OCLQS Portal – Publicly Funded Child Care (PFCC) Agreement & Financials Submission

Description:
This Job Aid describes the process for submitting the PFCC provider agreement and financial information in the OCLQS Portal.

Related Job Aid(s):
- OCLQS Portal – Update Customary Rates
- OCLQS Portal – Account Management

Select the Program

1. Log in to the OCLQS Portal
   - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management job aid.
2. Click **Initiate PFCC Agreement & Financials** button after an Intial Application has been submitted.
   a. Users can either click **Initiate PFCC Agreement and Financials** or
   b. Click **Go to the Dashboard** to start the Initiate PFCC Agreement & Financials submission after submitting an application

Note: Prior to completing a Publicly Funded Child Care (PFCC) agreement, a program must either be licensed or submit a licensing application and provide customary rate information. The OCLQS Portal – Update Customary Rates job aid describes how to provide customary rates.
Flow A - Step 1: Initiate PFCC

From the Initial Application submission page click **Initiate PFCC Agreement & Financials** to start the program transaction process.

After clicking the **Initiate PFCC Agreement & Financials** button, you will be taken to the screen to enter Applicable Information.
Flow A- Step 2: Enter Information

Enter Applicable Information.
Flow B- Step 1: Initiate PFCC

From the Initial Application submission Page click on the Go back to Dashboard to start PFCC Agreement and Financials Submission.

Note: After clicking Go back to Dashboard you will be taken to the program Dashboard screen to initiate the PFCC Agreement & Financials process.

Click to initiate PFCC from Dashboard
Flow B- Step 2: Select the Program

From the Dashboard click on the program card to start the PFCC Agreement & Financials submission process.

Flow B- Step 3: Manage Programs

Click **Manage Programs**.
Flow B- Step 4: Initiate PFCC Agreement

Click *Initiate PFCC Agreement & Financials.*
Enter information in the **Provider Agreement** section.  
*Note: User must click on the **Provider Agreement link** to review the agreement before an acknowledgement can be chosen from the drop down menu.*

![Provider Agreement section](image)
Enter information in the **Accreditation section.**

*Note: User must select an answer from the drop down menu for each of the accrediting bodies. If “Yes” is selected an expiration date is required.*
All Flows- Step 3: Enter Additional Information

1) Enter **Bank Information** and **Tax Information**.

2) Click **Save and Continue**.

- **Bank Information**:
  - Bank Type: US
  - Account Type: Checking
  - Bank Name: Chase
  - Routing Number: 210935643
  - Account Number: 1204986278
  - Name on Account: James Marry

- **Tax Information**:
  - EIN: 1234567890
  - Federal Tax Id Type: EIN
  - Federal Tax Id Number: 123456789
  - Tax Owner Name: James Marry
  - Tax Owner Mailing Address:
    - 123 main Street
  - Tax Owner Mailing Address 2:
    - 456 side Road
  - Tax Owner City: Columbus
  - State: OH
  - Zip Code: 43219
  - Tax Owner Email: jmarry@test.com
  - Tax Owner Phone Number: 1234567890

- Click **Save and Continue**
All Flows- Step 4: Attach Required Documents

Click **NAEYC Accreditation Form** if available. If not, proceed to “All Flows- Step 8”

*Note: The request for an accreditation document will only appear if a “Yes” answer was given in the accreditation section. The W-9 document will always be requested.*
**All Flows- Step 5: Click Add New Attachment**

Click **Add New Attachment**.

**All Flows Step 6: 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.*
All Flows- Step 7: Save the Attached Document

Click **Save**.
All Flows- Step 8: Attach Other Required Documents

1) Repeat “All Flows Steps 4 to 8” for all required documents.
2) After all required documents are attached, click **Save and Continue**.

*Note: When a document is added, the document name displays to the right of the document button.*
All Flows Step 9: Review and Sign

1) Check the **Electronic Signature** box if you agree with the statement.
2) Enter your name as it appears on the application.
3) Click **Submit**.

![Application for Provider Agreement form with instructions and screenshots of the process steps: Check the box, enter your name, and click Submit.](image-url)
All Flows- Step 10: Return to Dashboard

Click **Go back to Dashboard**

The process of submitting an Initial PFCC Agreement & Financials program transaction in the OCLQS Portal is complete.