

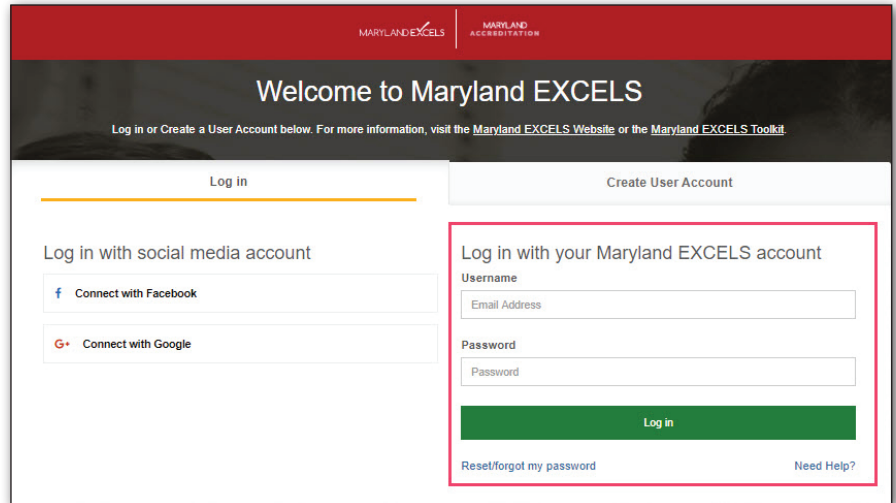
Adding or Editing a “Doing Business As” Name

Programs participating in Maryland EXCELS may add a Doing Business As (DBA) name to the program profile. A DBA name will appear on the Maryland EXCELS website and on the Quality Finder mobile app, along with the program’s licensed name and contact information. Only the Lead Contact has access to adding or editing a DBA.

STEP 1

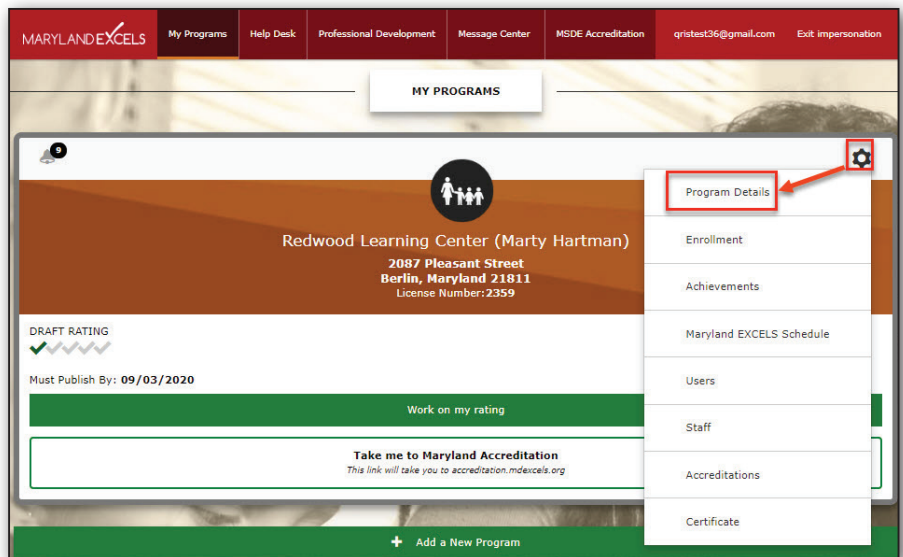
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select “Reset/forgot my password.”



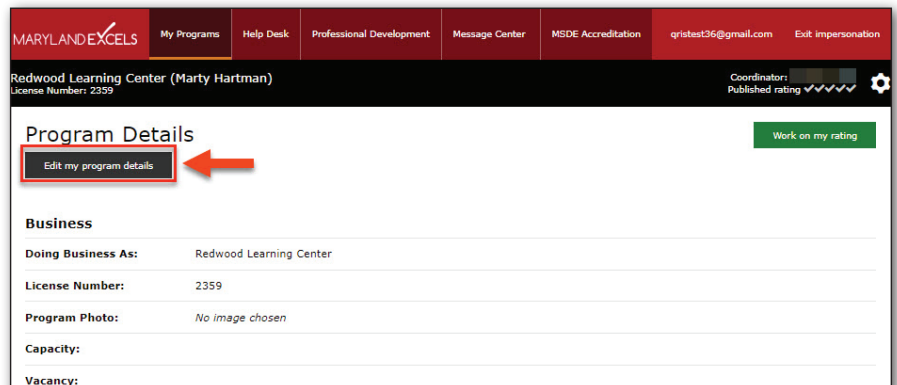
STEP 2

From your program card, select the **Program Menu** (⚙️) icon, then **Program Details** from the list of options.



STEP 3

Select **Edit my program details**.



STEP
4

In the **Doing Business As** field, enter the DBA name as you want it to appear in the Maryland EXCELS Find a Program tool and Quality Finder App.

The screenshot shows the 'Edit my Program Details' page for Redwood Learning Center (Marty Hartman). The 'Business' section contains the following fields: 'Doing Business As' (with 'Redwood Learning Center' entered and a red arrow pointing to it), 'License Number' (2359), 'Program Photo' (with a 'Program Photo' button and a note 'No image currently used. Maximum file size: 50MB'), 'Capacity', 'Vacancy', and 'Lead Contact' (Marty Hartman). The 'Contact information' section includes 'Phone' (410-889-6653) and 'Website' (http://). At the bottom are 'Save' and 'Cancel' buttons.

STEP
5

Select **Save** to store your Doing Business As name in the system.

This screenshot is identical to the one in Step 4, but with a red box around the 'Save' button and a red arrow pointing to it, indicating the final step of the process.

If you have questions about this process or issues related to adding or editing your Doing Business As name, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.