

Applicant Guide - OneStop Accounts

Maryland Office of the Secretary of State

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Introduction

Maryland State has created a portal to house the state's licenses, permits, applications, and registrations across numerous state agencies. The portal is called OneStop, and it is a resource for the Maryland Secretary of State staff, supplemental administrators, and the public to manage their documents on a central hub.

OneStop Account

Personal and Entity Accounts

OneStop allows users to hold two types of accounts: a personal account and an entity account. A personal account is associated with one individual person. Any activity completed on OneStop using a personal account belongs to the person who has created the account. An entity account can be created once a personal account has been made. Entity accounts are typically associated with an establishment. An entity can have many individual accounts that represent the entity.

Personal Account. You need to have a personal account to be accounted for as a representative of the organization/entity. Your personal OneStop account grants you the ability to apply or register for various permits and licenses throughout the state of Maryland.

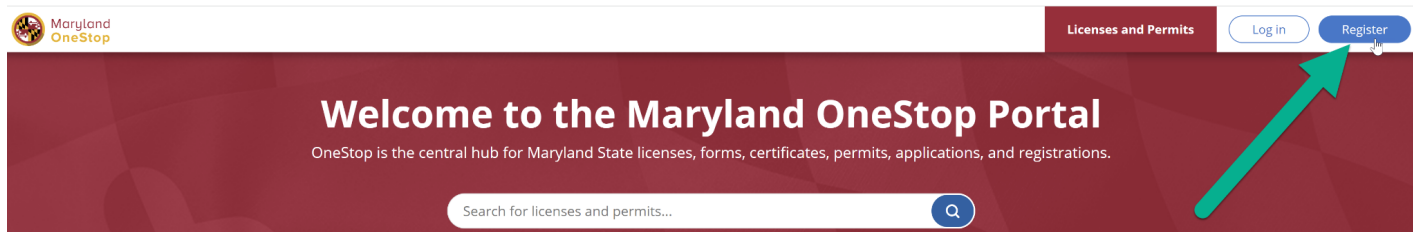
Entity Account. The entity account will allow you to conduct business related to your Solicitor/Charity Organization.

Setting up your Account

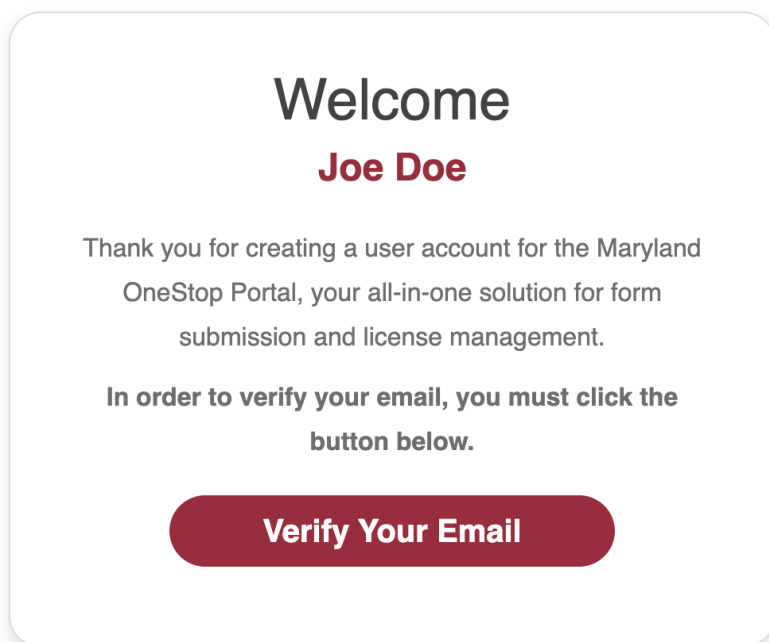
You will need to first navigate to onestop.md.gov to register an account. It is sometimes helpful to use a more generic organization email (info@, grants@, finance@, etc.) if one is available so other users can easily recover login credentials.

Create a Personal Account

1. Once you have navigated to OneStop, click the “Register” button in the upper right corner and complete the fields of information. If you already have a OneStop account that you intend to use, you may disregard this step.



