



## OCLQS Portal – Licensing and Contact Information Update

### Description:

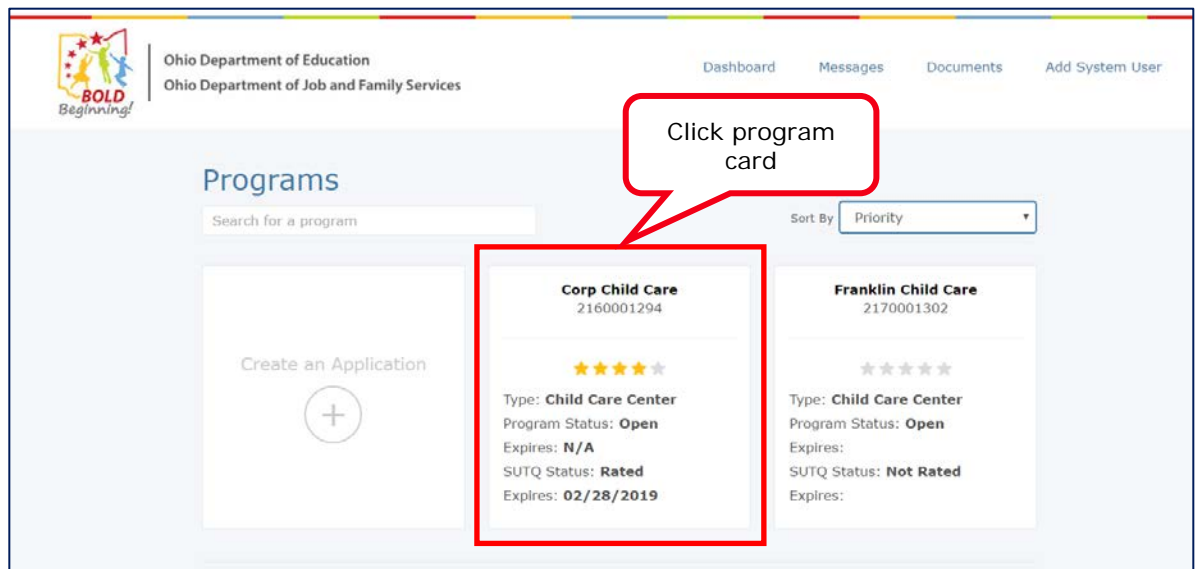
This Job Aid describes the process of submitting a Licensing and Contact Information Update on the OCLQS Portal.

