OCLQS Portal – SUTQ Provider Exemption

Description:

This Job Aid describes the process of a Provider entering Program information to determine SUTQ exemption eligibility.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click Log in as ODJFS User

Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.
**Step 2: Enter Log In Information**

1) Enter *Email* address and *Password*
2) Click *Log In*

*Note: If you do not remember your Email address and/or Password, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.*

**Step 3: Locate Program**

Click on the Program that you would like to update information for
Step 4: Manage Programs

Click *Manage Programs*
Step 5: Update Program Information

Click **Update Program Information**
Step 6: Update Facility Information

Click **Update Facility Information**

Step 7: Provider Agreement Questions

Scroll to the **Provider Agreement** section and answer the questions appropriately.

*Note: These five questions determine a Provider’s eligibility for SUTQ exemption*

Answer questions appropriately.
Step 8: Save

Scroll down and click *Save*

The process of a Provider entering Program information to determine SUTQ exemption eligibility is complete.