2. A confirmation link will be sent to your email address to verify your account.
3. Verify your email address by clicking the corresponding link.



4. You will be redirected to the OneStop homepage.
5. Login to your account using the information used to register your account.
6. You now have successfully logged in to and created a **Personal** account.

Create an Entity Account

1. Once you have a **Personal** account, you can create an **Entity** account. Login to your **Personal** account on onestop.md.gov.
2. Click your name in the upper right corner and select the button “Switch Accounts”.
3. In the pop-up window, select the button “Create an Entity”.

Logged in successfully.

Account Settings

Claim Records

Switch Accounts

Log out

Welcome to the Maryland OneStop Portal

OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.

Search for licenses and permits...



Switch Accounts

Select the account you would like to continue with on the OneStop

JD Joe Doe
Personal Account

Create an Entity

Cancel

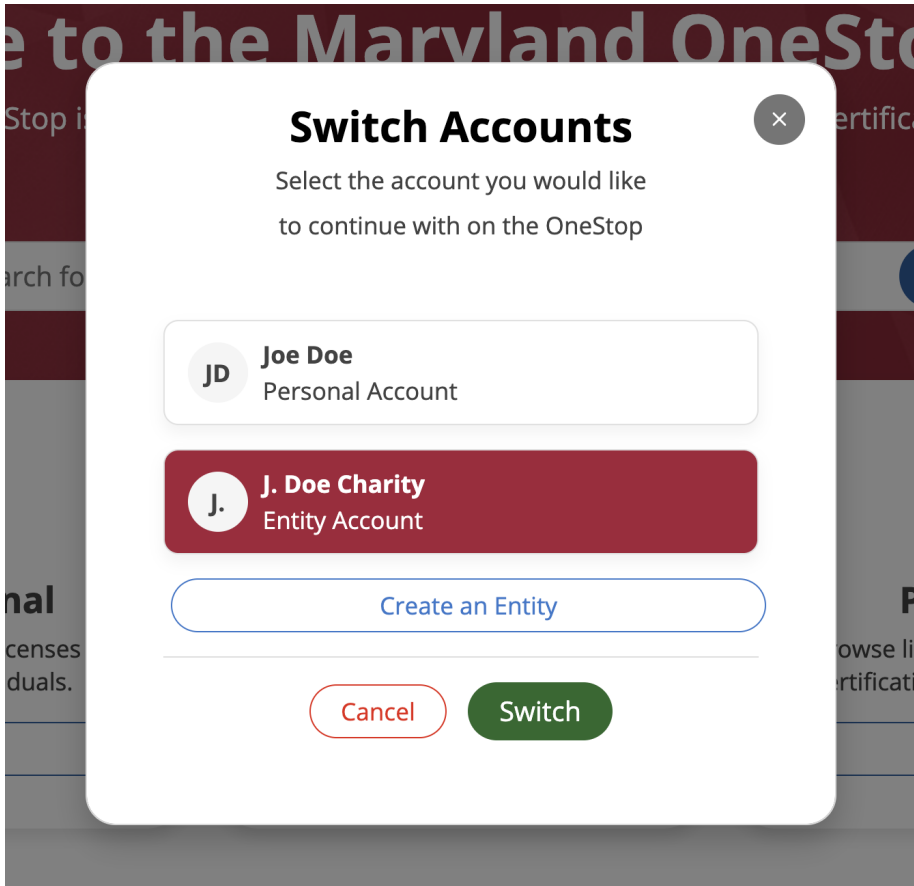
Switch

4. Enter the name of your Entity and click "Create Entity".
5. Your **Entity** account has now been created.

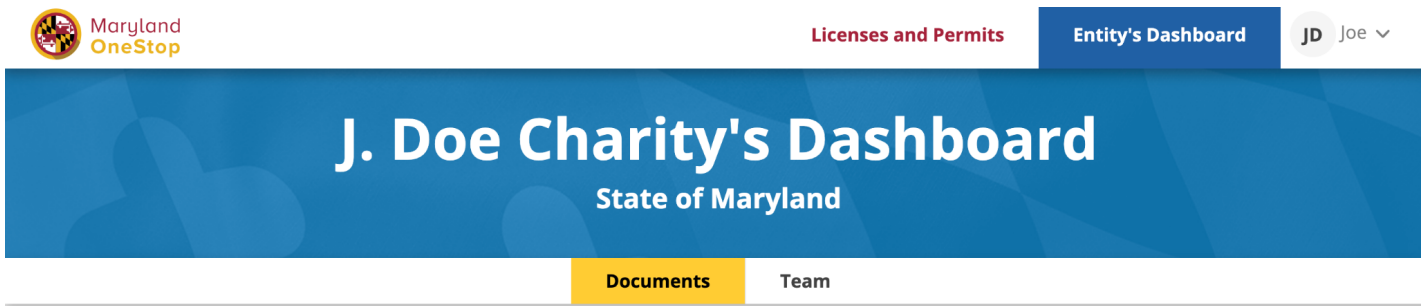
Switch Between Accounts

