



OCLQS Portal – ODJFS Registration: Border State

Description:

This Job Aid describes the process of submitting a registration as an ODJFS Border State program in 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

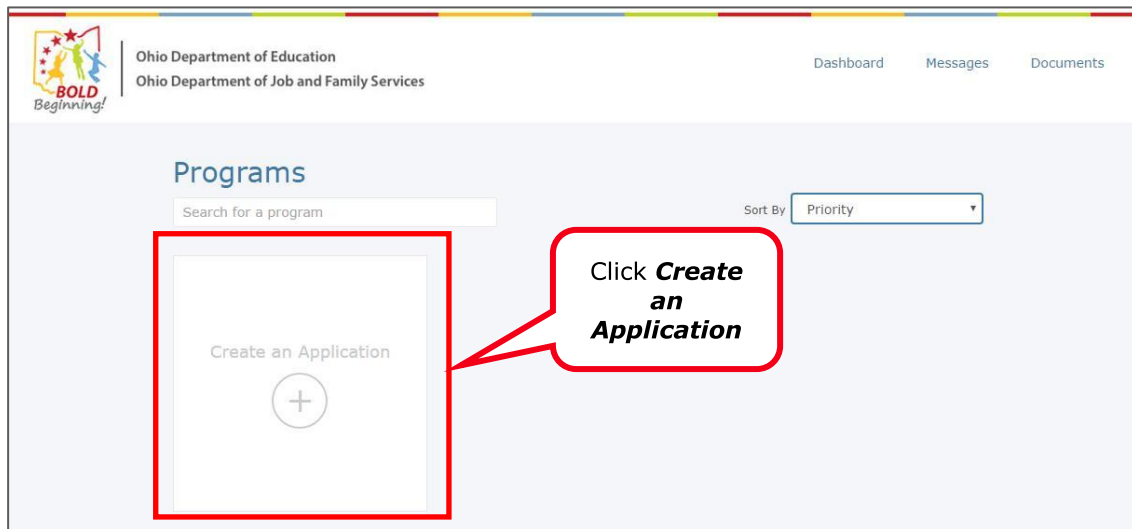
- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

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.



Step 3: Create an Application

Click **Create an Application**





Step 4: Enter Program Number

- 1) Enter **Program Number**
- 2) Click Drop Down Arrow to select the **State**
- 3) Click **Continue to Application**

The screenshot shows the application form interface. At the top left is the logo for the Ohio Department of Education and Department of Job and Family Services. On the top right are links for Dashboard, Messages, and Documents. The main content area contains instructions and a form. The form has three fields: 'Program Number' (a text input field), 'State' (a dropdown menu currently showing '--None--'), and two buttons: 'Cancel' and 'Continue To Application'. Three red callout boxes with numbered circles (1, 2, 3) point to the 'Program Number' field, the 'State' dropdown, and the 'Continue To Application' button, respectively. The text in the callouts is: 'Enter Program Number', 'Select State', and 'Click Continue to Application'.



Step 5: Enter Program Information

- 1) Enter **Program Information**
- 2) Click **Save and Continue**

Out of State Registration

Progress: **Program Information** | Documentation | Review & Sign

1 Enter information

Program Information

* Program Name

* Street Address

Street Address 2

* City * State * Zip Code

* Phone Phone Ext

* Program Email Address Out of State Program Number

* State of License/Certification/Exemption Expiration Date

No Expiration Date

Mailing Information

* Mailing Address

Mailing Address 2

* City * State * Zip Code

Provider Agreement

Reminder: If you are an ODJFS program you must enter your program's rates in the CCIDS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving PFCC.

