



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.

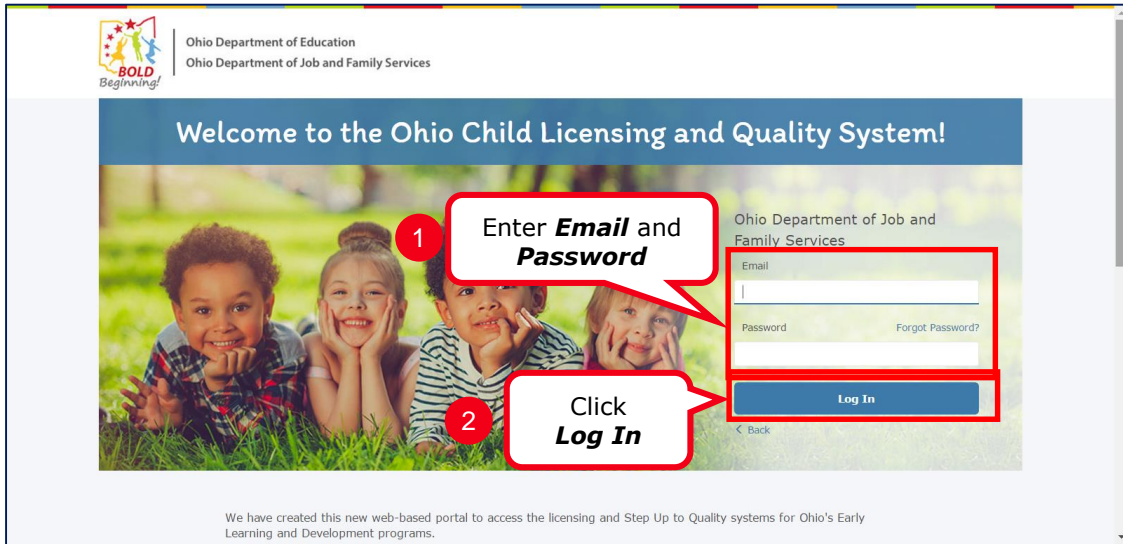




Step 2: Enter Log In Information

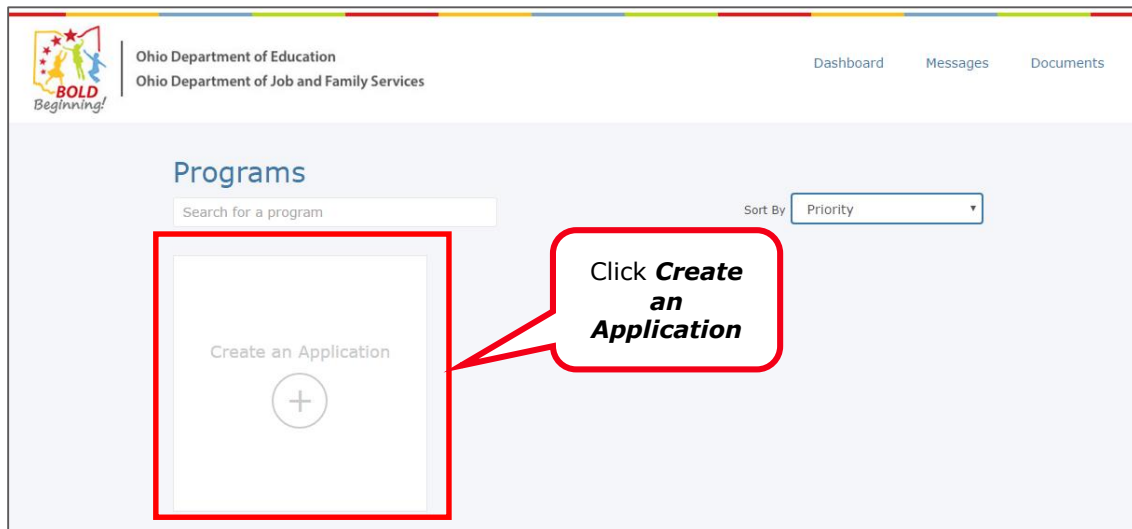
- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

