

## 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 yellow navigation bar with links for 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 is titled 'Create Online User Logon' and includes a list of 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. Below the steps, there is a form field for 'SSN: \*' with an asterisk indicating it is a required field. A 'Next' button is located at the bottom of the form.

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 Kathy at Central

Payroll Bureau (410) 260-7387.