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

<table>
<thead>
<tr>
<th>Step 1: Select the Program</th>
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</thead>
<tbody>
<tr>
<td>Log in to the OCLQS Portal</td>
</tr>
<tr>
<td>o For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid</td>
</tr>
<tr>
<td>Click anywhere in the program card</td>
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</tbody>
</table>

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

Click **Manage Programs**

Step 3: Update Program Information

Click **Update Program Information**
Step 4: Update Licensing and Contact Information

Click **Update Licensing and Contact Information**

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**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 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 ODYS 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.

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Click **Update Licensing and Contact Information**
Step 5: Submit Update

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

Step 6: Return to Dashboard

Click **Go back to Dashboard**

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