OCLQS Portal – Notice of Reopening: Pandemic

Description:

This Job Aid describes the process of a Program submitting a Notice of Reopening after the pandemic closure.

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: Locate Program

Click on the applicable Program
Step 4: Manage Programs

Click *Manage Programs*
Step 5: Begin Notice of Reopening

Click **Notice of Reopening**
Step 6: Enter Plan to Reopen

Answer Yes or No to Do you plan to reopen your child care program?

Note: If you select no, proceed to step 8.

Step 7: Enter Date to Begin Operations

Enter the applicable date in the What date do you intend to begin operations?

Note: The date must be May 31, 2020 or later.
Step 8: Submit Notice of Reopening

Click **Submit**

**Notice of Reopening**

Do you plan to reopen your child care program? [Yes]

What date do you intend to begin operations?

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Step 9: Confirmation

Click **Go back to Dashboard** to return to the Dashboard

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The process of a Program submitting a Notice of Reopening after the pandemic closure is complete.