To view your Charity/Solicitor record on your dashboard, you will need to switch from your personal account to your entity account.

1. Click your account name dropdown button in the top right corner.
2. Under Account Settings, click "Switch Accounts".
3. Select the **Entity Account**.
4. Click the green "Switch" button.



5. You have now switched to your **Entity Account**.



Future Access

When accessing the system after registering for the first time, you will be prompted to login with your username and password. **Once you have logged in successfully, you may need to switch to your Entity account.**

1. Click on the dropdown button with your name in the top right corner.
2. Click "Switch Accounts".
3. Select the Entity account.
4. Click "Switch".

Team

An entity owner may want to add other members so that they are able to access the entity account. For example, a department head who is the Entity Owner may want to add their team members.

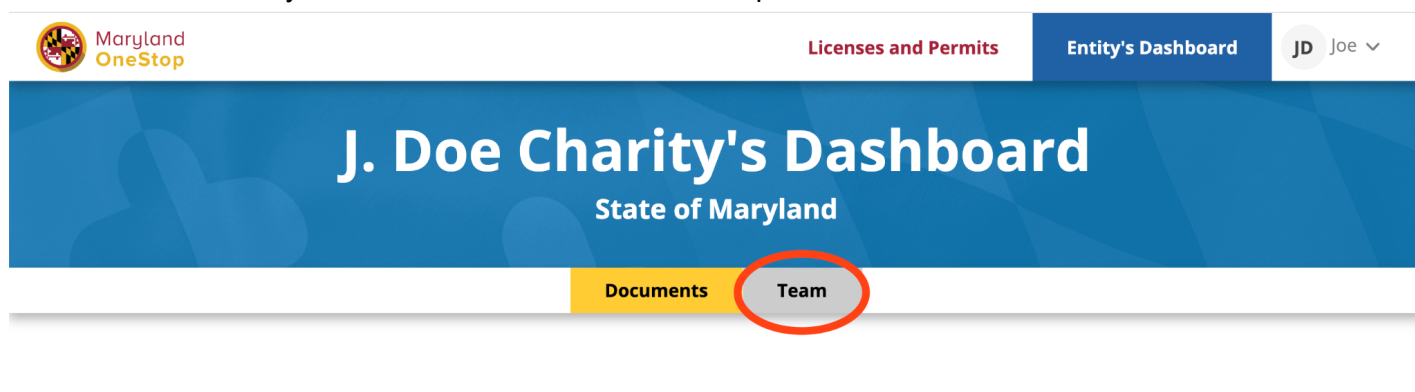
Entity Owner

The Entity owner is the individual who created the **Entity** account. **This cannot be edited later so it is best to elect a primary contact and/or use a generic organization email so multiple users can view correspondence and reset login credentials, if needed.**