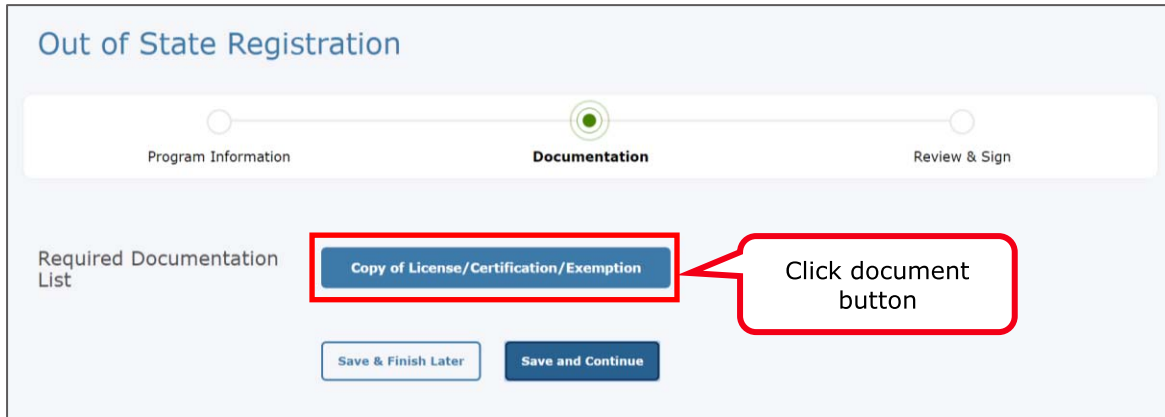
* Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?

2 Click **Save and Continue**

Step 6: Attach Required Documents

Click on the first document button

Note: If no documents are required to be attached, proceed to Step 10.



Out of State Registration

Program Information **Documentation** Review & Sign

Required Documentation List

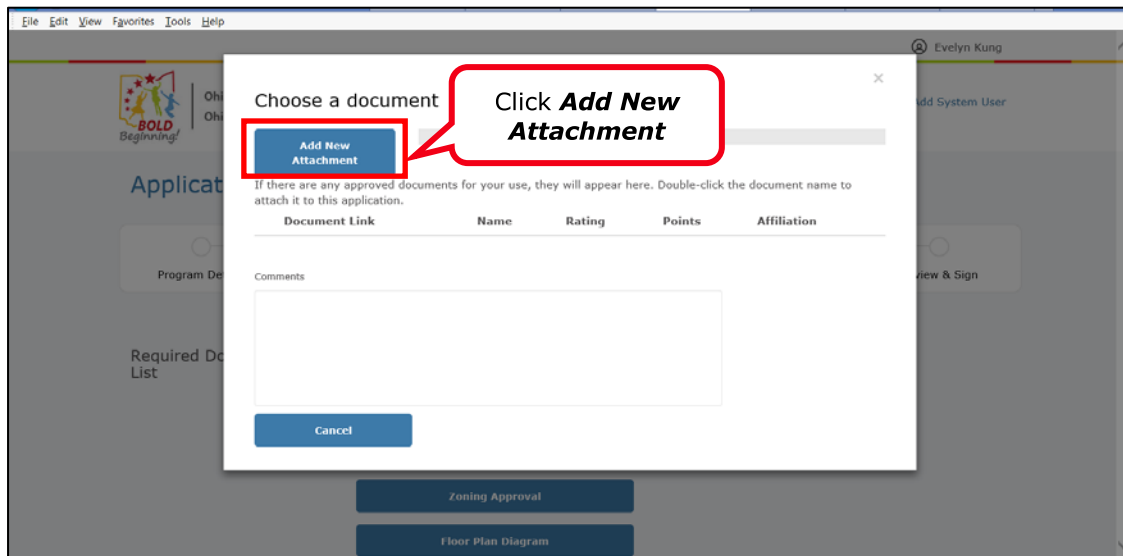
Copy of License/Certification/Exemption

Click document button

Save & Finish Later Save and Continue

Step 7: Click Add New Attachment

Click **Add New Attachment**



Choose a document

Click **Add New Attachment**

If there are any approved documents for your use, they will appear here. Double-click the document name to attach it to this application.

