

## OCLQS Portal – Update Accreditation Information

### Description:

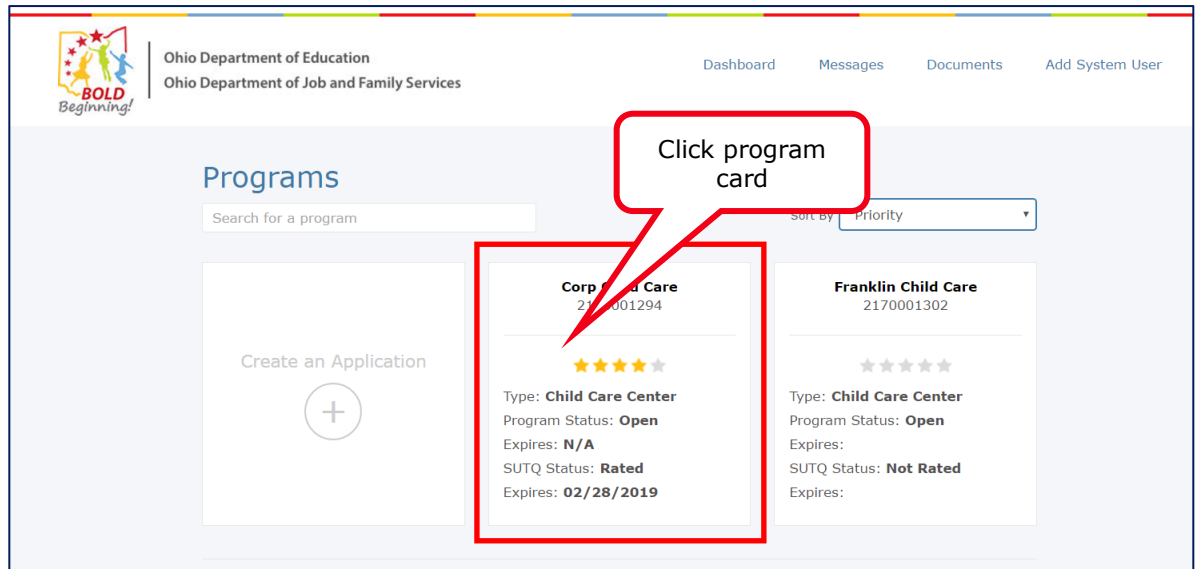
This Job Aid describes the process of Updating Accreditation Information in the OCLQS Portal.

### Related Job Aid(s):

- OCLQS Portal – PFCC Application
- 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 on the program card.





## Step 2: Manage Programs

Click **Manage Programs**

The screenshot shows the OCLQS Portal dashboard. At the top left is the BOLD Beginning! logo. The header includes the text "Ohio Department of Education" and "Ohio Department of Job and Family Services". Navigation links for "Dashboard", "Messages", "Documents", and "Add System User" are visible. The main content area features two cards. The left card, titled "License", displays details for "Corporate Child Care" located at "123 Main, Columbus, OH 43210". It shows a status of "Licensed" and an expiration of "N/A". A blue button labeled "Manage Programs" is highlighted with a red box, and a red callout bubble points to it with the text "Click **Manage Programs**". The right card, titled "Step Up To Quality Summary", shows a "step up to quality" logo and a status of "Rated" with an expiration of "02/28/2019". A blue button labeled "Manage SUTQ" is also present.

## Step 3: Update PFCC Agreement & Financial

Click **Update PFCC Agreement & Financial**

The screenshot shows the program details page for "Busy Bees Family Child Care" with program number "2200022565". The header is identical to the previous screenshot. The main content area has two cards. The left card contains two buttons: "Revise Application" and "Update PFCC Agreement & Financial". The "Update PFCC Agreement & Financial" button is highlighted with a red box, and a red callout bubble points to it with the text "Click **Update PFCC Agreement & Financial**". The right card shows the "step up to quality" logo, a status of "Not Rated", and an expiration field. A blue button labeled "Register for Step Up To Quality" is at the bottom. Below the cards is a section for "Licensing Inspections" with a table header including "Date of Inspection", "Type", "Corrective Action Plan(s)", "Full Report", and "Non-Compliance Summary".



