



OCLQS Portal – Authorized Representative Update

Description:

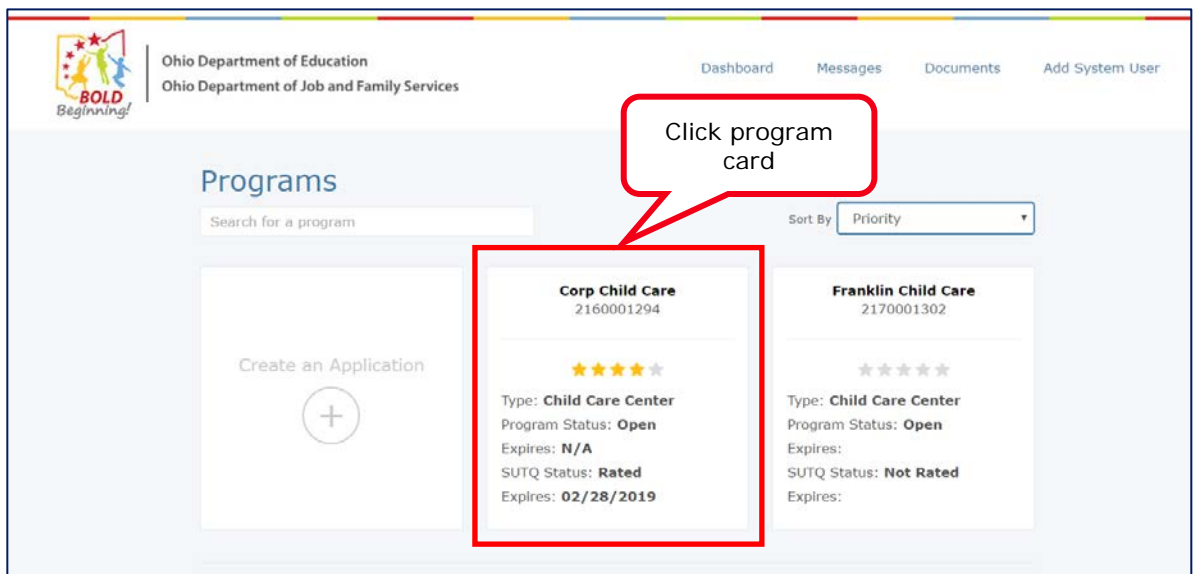
This Job Aid describes the process of submitting an Authorized Representative Update on the OCLQS Portal. This Job Aid includes steps to add a new Authorized Representative.

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**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

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**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

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.*

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



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 are input fields for First Name* (Kelly) and Last Name* (Jackson). A red callout box labeled "1" with the text "Enter information" points to these fields. The main body of the form contains several sections: "Other Names Used" (empty), "Date of Birth*" (03/10/1980), "SSN*" (123456789), "Street Address" (empty), "City", "State", and "Zip Code" (empty), "Phone", "Email", "Start Date*" (01/09/2017), "End Date", "Are you Currently Licensed?" (No), "Name of Program", "License Previously Revoked?" (No), "Certified as licensed by other state?" (--None--), "List States" (Available: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia; Chosen: empty), "Certified as Provider within last 5 years?" (No), "Name of Program", "Licensed as Provider within last 5 years?" (No), "Name of Program". At the bottom, there is a "Please save before continuing to next section." message and two buttons: "Save" and "Cancel". A red callout box labeled "2" with the text "Click **Save**" points to the "Save" button.



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.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

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' (completed), 'Documentation' (completed), and 'Review & Submit' (in progress). Below the progress bar, 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**'. The page also includes the department logo, navigation links (Dashboard, Messages, Documents, Add System User), and a message: 'Your update is not yet submitted. Please click Submit below.'

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'. Below it, there is a message: 'You will be contacted about next steps or if additional information is required.' and a green checkmark icon. At the bottom of the page, there is a button labeled 'Go back to Dashboard', which is highlighted with a red box. A red callout bubble points to this button with the text 'Click **Go back to Dashboard**'. The footer of the page contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with the copyright notice 'Copyright © 2016 State of Ohio'.

The process of submitting an Authorized Representative Update is complete.