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 'Prescreen' application form. At the top left is the 'BOLD Beginning!' logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. At the top right are links for 'Dashboard', 'Messages', and 'Documents'. The main heading is 'Prescreen'. Below it is an 'Instructions' section with text: 'Provide the information necessary for the application. This application will take approximately 30 minutes to complete. You may save and return to complete your application if necessary. Applicants will be required to complete the application in its entirety and may need to pay a non-refundable fee. Applicants will also be required to upload any required documents as determined by the type of application and may be required to have a valid credit card (Visa or MasterCard). Please enter your current Program Number and select the associated State.' Below the instructions are three input fields: 'Program Number' (a text box), 'State' (a dropdown menu currently showing '--None--'), and 'Continue To Application' (a blue button). A 'Cancel' button is also present. 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 callout for '1' says 'Enter **Program Number**', the callout for '2' says 'Select **State**', and the callout for '3' says '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

Program Information

1
Enter information

- * Program Name
- * Street Address
- Street Address 2
- * City
- * State
- * Zip Code
- * Phone
- Phone Ext
- * Program Email Address
- Out of State Program Number
- Expiration Date
- No Expiration Date
- * Provider Agreement
- * State of License/Certification/Exemption

Mailing Information

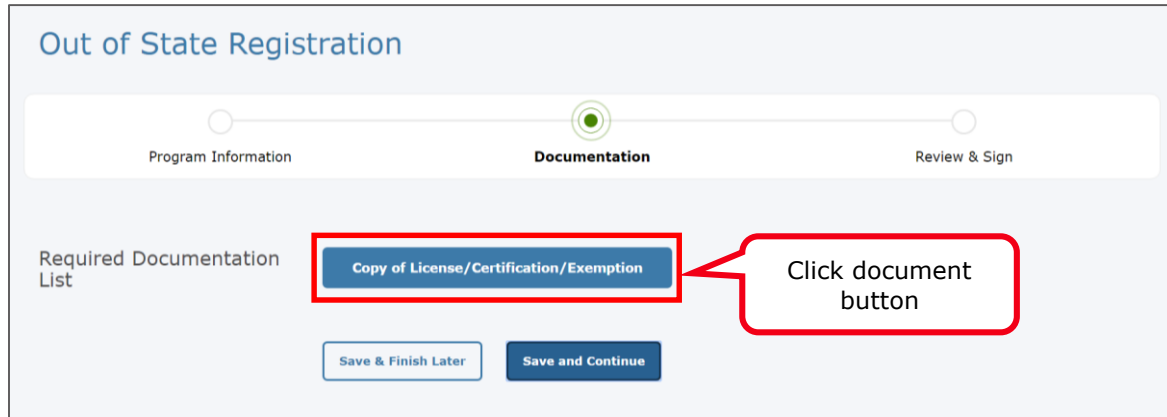
- * Mailing Address
- Mailing Address 2
- * City
- * State
- * Zip Code

