

## Steps to get access to the Payroll Online Service Center (POSC)

- Navigate to the Payroll Online Service Center Page

<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/> OR

- Click the POSC link from the UMBC Human Resources page

<http://www.umbc.edu/hr/>

- First time users select Sign Up
- Complete Steps 1 - 6

The screenshot shows a web browser window with the URL <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/Logon/NewUser.aspx>. The page has a navigation bar with links: Home, Individuals, Businesses, Tax Professionals, Initiatives, Careers, and CompNet. On the left, there are links for CPB Home, POSC Start, Help Topics, Signup Overview, and General Help. The main content area features a 'Please Note : fields preceded by \* are required fields' message. Below this is a 'Create Online User Logon' form with a yellow background. The form lists six steps: 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, and Step 6: Finished. An input field for 'SSN: \*' is visible, and a 'Next' button is at the bottom.

Step 1: Provide SSN

Step 2: Choose LogonID; Provide Reset Information (Date of Birth and email address)

Step 3: Validate your Identity (provide Agency code, 360231 and check/advice #)

Step 4: Choose Password

Step 5: Provide info that will allow you to reset a forgotten password (2 Security Questions)

**NOTE:** If you have previously set-up an account and forgot the password or have other questions relating to your account you must contact Central Payroll Bureau at (410) 260-7387.