## Step 4: Update Accreditation

Click **Update Accreditation**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents

### Update Information

**End PFCC Agreement**  
Use this functionality to end your PFCC provider agreement.  
[End PFCC Agreement](#)

**Update Banking**  
Use this functionality to add or update Bank Information.  
[Update Banking](#)

**Update Tax**  
Use this functionality to add or update Tax Information.  
[Update Tax](#)

**Update Accreditation**  
Use this functionality to add or update Accreditation.  
[Update Accreditation](#)

**Update Customary Rates**  
Use this functionality to add or update Customary Rates.  
[Update Customary Rates](#)

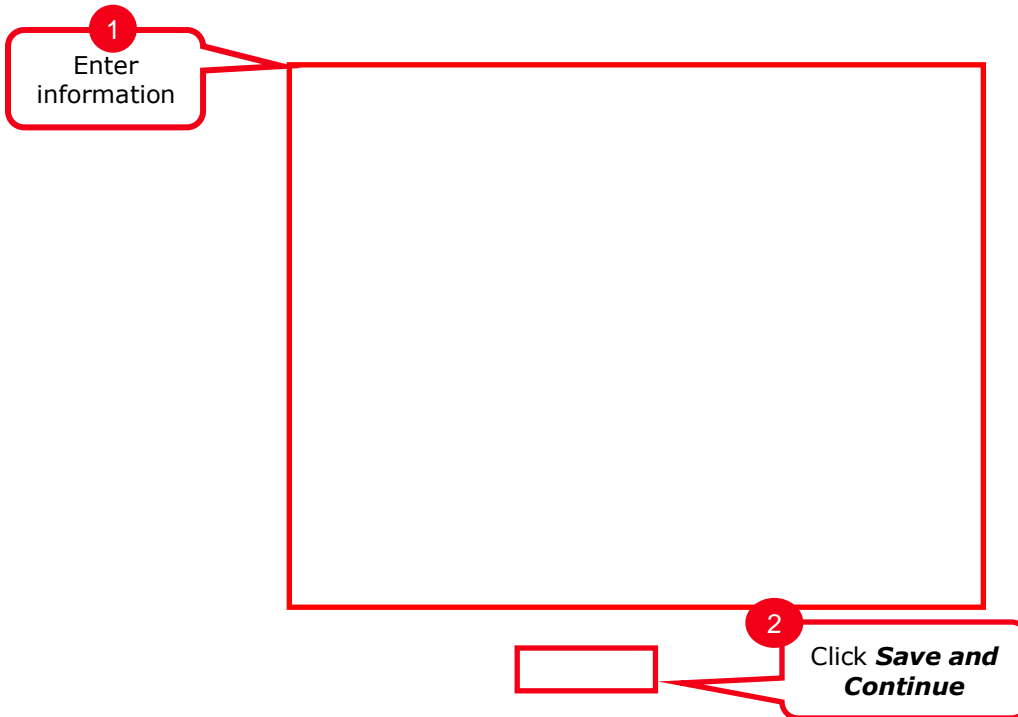
CCIDS Provider Portal Early Childhood Ohio OCCRRA Ohio.Gov Non-Discrimination Statement Privacy Statement FAQs Contact

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## Step 5: Enter Information

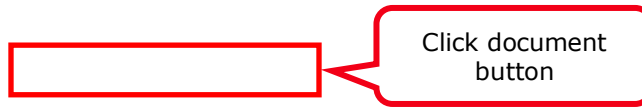
- 1) Enter information in the **Accreditation** section
- 2) Click **Save and Continue**