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

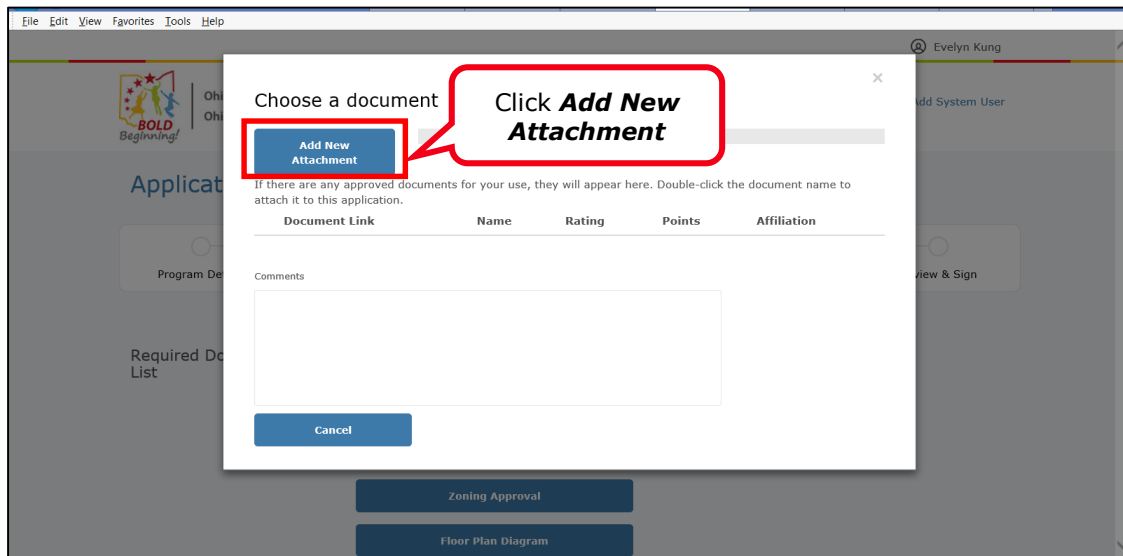
Required Documentation List

Copy of License/Certification/Exemption List

Save & Finish Later Save and Continue

Step 7: Click Add New Attachment

Click **Add New Attachment**



Choose a document

Add New Attachment

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

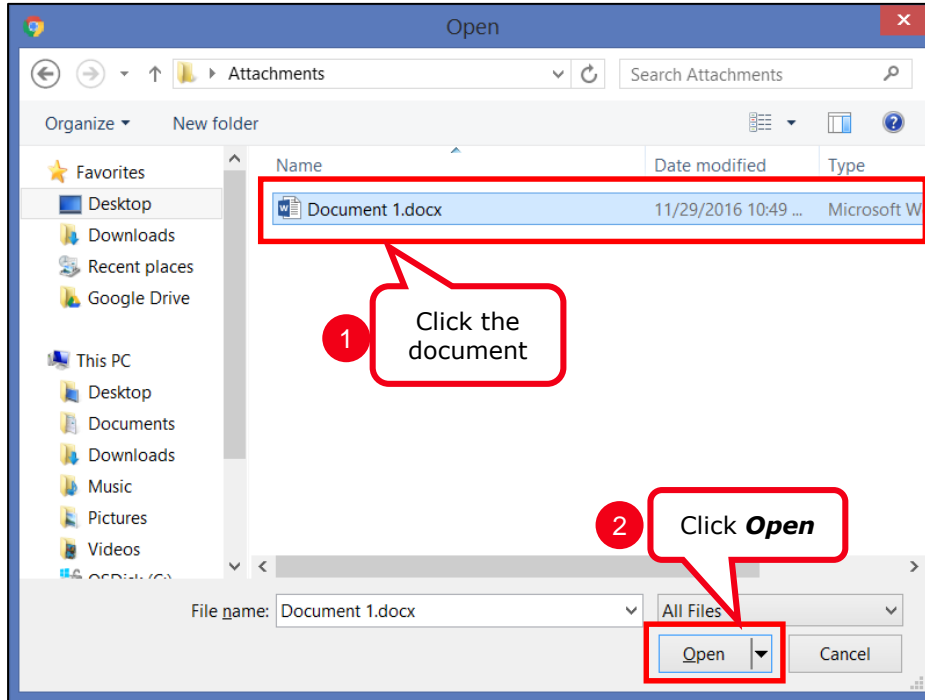
Zoning Approval

Floor Plan Diagram

Step 8: Select Document

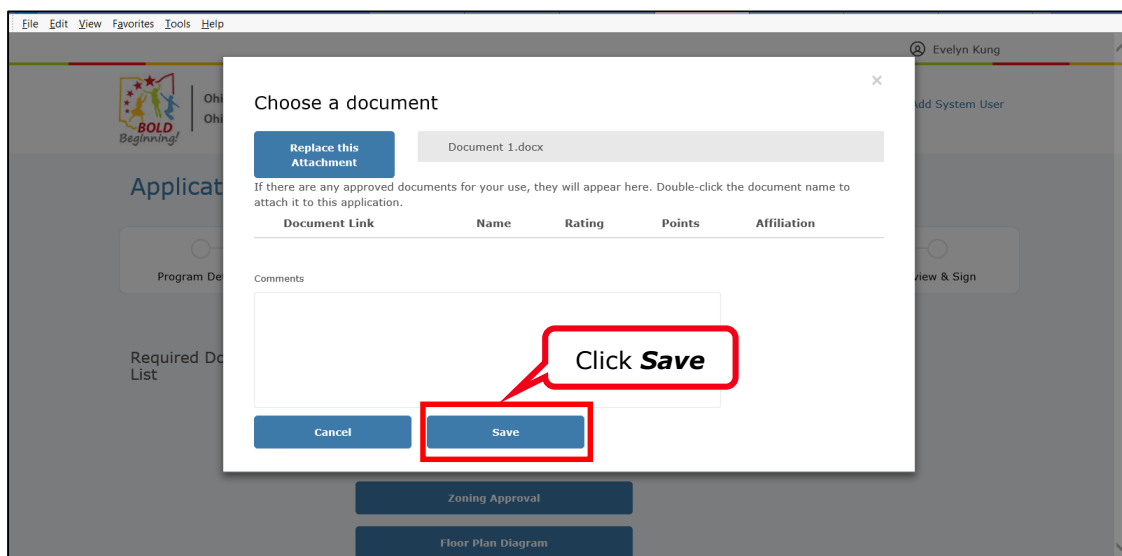
- 1) Select the document to attach
- 2) Click **Open**

