OCLQS Portal – ODJFS Adding/Updating Resident Information

Description:
This Job Aid describes the process of adding and updating Resident Information on the OCLQS Portal.

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.

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Step 3: Search for the Program

Enter program name in the search bar

*Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.*
Step 4: Select the Program

Click anywhere in the program card

Step 5: Manage Programs

Click Manage Programs
Step 6: Update Program Information

Click **Update Program Information**

Step 7: Select Update Family Child Care Resident Information

Click **Update Family Child Care Resident Information**
Step 8: Enter Household Information

Enter **Household Information**

**Update Family Child Care Resident Information**

- **Enter Household Information**
  - Number of Residents
  - Foster Children?
  - Are you a Foster Parent?
  - Are you a specialized or treatment foster home?

**Step 9: Add Resident**

Click **Add Item** to add resident information if applicable

Click **Add Item**
**Step 10: Enter Resident Information**

1) Enter **Resident Information**
2) Click **Save**

*Note: To add additional residents repeat Steps 9 and 10.*

**Step 11: Edit Resident Information**

Click the edit icon next to the resident if any information needs to be changed or edited

*Note: Repeat Step 10 to update the information. If all information is accurate, then proceed to Step 12.*
Step 12: Save Resident Information

Click **Save and Continue**

![Image of FCC Resident Information form]

Step 13: Attach Required Documents

Click on the first document button (if documents are required)

*Note: If no documents are required, then proceed to Step 17.*

![Image of Required Documentation List]
Step 14: Add New Attachment

Click *Add New Attachment*

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Step 15: Choose the Document

1) Select the document to attach
2) Click *Open*
3) Note: The view of this step will vary depending on the internet browser you are using.
Step 16: Save the Document

Click **Save**

Step 17: Attach Other Required Documents

1) Repeat Steps 13 to 16 for all required documents
2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is added, the document name displays to the right of the document button.*
Step 18: Submit Update

Click **Submit**

Click **Submit**

Step 19: Return to Dashboard

Click **Go back to Dashboard**

Click **Go back to Dashboard**

The process of adding and updating resident information on the OCLQS Portal is complete.