



## OCLQS Portal – Authorized Representative Update

### Description:

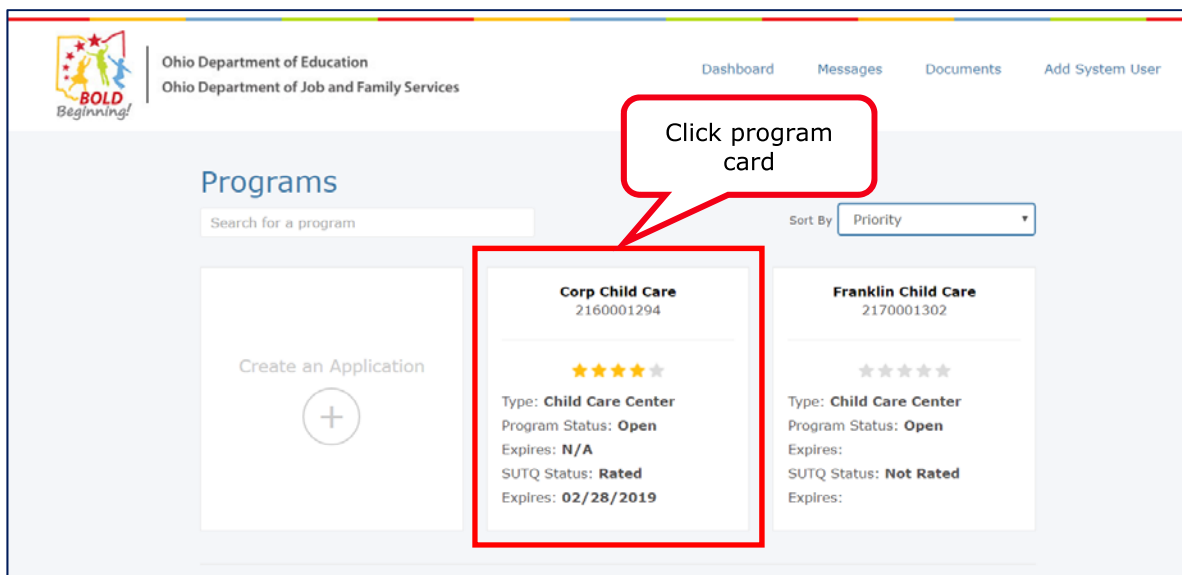
This Job Aid describes the process of submitting an Authorized Representative Update on the OCLQS Portal. This Job Aid includes steps to add a new Authorized Representative.

### Related Job Aid(s):

- OCLQS Portal – Account Management

### Step 1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card





## Step 2: Manage Programs

Click **Manage Programs**

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Ohio Department of Job and Family Services

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### Corp Child Care

Program Number: 2160001294

License

Corp Child Care  
123 Main  
Columbus, OH  
43214

Status: **Licensed** Expires: **N/A**

**Manage Programs**

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**

## Step 3: Update Program Information

Click **Update Program Information**

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### Corp Child Care

Program Number: 2160001294

↻ FLIP

**Request Amendment** **Request Closure**

**Update Program Information**

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**



## Step 4: Update Authorized Representatives

Click **Update Authorized Representatives**

### Update Information

#### Update Authorized Representatives

Use Update Authorized Representatives to add a new authorized representative, edit an existing authorized representative, or end date an existing authorized representative.

**Update Authorized Representatives**

Click **Update Authorized Representatives**

#### Update Facility Information

Use Update Facility Information to edit age groups served, attendance options, services offered, schedule information, or to indicate if you currently have or plan to enter into a Provider Agreement to serve families receiving Publicly Funded Child Care (PFCC).

**Update Facility Information**

#### Update Licensing and Contact Information

For ODJFS programs, use Update Licensing and Contact Information to edit the program name, email address, mailing address, or phone.

For ODE programs, use Update Licensing and Contact Information to edit the on-site contact, alternate on-site contact, mailing address, or phone.

