



FINANCIAL SERVICES
finservicehelp@towson.edu
410-704-5599

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.

Sign Up	First time using the POSC? Use this process to create a LogonID and Password.
Logon	Access the POSC using your LogonID and Password.

➤ **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)

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

Please choose a LogonID that you will be able to remember

LogonID:

The following information will be used to help you recover a forgotten LogonID or to reset a forgotten password

Date Of Birth:

Email:

- **To validate your identity**

- ✓ **Enter Agency Number: 360224**

Please Note : fields preceded by * are required fields

Create Online User Logon

Step 1 : Provide SSN
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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

The information below should be taken from a **Pay Stub** that was issued in the past 8 weeks. If no **Pay Stubs** have been issued to you in the past 8 weeks then use your most recent paystub.

Agency Number: *

Check/Advice Number:

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 confirm your password**

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

It is required that your password has the following characteristics:

- Minimum of 8 characters in length
- Contains at least one upper case and one lower case letter
- Contains at least one number

Password:

Confirm Password:

Please note that your password is case sensitive.

Choose a password.

Confirm your password.

➤ Choose and answer 2 security questions

Create Online User Logon

Step 1 : Provide SSN
Step 2 : Choose LogonID; Provide 'Reset' Information
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Step 4 : Choose password
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Step 6 : Finished

Question #1: (choose Security Question) → **Choose Security Question #1.**
Answer #1: → **Choose answer to Question #1.**
Question #2: (choose Security Question) → **Choose Security Question #2.**
Answer #2: → **Choose answer to Question #2.**

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

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**

You have successfully completed the SIGN UP process.
Your LogonID is mebnr1. You will need this LogonID as well as your password for future access to POSC.

You have signed up for POSC.

Start Using POSC → **Click here to use POSC**

➤ Click on "Start Using POSC"

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

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	Update Address
Prior Year Pay Stubs	Update Direct Deposit
View / Print Duplicate W-2	Update W4 (Tax Withholding)
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