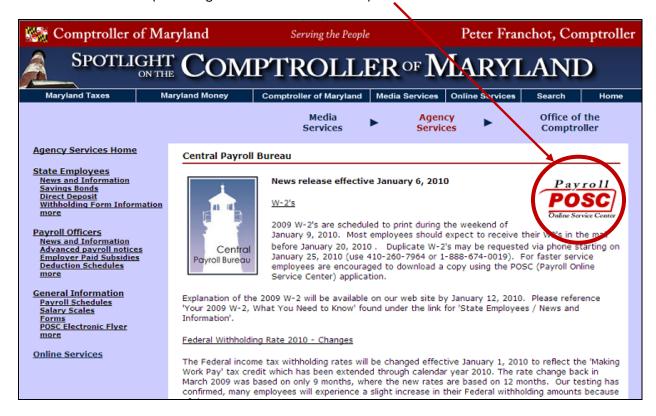
# Directions for using the Central Payroll Bureau (CPB) Payroll Online Service Center (POSC) to print a direct deposit advice

### New Users to sign up and establish a Logon ID and Password

- ◆ Go to the CPB Website: https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx
- Click on POSC (on the right hand side of the screen).



- You will need to have the following information for the initial sign up:
  - o Your Social Security number
  - Your date of birth
  - Our Agency number (360221)
  - The direct deposit advice number from your most recent paystub

◆ Click on 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.

## ◆ Complete steps 1 – 6

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: *
Next

### Suggestions for choosing a logon ID are:

- o First name + last name
- First initial + Last name
- o Home phone number
- o Choose anything easy for you to remember!

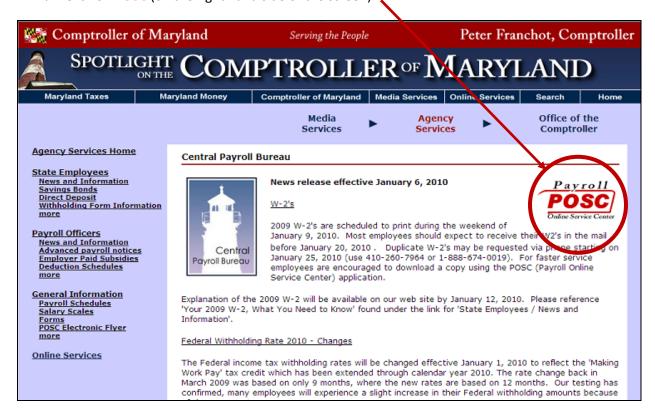
- Good criteria when you choose or set up a password are:
  - Don't pick a password that someone can easily guess if they know who you are, for example, do not use your Social Security Number, birthday or maiden name.
  - Don't pick a word that is currently newsworthy.
  - o Don't pick a password that contains leading or trailing blanks.
  - Don't pick a password that has two (2) consecutive identical characters.
  - DO pick a mixture of letters and numbers.
  - DO pick something that you will remember.

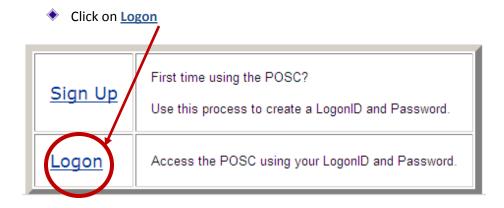
The combination of this Logon ID and Password will allow you to securely logon and have access to POSC from anywhere you have access to the internet.

### Once you have established a Logon ID and Password

To print your pay check advice

- Go to the CPB Website: <a href="http://compnet.comp.state.md.us/cpb">http://compnet.comp.state.md.us/cpb</a>
- Click on POSC (on the right hand side of the screen).





Fill in Logon ID and Password information



Click on Current Year Pay Stubs



Select Text or PDF on the line showing the appropriate Pay day



Direct Deposit information is viewable via POSC up to (2) days prior to pay day. However, money is NOT posted to your bank account until the actual pay day!

#### Other information currently provided by POSC

- Online view and print of 12 rolling months of most recent pay stub information.
- Online view and print of year end (prior year) pay stub information.
- Duplicate W-2 data for most recent three (3) reporting years.
- Online changes to your official payroll address (This will not change the address for benefits—paper forms are available in the HR-Benefits office).
- Online changes to your Direct Deposit (updates only- an original paper form must be on file before you can use this feature).
- Online changes to your W-4 Withholding Form (updates only- an original paper form must be on file before you can use this feature).