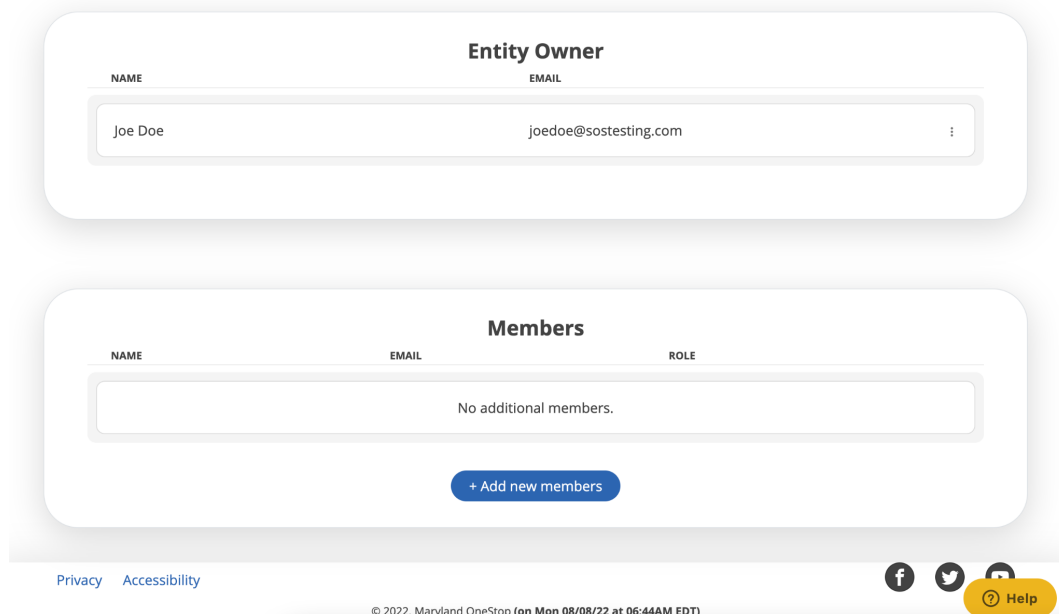
Add New Members

An entity owner has the ability to add members to their team.

1. From the Entity Dashboard, select “Team” in the top tab.



2. Click the blue “Add New Members” button at the bottom under the Members heading.



3. Type in the new member’s Email and select a Role for the new member (the only option is “Member”), then press the green “Invite Member” button.

Invite a New Member



Add members to help you manage your Entity's applications and licenses.

Email

Select a role for this member

[Cancel](#)[Invite Member](#)[+ Add new members](#)

4. You have now invited a new team member to your team.
5. Your team member will need to register via the email sent from OneStop by clicking "Join Entity"

Claiming Records

If a record is created in the system on a charity or solicitor's behalf, an automated email will go out to the identified record holder email address to claim the record. You will need to login with that email address and associate the record with an entity account in order to manage the record.

1. Click on the Claim Records button in the automated email or navigate to onestop.md.gov and login using the email address.
 - a. If you have not created a OneStop account with the email address yet, you will need to follow the registration process at the beginning of this document.
2. You can navigate to the Claim Records page by clicking the button in the automated email or selecting your name in the upper right corner and clicking Claim Records
3. You will need to select an entity with which to associate the record. You can either select an existing entity you have created previously or you can choose to create a new entity.
 - a. **PLEASE NOTE:** You must create an entity account to own the record that has been created. You can create a single generic entity to house all records you manage or you can create separate entities for each record you may own.



Welcome

Charity Account

Information has been entered on your behalf in the OneStop portal. A new SOS Charity Organization (MASTER) record has been created for your account.

Claim this SOS Charity Organization (MASTER) record by clicking the "Claim Record" button below.

[Claim Record](#)

Welcome to the Maryland OneStop Portal

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Search for licenses and permits...

- Account Settings
- Claim Records
- Switch Accounts
- Log out



Claim Records

Select an entity or create a new entity to claim the following records

Entity Records

NAME	NUMBER	CREATED ON	NOTES	ENTITY
NEW TEST RECORD	49706	08/22/22 at 9:28 am	--	Select an Entity ^

- Entity Testing
- Solicitations
- Incorporated
- Solicitor Test Entity
- Create an Entity

← Back to homepage