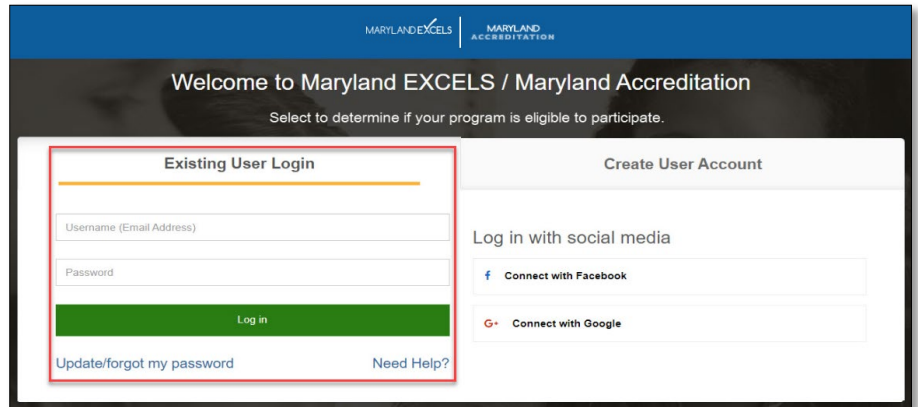


Programs participating in Maryland EXCELS may add a Doing Business As (DBA) name to your program online profile. A DBA name will appear in the Maryland EXCELS Find a Program Directory, along with the program’s licensed name and contact information. Only the Lead Contact has access to adding or editing a DBA.

STEP 1

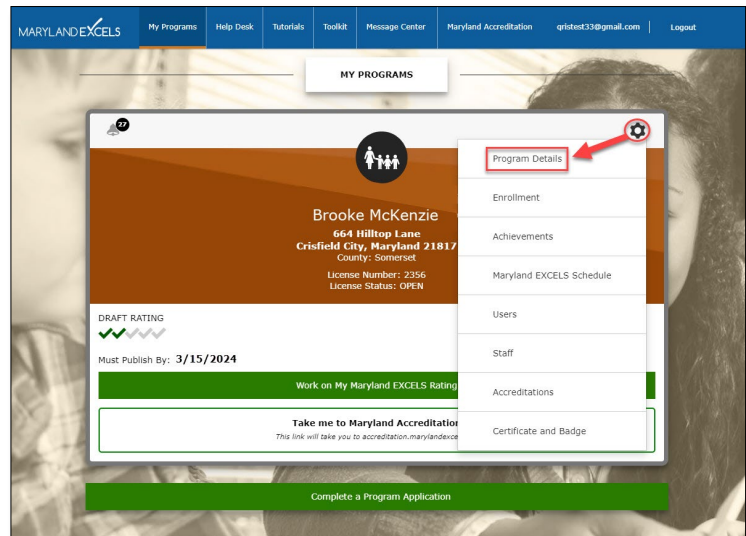
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Update/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**.

The screenshot shows the 'Program Details' page in the Maryland EXCELS system. The user is logged in as Brooke McKenzie (License Number: 2356). The page title is 'Program Details'. A red box highlights the 'Edit my program details' button, with a red arrow pointing to it. The page includes a navigation bar with 'My Programs', 'Help Desk', 'Tutorials', 'Toolkit', 'Message Center', and 'Maryland Accreditation'. A green button 'Work on My Maryland EXCELS Rating' is visible in the top right. The main content area shows a form with the following fields: 'Doing Business As:' (Think, Play, Learn), 'License Number:' (2356), 'Program Photo:' (No image chosen), 'Capacity:', 'Vacancy:', and 'Lead Contact:' (Brooke McKenzie).

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](#) directory.

Tip: Check the spelling, capitalization and punctuation of your DBA name before moving on to the next step.

The screenshot shows the 'Edit my Program Details' form. The user is logged in as Brooke McKenzie (License Number: 2356). The page title is 'Edit my Program Details'. A red box highlights the 'Doing Business As' field, which contains the text 'Think, Play, Learn', with a red arrow pointing to it. The form includes a 'Program Photo' section with a 'PROGRAM PHOTO' label, 'Current Image: No image currently used.', a 'Program Photo' button, and a note 'Maximum file size: 20MB'. Other fields include 'Capacity:', 'Vacancy:', and 'Lead Contact:' (Brooke McKenzie).



Select **Save** to store your DBA name in the system.

A screenshot of a web form titled "Edit my Program Details". The form is divided into sections: "Business" and "Contact information". Under "Business", there are fields for "Doing Business As:" (containing "Think, Play, Learn"), "License Number:" (containing "2356"), "Program Photo:" (with a "Program Photo" button and a note "No image currently used. Maximum file size: 50MB"), "Capacity:", "Vacancy:", and "Lead Contact:" (a dropdown menu showing "Brooke McKenzie"). Under "Contact information", there are fields for "Phone:" (containing "410-999-9999") and "Website:" (containing "www.ThinkPlayLearn.com"). At the bottom left, there are two buttons: "Cancel" (red) and "Save" (green). A red arrow points to the "Save" button. In the top right corner of the form, there is a green button that says "Work on My Maryland EXCELS Rating".

If you have questions about this process or are having trouble adding or editing your Doing Business As (DBA) name, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.