Document Link	Name	Rating	Points	Affiliation
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Comments

Cancel

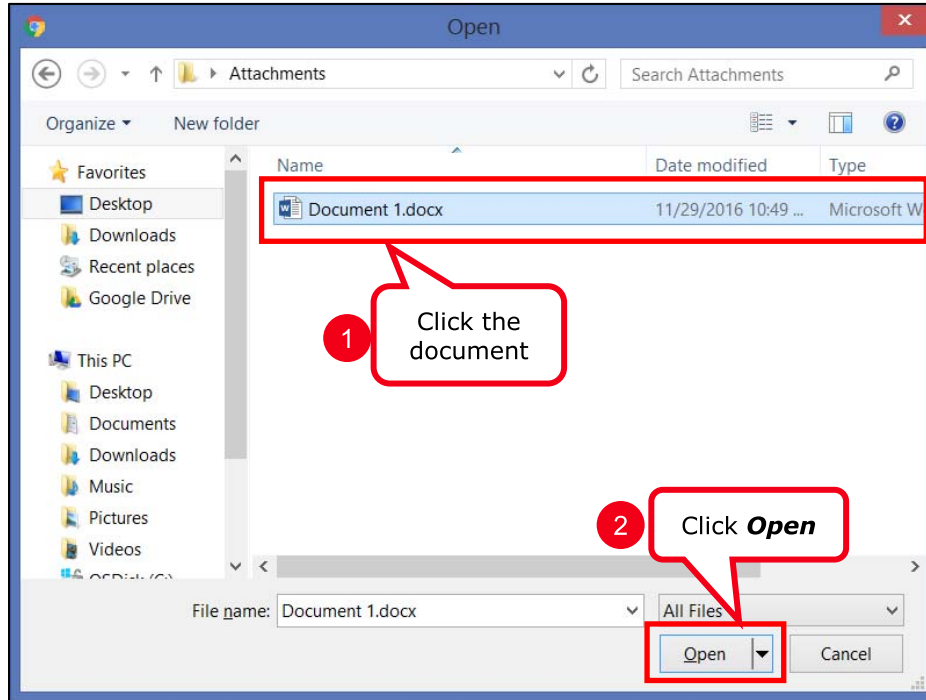
Zoning Approval

Floor Plan Diagram

Step 8: Select Document

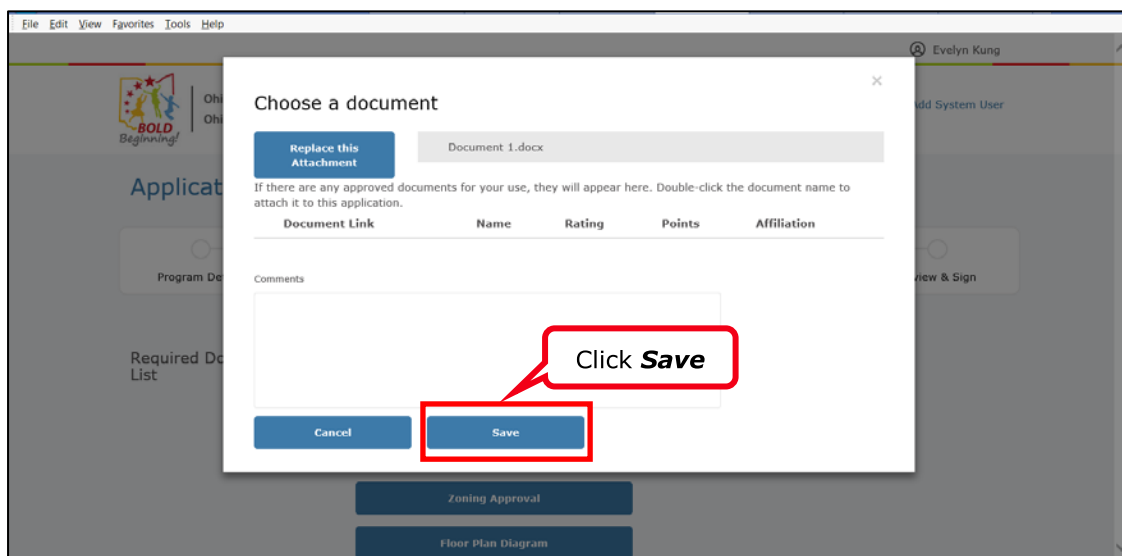
- 1) Select the document to attach
- 2) Click **Open**

Note: The view of this step will vary depending on the internet browser you are using.