### 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

**step up to quality**

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

Request Amendment Request Closure

**Update Program Information**

Step Up To Quality Summary

**step up to quality**

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

**Manage SUTQ**



## Step 4: Update Licensing and Contact Information

Click ***Update Licensing and Contact Information***

### 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](#)

#### 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](#)

Click ***Update Licensing and Contact Information***

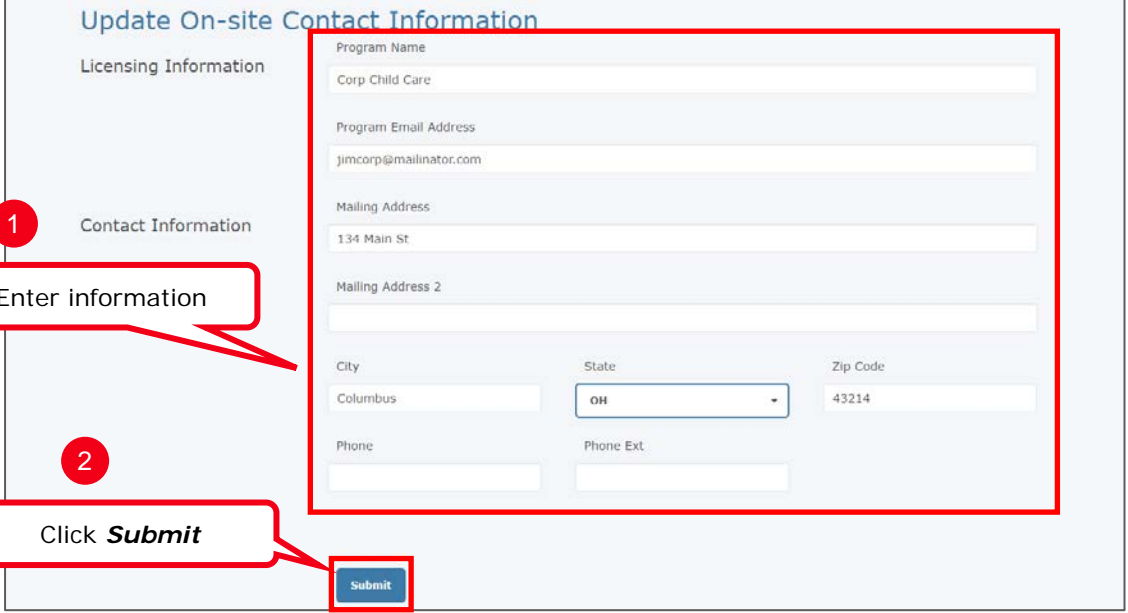
#### Update Outdoor Space Information

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

[Update Outdoor Space Information](#)

## Step 5: Submit Update

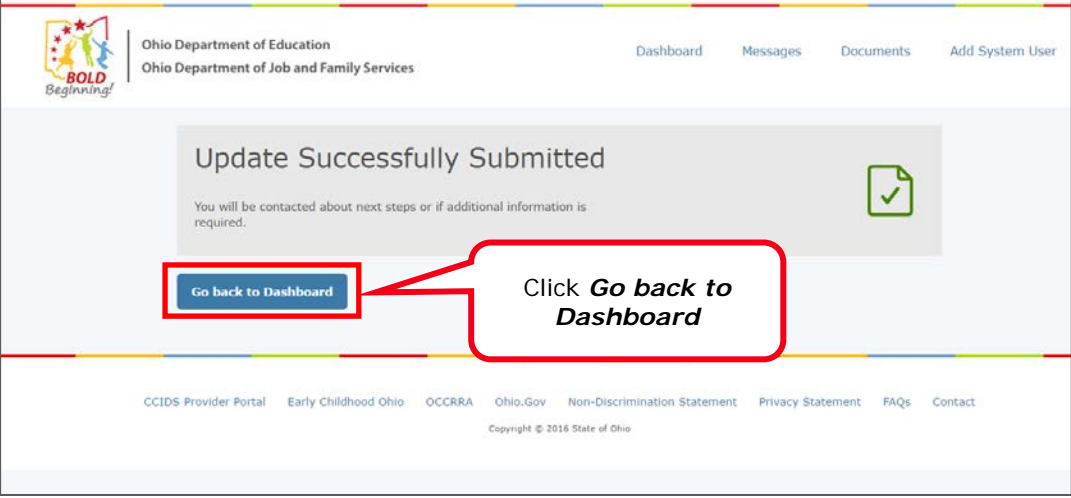
- 1) Enter appropriate **Licensing Information** and **Contact Information**
- 2) Click **Submit**



The screenshot shows a web form titled "Update On-site Contact Information". The form is divided into two sections: "Licensing Information" and "Contact Information". The "Licensing Information" section includes fields for "Program Name" (filled with "Corp Child Care"), "Program Email Address" (filled with "jimcorp@mailinator.com"), "Mailing Address" (filled with "134 Main St"), and "Mailing Address 2". The "Contact Information" section includes fields for "City" (filled with "Columbus"), "State" (a dropdown menu with "OH" selected), "Zip Code" (filled with "43214"), "Phone", and "Phone Ext.". A red box highlights the entire form area. A red circle with the number "1" is next to the "Contact Information" section, with a callout box containing the text "Enter information". A second red circle with the number "2" is next to the "Submit" button, with a callout box containing the text "Click **Submit**".

## Step 6: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows a dashboard with a message that says "Update Successfully Submitted". Below the message, there is a button labeled "Go back to Dashboard". A red callout box points to this button with the text "Click **Go back to Dashboard**". The dashboard also features a navigation menu with links for "Dashboard", "Messages", "Documents", and "Add System User". At the bottom, there are links for "CCIDS Provider Portal", "Early Childhood Ohio", "OCCRRRA", "Ohio.Gov", "Non-Discrimination Statement", "Privacy Statement", "FAQs", and "Contact".

The process of submitting a Licensing and Contact Information Update is complete.