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
Step 5: Enter Program Information

1) Enter Program Information
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](image)

**Required Documentation List**

- Copy of License/Certification/Exemption

Click document button

---

Step 7: Click Add New Attachment

Click *Add New Attachment*

![Add New Attachment](image)
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.*

---

Step 11: Review and Sign

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