**Update Licensing and Contact Information**

#### Update Outdoor Space Information

Use Update Outdoor Space Information to add, update, or remove outdoor space.

**Update Outdoor Space Information**



## Step 5: Edit/Add Authorized Representative

Click the  icon to edit the existing **Authorized Representative Information**

*Note: To add a new authorized representative click the blue **Add Item** button in the **Authorized Representative Information** section.*


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### Update Authorized Representatives

Ownership Documentation Review & Submit

Authorized Representative Information

First Name	Last Name	Date of Birth	Start Date	End Date	
Kelly	Jackson	03/10/1980	01/09/2017		

Add Item

Save & Finish Later Save and Continue

Click the icon



## Step 6: Enter Authorized Representative Information

- 1) Enter **Authorized Representative Information** or update the information as appropriate
- 2) Click **Save**

*Note: The **Save** button must be clicked in order for the information to be saved. If **Save and Continue** is clicked, then the information will not be saved.*

*To add/edit additional authorized representatives repeat Steps 5 and 6.*

The screenshot shows a web form titled "Authorized Representative Information". At the top, there is a table with columns for First Name, Last Name, Date of Birth, Start Date, and End Date. The first row contains the following data: Kelly, Jackson, 03/10/1980, 01/09/2017, and an edit icon. Below the table, a red callout box with the number "1" points to the form fields. The form fields include: First Name\* (Kelly), Last Name\* (Jackson), Date of Birth\* (03/10/1980), and SSN\* (123456789). Other fields include Street Address, City, State, Zip Code, Phone, Email, Start Date\* (01/09/2017), End Date, Are you Currently Licensed? (No), Name of Program, License Previously Revoked? (No), and Certified as licensed by other state? (--None--). There is also a "List States" section with "Available" and "Chosen" lists. At the bottom, there are two more sections for "Certified as Provider within last 5 years?" and "Licensed as Provider within last 5 years?", both with "No" selected. A red callout box with the number "2" points to the "Save" button at the bottom of the form. The text "Please save before continuing to next section." is visible above the buttons.



## Step 7: Save and Continue

Click **Save and Continue**

Update Authorized Representatives

Ownership      Documentation      Review & Submit

Authorized Representative Information

First Name	Last Name	Date of Birth	Start Date	End Date	
Kelly	Jackson	03/10/1980	01/09/2017		
Jeff	Smith	02/10/1980	01/09/2017		

[Add Item](#)

[Save & Finish Later](#)   [Save and Continue](#)

Click **Save and Continue**

## Step 8: Attach documents if required

Click **Save and Continue**

*Note: Refer to OCLQS Portal – Document Management Job Aid for information on attaching documents.*

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Update Authorized Representatives

Ownership      **Documentation**      Review & Submit

Required Documentation List    No documents are required to submit this request

[Save & Finish Later](#)   [Save and Continue](#)

Click **Save and Continue**



## Step 9: Submit Request

Click **Submit**

The screenshot shows the 'Update Authorized Representatives' page. At the top, there is a progress bar with three steps: 'Ownership', 'Documentation', and 'Review & Submit'. Each step has a green checkmark above it, indicating completion. Below the progress bar, the text 'Review' is on the left and 'Completed' is in the center. Underneath, it says 'Submit Your Update' and 'Your update is not yet submitted. Please click Submit below.' There are two buttons: 'Save & Finish Later' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red callout bubble points to it with the text 'Click **Submit**'.

## Step 10: Return to Dashboard

Click **Go back to Dashboard**

The screenshot shows the 'Update Successfully Submitted' confirmation page. The main heading is 'Update Successfully Submitted' with a green checkmark icon to the right. Below the heading, it says 'You will be contacted about next steps or if additional information is required.' At the bottom of the main content area, there is a blue button labeled 'Go back to Dashboard'. This button is highlighted with a red box, and a red callout bubble points to it with the text 'Click **Go back to Dashboard**'. The footer contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with a copyright notice for 2016 State of Ohio.

The process of submitting an Authorized Representative Update is complete.