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

![Click program card](image-url)
Step 2: Manage Programs

Click **Manage Programs**

Step 3: Update Program Information

Click **Update Program Information**
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.

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 Licensing and Contact Information
For ODIFS 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 Outdoor Space Information
Use Update Outdoor Space Information to add, update, or remove outdoor space.

Update Facility 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.
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.

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**Authorized Representative Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly</td>
<td>Jackson</td>
<td>01/10/1960</td>
<td>01/09/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Other Names Used**

- Kelly
- Jackson

**Address**

- Street Address
- City
- State
- Zip Code

**Phone**

- Phone
- Email

**Start Date**

- 01/09/2017

**Are you Currently Licensed?**

- Yes
- No

**License Previously Received?**

- Yes
- No

**Available States**

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Connecticut
- Delaware
- Florida
- Georgia

**Certified as Provider within last 5 years?**

- Yes
- No

**Licensing as Provider within last 5 years?**

- Yes
- No

**Please save before continuing to next section.**

**Click Save**
Step 7: Save and Continue

Click **Save and Continue**

![Image of the Update Authorized Representatives section with two rows of data: one for Kelly Jackson with a start date of 01/09/2017 and one for Jeff Smith with a start date of 01/09/2017.]

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.*
Step 9: Submit Request

Click **Submit**

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Step 10: Return to Dashboard

Click **Go back to Dashboard**

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The process of submitting an Authorized Representative Update is complete.