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



Step 9: Save the Attached Document

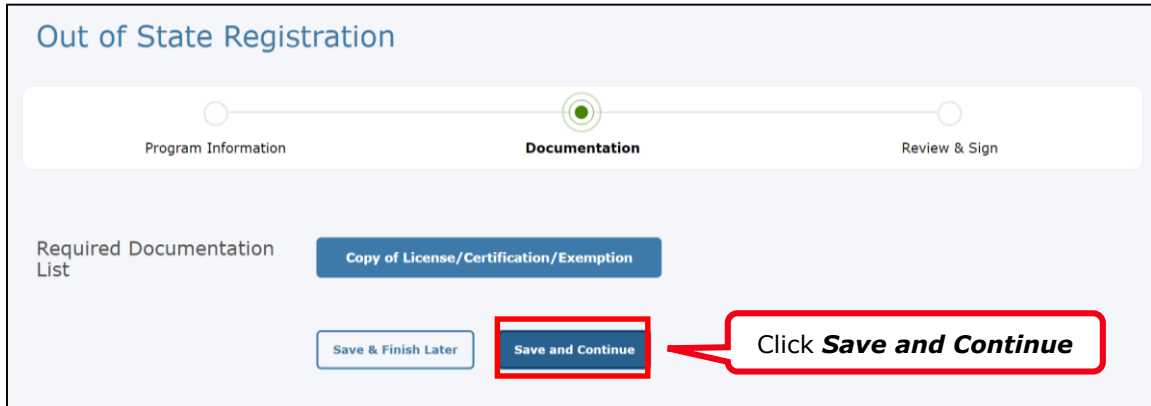
Click **Save**



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**

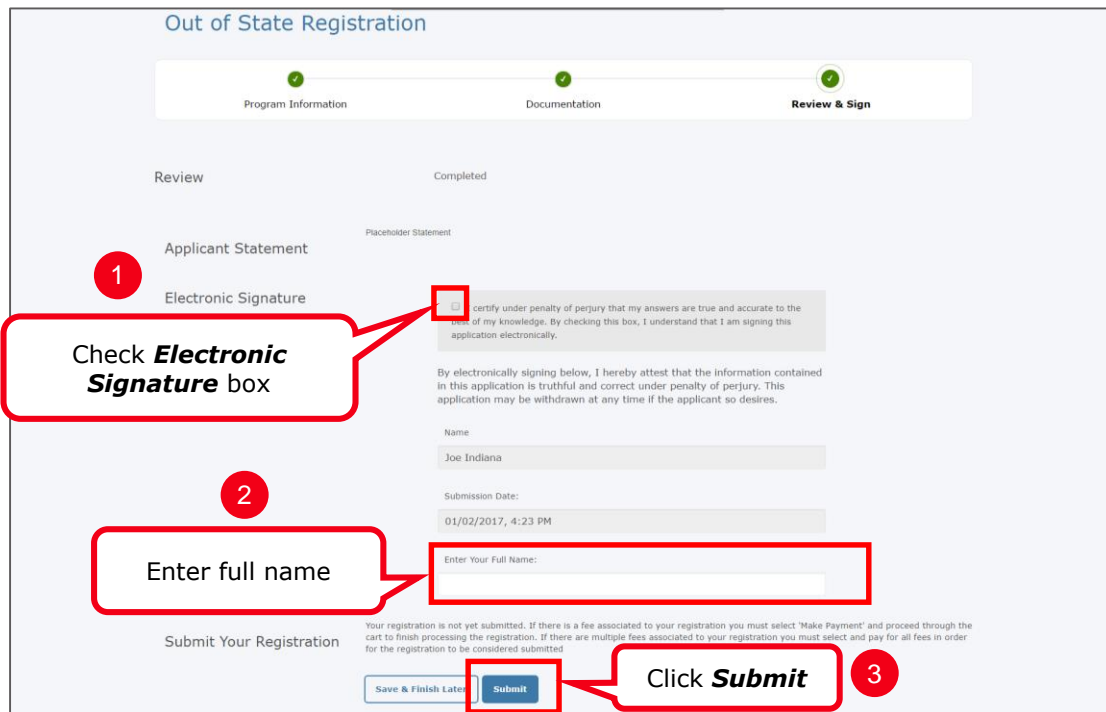
Note: When a document is added, the document name displays to the right of the document button.



The screenshot shows the 'Out of State Registration' progress bar with three steps: Program Information, Documentation (current), and Review & Sign. Below the progress bar, a 'Required Documentation List' contains a button labeled 'Copy of License/Certification/Exemption'. At the bottom, there are two buttons: 'Save & Finish Later' 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**

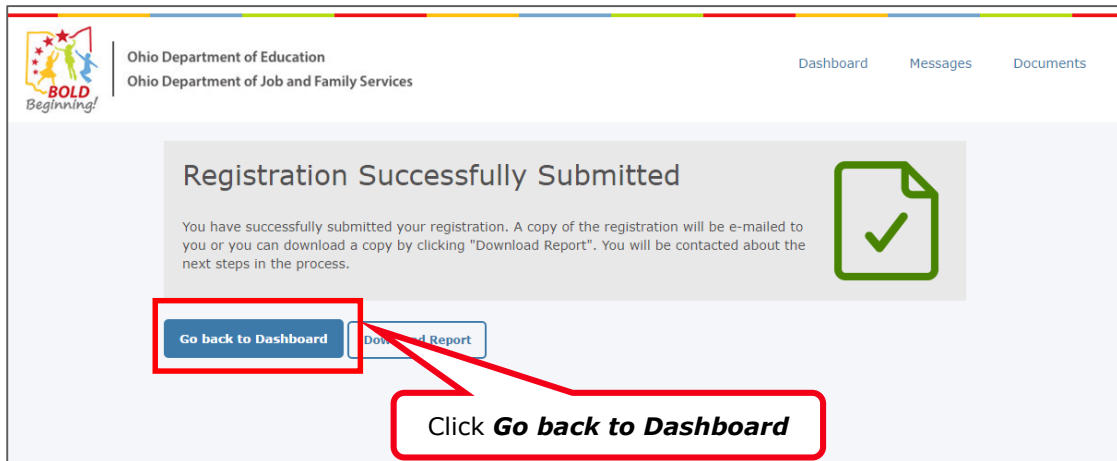


The screenshot shows the 'Out of State Registration' progress bar with three steps: Program Information, Documentation, and Review & Sign (current). Below the progress bar, the 'Review' section is 'Completed'. It includes an 'Applicant Statement' and an 'Electronic Signature' section. A red callout box with a '1' points to a checkbox, with the text 'Check **Electronic Signature** box'. Below this, a text area contains 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.' Another red callout box with a '2' points to the 'Enter Your Full Name' input field, with the text 'Enter full name'. At the bottom, a red callout box with a '3' points to the 'Submit' button, with the text 'Click **Submit**'. A 'Submit Your Registration' button is also visible.



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.