



## OCLQS Portal – Licensing and Contact Information Update

### Description:

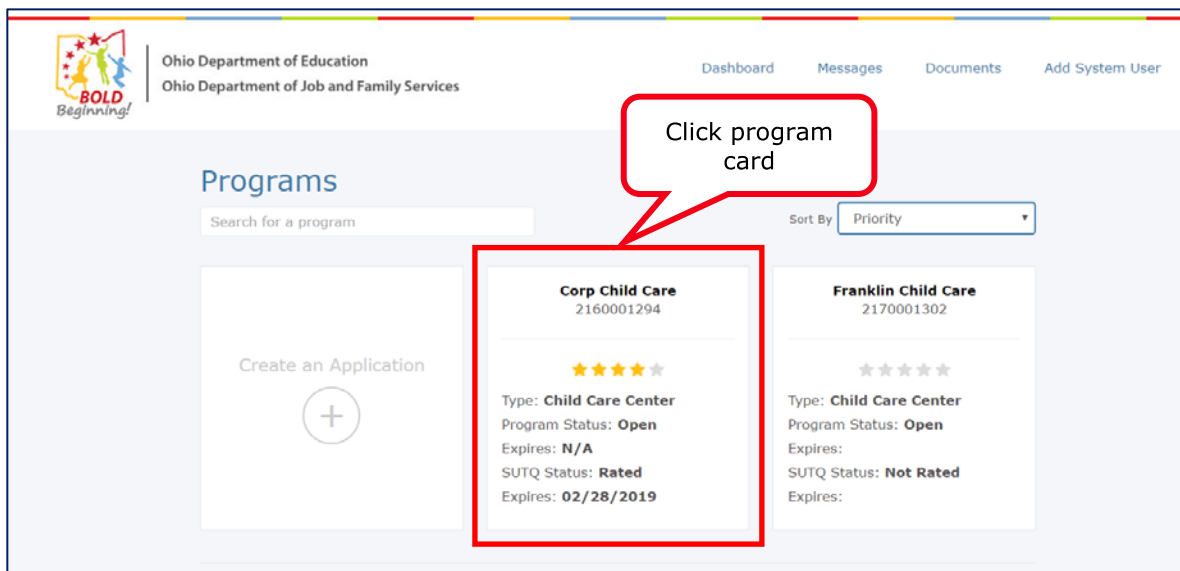
This Job Aid describes the process of submitting a Licensing and Contact Information Update on the OCLQS Portal.

### Related Job Aid(s):

- 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 in the program card





## Step 2: Manage Programs

Click **Manage Programs**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

Program Number: 2160001294

License

Corp Child Care  
123 Main  
Columbus, OH  
43214

Status: **Licensed** Expires: **N/A**

**Manage Programs**

Step Up To Quality Summary

**step up to quality**

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**

## Step 3: Update Program Information

Click **Update Program Information**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

Program Number: 2160001294

Request Amendment Request Closure

**Update Program Information**

Step Up To Quality Summary

**step up to quality**

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**



## Step 4: Update Licensing and Contact Information

Click **Update Licensing and Contact Information**

### Update Information

#### Update Authorized Representatives

Use Update Authorized Representatives to add a new authorized representative, edit an existing authorized representative, or end date an existing authorized representative.

[Update Authorized Representatives](#)

#### Update Facility Information

Use Update Facility Information to edit age groups served, attendance options, services offered, schedule information, or to indicate if you currently have or plan to enter into a Provider Agreement to serve families receiving Publicly Funded Child Care (PFCC).

[Update Facility Information](#)

#### Update Licensing and Contact Information

For ODJFS programs, use Update Licensing and Contact Information to edit the program name, email address, mailing address, or phone.

For ODE programs, use Update Licensing and Contact Information to edit the on-site contact, alternate on-site contact, mailing address, or phone.

[Update Licensing and Contact Information](#)

