

Updating POSC with an Email Address

Beginning on March 30, 2026, the POSC will send users a secure PIN to the email address on file in the POSC system to access the site. This requires an email address to be in the system. All POSC users are strongly encouraged to log in now and ensure that an up-to-date email address is on record in the POSC system.

1. Log in to the [POSC site](#) using your existing username and password. If you don't know your LogonID or Password, use the features on the POSC site to recover or reset them.

- For assistance with POSC, please email POSHELP@marylandtaxes.gov.
- 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.

2. Click **Modify User Logon** on the left side of the screen.

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User Options

- [Logoff](#)
- [Modify User Logon](#)
- POSHELP@marylandtaxes.gov

Help Topics

- [POSC Options](#)
- [Update Direct Deposit](#)
- [FAQs for Electronic W-2 consent](#)
- [General Help](#)

You have successfully logged on. For security purposes, please remember to Logoff when you are finished using the POSC

Payroll POSC
Online Service Center

POSC Home Page
Welcome [Redacted]

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

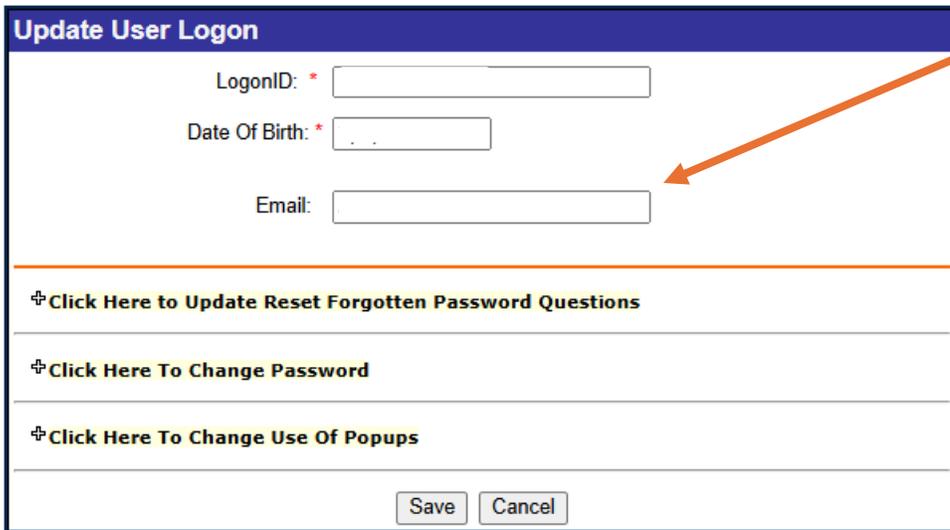
Please choose one of the following options:

- [Current Year Pay Stubs](#)
- [Update Address / W4 \(Tax Withholding\)](#)
- [Prior Year Pay Stubs](#)
- [Update Direct Deposit](#)
- [View / Print Duplicate W-2](#)
- [Signup / Modify W-2 Web Only Access](#)
- [View SPS Employee ID](#)

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3. Enter a valid email address. This is the email address to which secure PINs will be sent for system access.

Press **Save**.



The screenshot shows a web form titled "Update User Logon" with a blue header. It contains three input fields: "LogonID: *", "Date Of Birth: *", and "Email:". Below the fields are three links: "Click Here to Update Reset Forgotten Password Questions", "Click Here To Change Password", and "Click Here To Change Use Of Popups". At the bottom are "Save" and "Cancel" buttons. Two orange arrows point to the "Email:" field and the "Save" button.

4. Don't forget to **log off** when done.

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POSC Home Page
Welcome AARON SMITH.

- 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 / W4 \(Tax Withholding\)](#)

Please note that Morgan's Payroll and Human Resources departments are unable to assist faculty and staff with POSC issues. Assistance with the POSC site can be obtained by emailing poschelp@marylandtaxes.gov.