MARYLAND EXCELS

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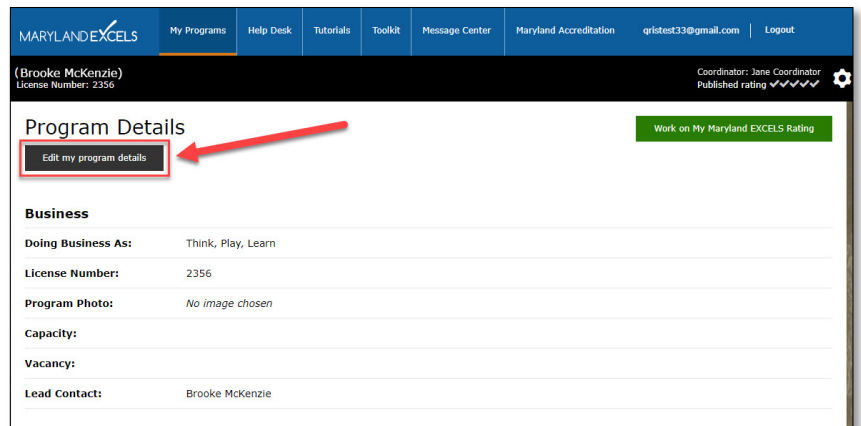
If you have misplaced or forgotten your password, select **Update/forget my password**.

STEP 2

From your program card, select the **Program Menu** (⚙) icon, then **Program Details** from the list of options.
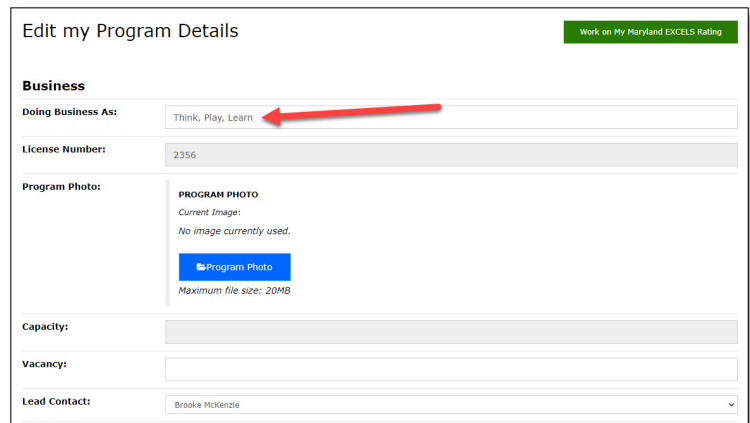
STEP 3

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 directory.

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

STEP 5

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

If you have questions about this process or issues related to 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.