Step 9: Save the Attached Document

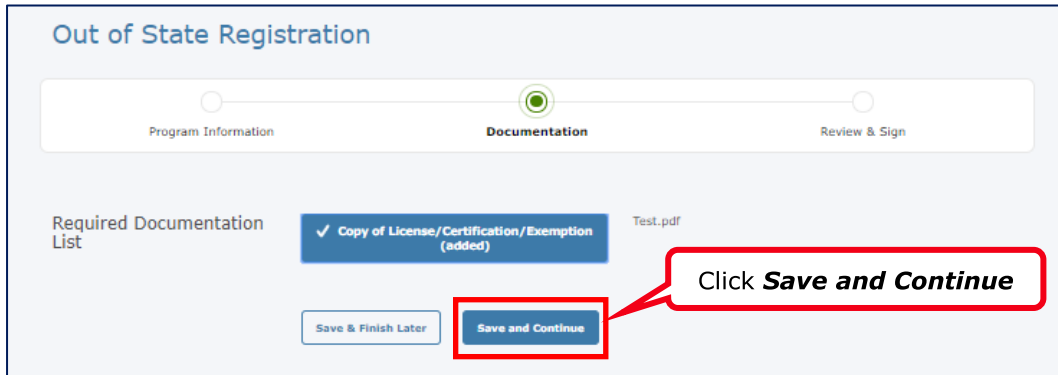
Click **Save**



Step 10: Attach Other Required Documents

- 1) Repeat Steps 6 to 9 if multiple documents are required
- 2) After all required documents are attached, then click **Save and Continue**

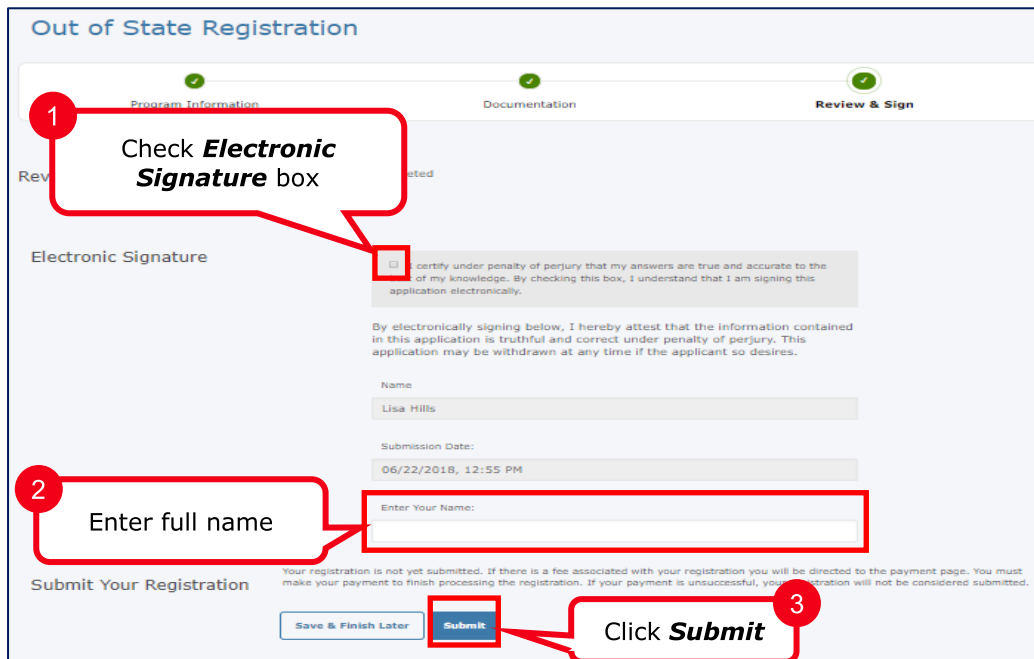
Note: When a document is added, the document name displays to the right of the document button.