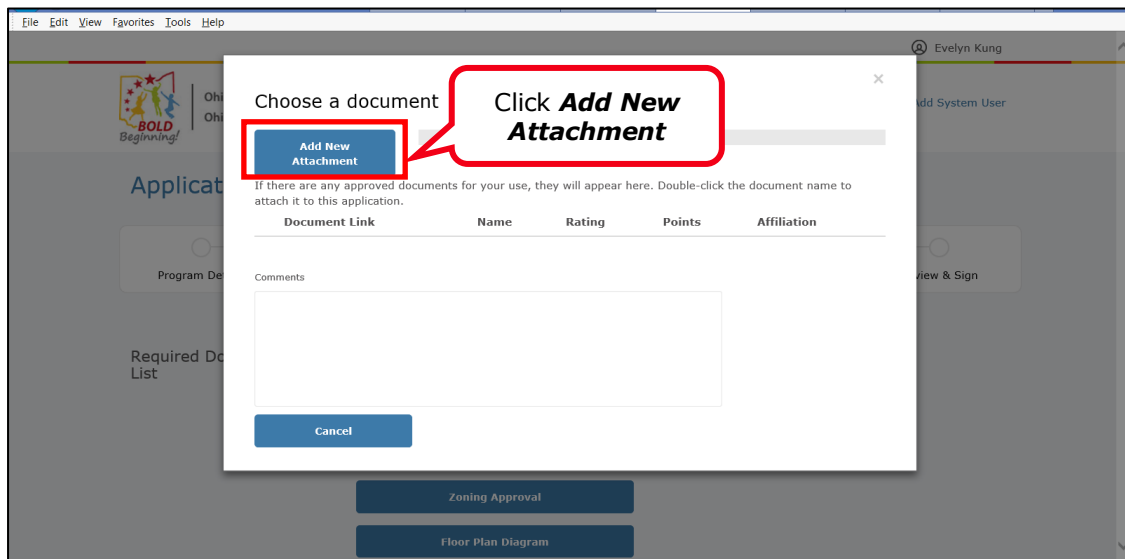
## Step 6: Attach Required Document

Click on the first document button



## Step 7: Click Add New Attachment

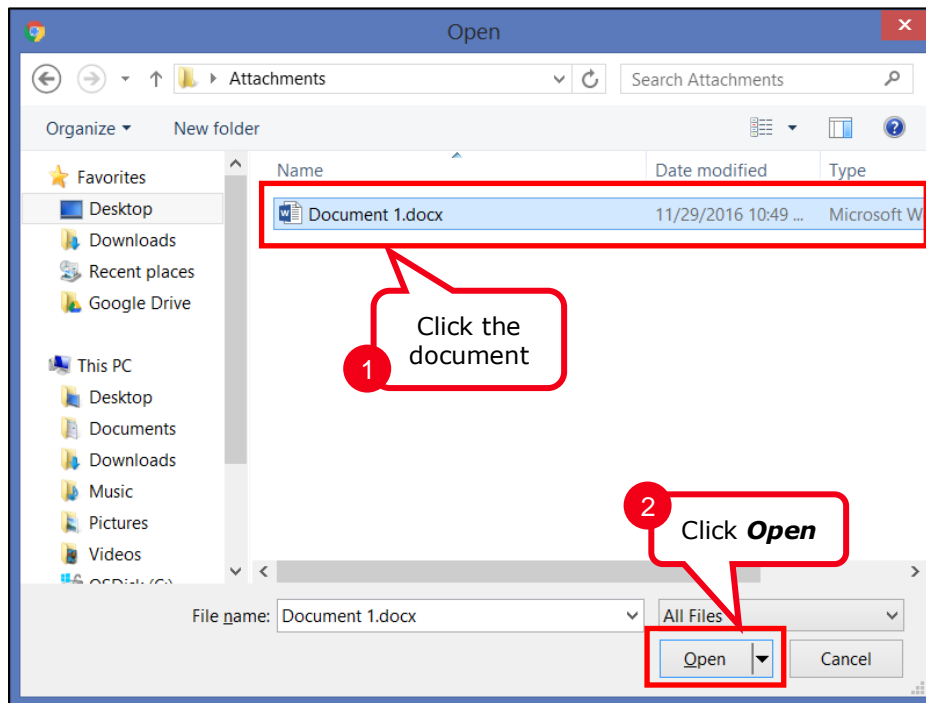
Click **Add New Attachment**



## Step 8: Select Document

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

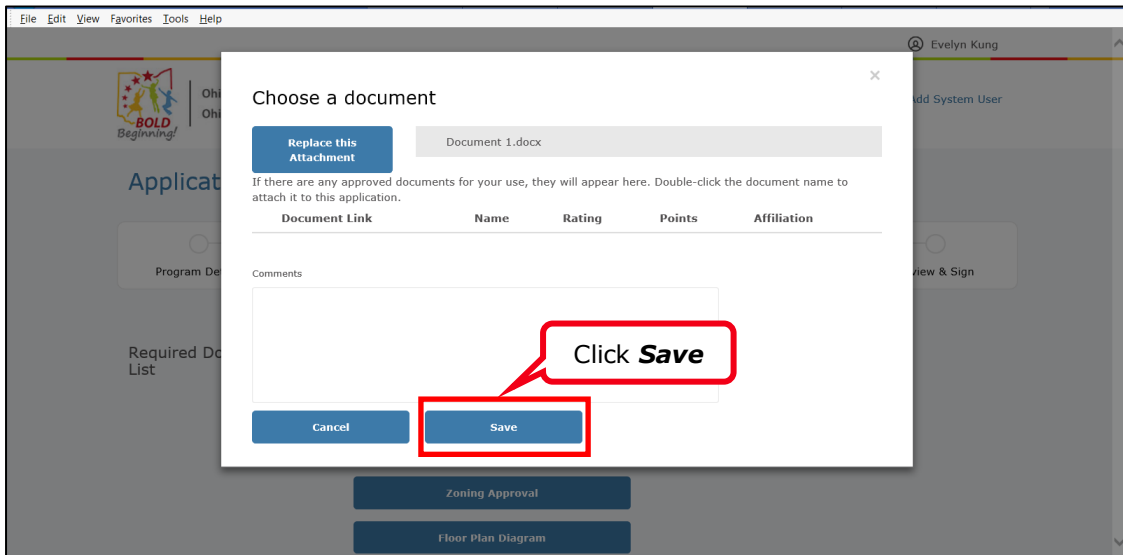
*Note: The view of this step will vary depending on the internet browser you are using.*





## Step 9: Save the Attached Document

Click **Save**





## Step 10: Attach Required Document

1) Repeat Steps 6 to 9 for all required documents

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

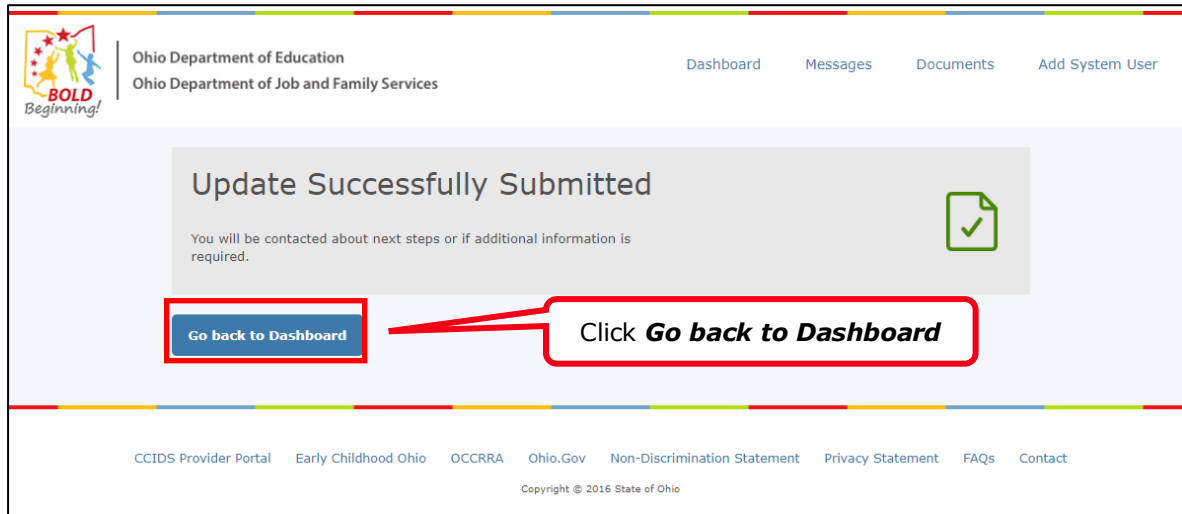
- 1) Check the **Electronic Signature** box if you agree with statement
- 2) Enter your full name
- 3) Click **Submit**

The screenshot shows the 'Update Accreditation' page. At the top, there is a progress bar with three steps: 'Update Accreditation' (completed), 'Documentation' (completed), and 'Review & Sign' (current step). Below the progress bar, the 'Review' section contains a 'Check box' callout (1) pointing to an unchecked checkbox. The 'Electronic Signature' section contains a text area with a disclaimer, a 'Name' field with 'PATRICIA BECHSTEIN', a 'Submission Date' field with '11/27/2020, 7:51 AM', and an 'Enter Your Name:' field. A 'Submit' button is highlighted with a callout (3) 'Click **Submit**'. A callout (2) 'Enter full name' points to the 'Enter Your Name:' field. The footer contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with a copyright notice for 2016 State of Ohio.



## Step 12: Return to Dashboard

Click **Go back to Dashboard**



The process of Updating Accreditation Information in the OCLQS Portal is complete.