access to your direct deposit paystubs by putting a check in the box below and then clicking on the NEXT button at the bottom of the page.

- **YES - I WANT WEB ONLY ACCESS**

Selecting this option will eliminate the need for pay stub (pay advice). Instead you (the employee) can choose when, where and how to print your pay stub information.

For employees with Dual Employment, this change will apply to all pay stub information from all agencies. You would no longer receive any printed copies of any pay stub data from the Central Payroll Bureau.

- **Next**
- **Cancel**
- **Click on Next**

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.

Please choose one of the following options:

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