The screenshot shows the 'Out of State Registration' form at the 'Documentation' step. A progress bar at the top indicates that 'Program Information' is complete, 'Documentation' is the current step, and 'Review & Sign' is pending. Below the progress bar, a 'Required Documentation List' shows a document titled 'Copy of License/Certification/Exemption (added)' with a checkmark and 'Test.pdf' to its right. At the bottom, there are three buttons: 'Save & Finish Later', 'Save and Continue', and 'Save and Continue'. A red callout box points to the 'Save and Continue' button with the text 'Click **Save and Continue**'.

Step 11: Review and Sign

- 1) Check the **Electronic Signature** box if you agree with statement
- 2) Enter your full name
- 3) Click **Submit**

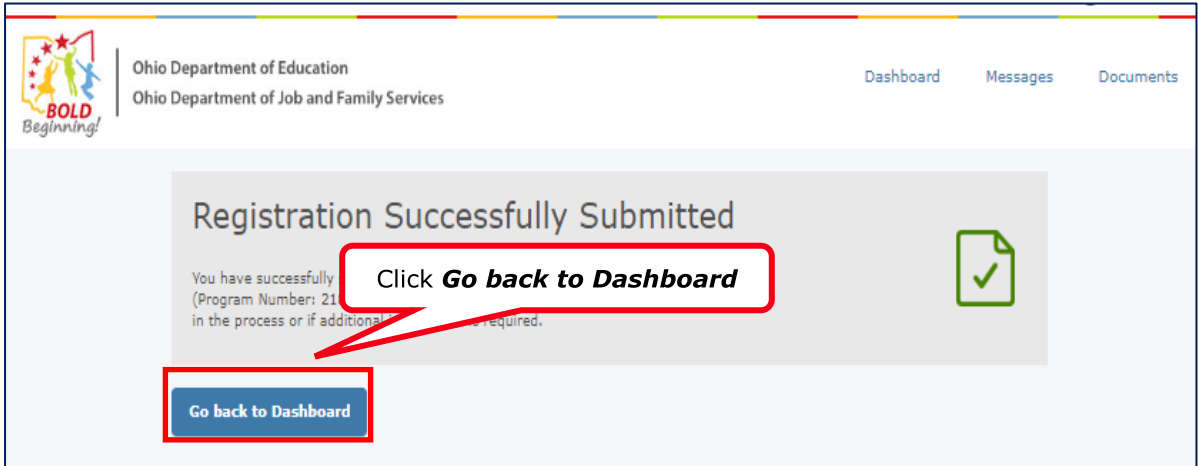


The screenshot shows the 'Out of State Registration' form at the 'Review & Sign' step. The progress bar at the top shows 'Program Information' and 'Documentation' as complete, and 'Review & Sign' as the current step. A red callout box with the number '1' points to the 'Electronic Signature' checkbox, with the text 'Check **Electronic Signature** box'. Below the checkbox, there is a statement: 'I certify under penalty of perjury that my answers are true and accurate to the best of my knowledge. By checking this box, I understand that I am signing this application electronically.' and a larger statement: 'By electronically signing below, I hereby attest that the information contained in this application is truthful and correct under penalty of perjury. This application may be withdrawn at any time if the applicant so desires.' Below these statements, there are input fields for 'Name' (containing 'Lisa Hills') and 'Submission Date' (containing '06/22/2018, 12:55 PM'). A red callout box with the number '2' points to the 'Enter Your Name:' input field, with the text 'Enter full name'. At the bottom, there are three buttons: 'Save & Finish Later', 'Submit', and 'Submit'. A red callout box with the number '3' points to the 'Submit' button, with the text 'Click **Submit**'.



Step 12: Return to Dashboard

Click ***Go back to Dashboard***



The process of submitting a registration as an ODJFS Out of State program is complete.