OCLQS Portal – ODJFS Update Authorized Representative/Owner/Partnership

Description:
This Job Aid describes the process of submitting an Authorized Representative/Owner/Partnership Update on 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.*

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**Step 3: Search for the Program**

Enter program name in the search bar

*Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.*
**Step 4: Select the Program**

Click anywhere in the program card

**Step 5: Manage Programs**

Click **Manage Programs**
Step 6: Update Program Information

Click Update Program Information

Step 7: Select Update Authorized Representative/Owner/Partnership

Click Update Authorized Representative/Owner/Partnership
Step 8: Add an Authorized Representative/Owner/Partnership

Click **Add Item**

[Image of the OCLQS Portal showing the process of adding an authorized representative/owner/partnership]
Step 9: Authorized Representative/Owner/Partnership Information

1) Enter **Authorized Representative/Owner/Partnership Information**
2) Click **Save**
3) Click **Save and Continue**

Note: To add additional Authorized Representative/Owner/Partnership information repeat Steps 8 and 9.
**Step 10: Edit Current Authorized Representative/Owner/Partnership Information**

Click the edit icon next to the Authorized Representative/Owner/Partnership Information to be edited.
Step 11: Edit Current Authorized Representative/Owner/Partnership Information

1) Enter updated **Authorized Representative/Owner/Partnership Information.**

2) Click **Save**

*Note: To remove an individual, update the **End Date** field to the appropriate date.*
Step 12: Save Authorized Representative/Owner/Partnership Information

Click **Save and Continue**

Documents are not required to submit this request.

*Note: Select the save and continue button.*
Step 14: Submit

Click **Submit**

The process of adding/updating an Authorized Representative/Owner/Partnership is complete.