Click **Update Licensing and Contact Information**

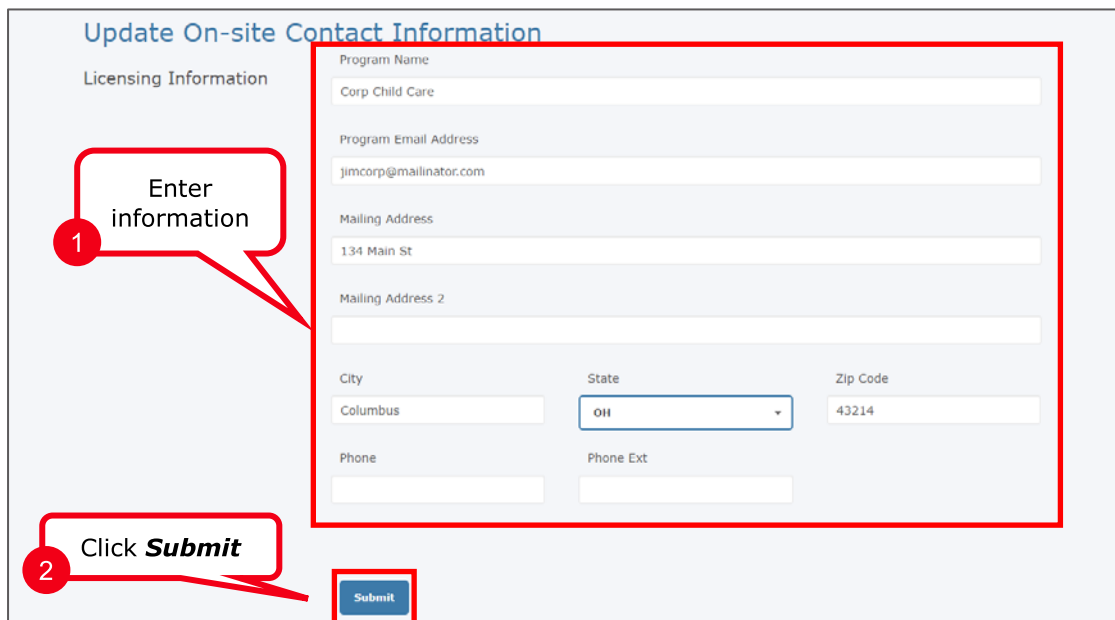
#### Update Outdoor Space Information

Use Update Outdoor Space Information to add, update, or remove outdoor space.

[Update Outdoor Space Information](#)

## Step 5: Submit Update

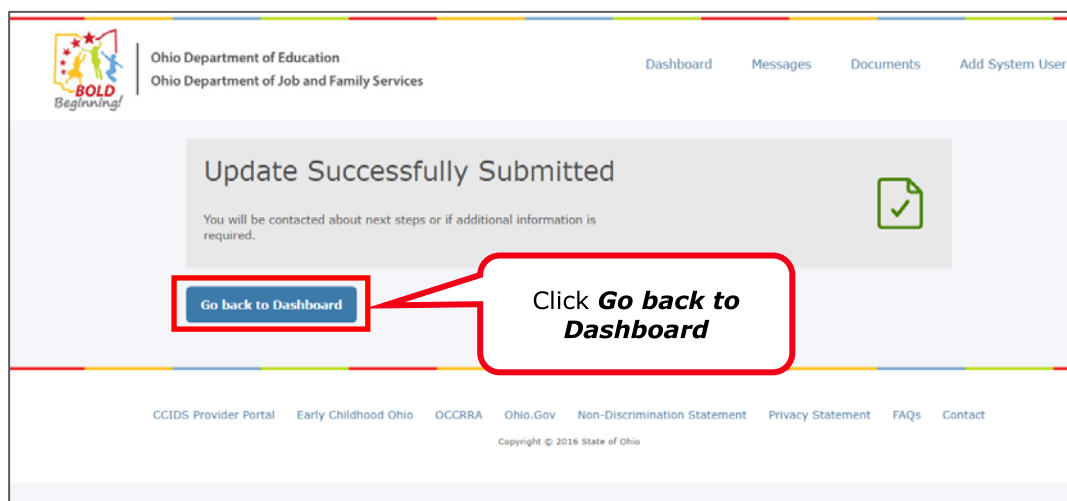
- 1) Enter appropriate **Licensing Information** and **Contact Information**
- 2) Click **Submit**



The screenshot shows a web form titled "Update On-site Contact Information" with a sub-section for "Licensing Information". The form contains several input fields: "Program Name" (filled with "Corp Child Care"), "Program Email Address" (filled with "jimcorp@mailinator.com"), "Mailing Address" (filled with "134 Main St"), "Mailing Address 2" (empty), "City" (filled with "Columbus"), "State" (a dropdown menu with "OH" selected), "Zip Code" (filled with "43214"), "Phone", and "Phone Ext". A red box highlights the entire form area. A red callout bubble with the number "1" and the text "Enter information" points to the form fields. Another red callout bubble with the number "2" and the text "Click **Submit**" points to a blue "Submit" button at the bottom of the form.

## Step 6: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows a dashboard with a header for "Ohio Department of Education" and "Ohio Department of Job and Family Services". Navigation links include "Dashboard", "Messages", "Documents", and "Add System User". The main content area features a message box titled "Update Successfully Submitted" with a green checkmark icon and the text: "You will be contacted about next steps or if additional information is required." A blue button labeled "Go back to Dashboard" is highlighted with a red box. A red callout bubble with the text "Click **Go back to Dashboard**" points to this button. The footer contains links for "CCIDS Provider Portal", "Early Childhood Ohio", "OCCRRRA", "Ohio.Gov", "Non-Discrimination Statement", "Privacy Statement", "FAQs", and "Contact", along with a copyright notice for 2018 State of Ohio.

The process of submitting a Licensing and Contact Information Update is complete.