









## Step 6: Update Program Information

Click **Update Program Information**

The screenshot shows the 'Early Achievers Academy' dashboard. At the top left is the BOLD logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. On the top right are navigation links: 'Dashboard', 'Messages', 'Documents', and 'Add System User'. The main content area has a title 'Early Achievers Academy' and 'Program Number: 2210025041'. Below this is a 'FLIP' button. There are four buttons arranged in a 2x2 grid: 'Request Amendment', 'Request Closure', 'Update Program Information', and 'Update PFCC Agreement & Financials'. A red speech bubble points to the 'Update Program Information' button with the text 'Click **Update Program Information**'. To the right is a 'Step Up To Quality Summary' card with a 'step up to quality' logo, 'Status: Rated', 'Expires: 03/19/2023', and a 'Manage SUTQ' button.

## Step 7: Select Update Authorized Representative/Owner/Partnership

Click **Update Authorized Representative/Owner/Partnership**

The screenshot shows the 'Update Information' page. At the top left is the BOLD logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. On the top right are navigation links: 'Dashboard', 'Messages', and 'Documents'. The main content area has a title 'Update Information'. Below the title is a section titled 'Update Authorized Representative/Owner/Partnership' with a brief description: 'Use to edit an existing, add a new, or end date an authorized representative. An Owner is any individual, corporation, business trust, estate, trust, partnership, firm, organization, institution, agency, as well as any individual, partnership, incorporators, agents, or authorized representatives of the owner.' A red speech bubble points to a blue button labeled 'Update Authorized Representative/Owner/Partnership' with the text 'Click **Update Authorized Representative/Owner/Partnership**'.



## Step 8: Add an Authorized Representative/Owner/Partnership

Click **Add Item**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Update Authorized Representative/Owner/Partnership

Ownership Documentation Review & Submit

Authorized Representative Information

First Name	Last Name	Date of Birth	Start Date	End Date
<p><b>Add Item</b></p> <p>Click <b>Add Item</b></p>				



## 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.

The screenshot shows a web form for entering information. A red box labeled '1' encompasses the entire form area. Below the form, a red box labeled '2' points to the 'Save' button, with the text 'Click Save'. Another red box labeled '3' points to the 'Save and Continue' button, with the text 'Click Save and Continue'. The form fields include:

- First Name\*, Last Name\*, Maiden Name
- Other Names Used, Date of Birth\*, SSN\*
- FEIN, OPIN
- Street Address
- City, State (dropdown), Zip Code
- Phone, Email, Title\*
- Start Date\*, End Date, Program Provider Type (Child Care Center)
- Are you Currently Licensed? (--Select--)
- License Previously Revoked? (--Select--), Certified as licensed by other state? (--Select--)
- Certified as an In-Home Aide Provider within last 5 years? (--Select--)
- Licensed as Provider within last 5 years? (--Select--), Ownership Type (Corporation / LLC)
- Corporate Entity # (84-2061117)

Please save before continuing to next section.

Buttons: Save, Save & Finish Later, Save and Continue, Cancel



## Step 10: Edit Current Authorized Representative/Owner/Partnership Information

Click the edit icon next to the Authorized Representative/Owner/Partnership Information to be edited.


Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Update Authorized Representative/Owner/Partnership

Ownership Documentation Review & Submit

Authorized Representative Information

First Name	Last Name	Date of Birth	Start Date	End Date
test1	test1	04/15/1990	04/15/2022	

Add Item

Edit Information



## 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.*

The form contains the following fields and options:

- First Name\*: test1
- Last Name\*: test1
- Middle Name: (empty)
- Other Names Used: (empty)
- Date of Birth\*: 04/15/1990
- SSN\*: 00000001
- FEIN: (empty)
- OPIN: (empty)
- Street Address: (empty)
- City: (empty)
- State: (dropdown menu)
- Zip Code: (empty)
- Phone: (empty)
- Email: (empty)
- Title\*: Testor
- Start Date\*: 04/15/2022
- End Date: (empty)
- Program Provider Type: Child Care Center
- Are you Currently Licensed?: No
- License Previously Revoked?: No
- Certified as licensed by other state?: No
- Certified as an In-Home Aide Provider within last 5 years?: No
- Licensed as Provider within last 5 years?: No
- Ownership Type: Corporation / LLC
- Corporate Entity #: 04-2661117

Buttons at the bottom: Save, Save & Finish Later, Save and Continue, Cancel.





## Step 12: Save Authorized Representative/Owner/Partnership Information

Click **Save and Continue**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Update Authorized Representative/Owner/Partnership

Ownership Documentation Review & Submit

Authorized Representative Information

First Name	Last Name	Date of Birth	Start Date	End Date
test1	test1	04/15/1990	04/15/2022	

Add Item

Save Save & Finish Later **Save and Continue** Cancel

Click **Save and Continue**

## Step 13: Attach Required Documents

**Documents are not required to submit this request.**

Note: Select the save and continue button.

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Dashboard Messages Documents Add System User

### Update Authorized Representative/Owner/Partnership

Ownership **Documentation** Review & Submit

Required Documentation List No documents are required to submit this request

Save Save & Finish Later **Save and Continue** Cancel



## Step 14: Submit

Click **Submit**

Update Authorized Representative/Owner/Partnership

Ownership Documentation Review & Submit

Review Completed

Submit Your Update

Your update is not yet submitted. Please click Submit below.

Save & Finish Later Submit

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