

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](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

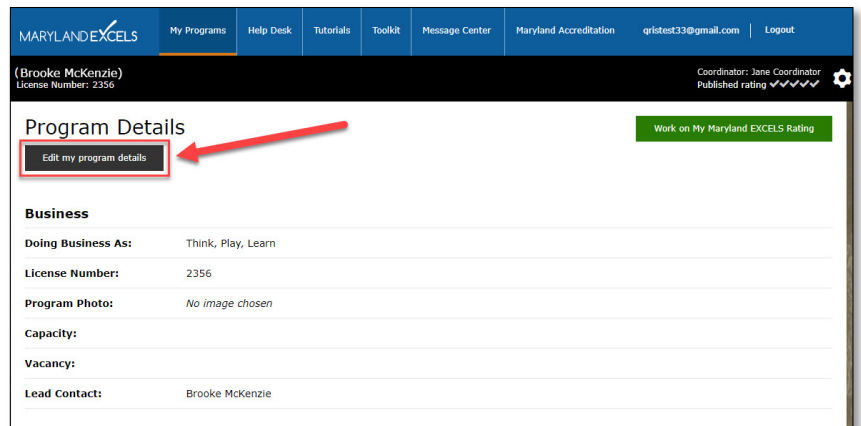
If you have misplaced or forgotten your password, select **Update/forgot my password**.

### 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**.

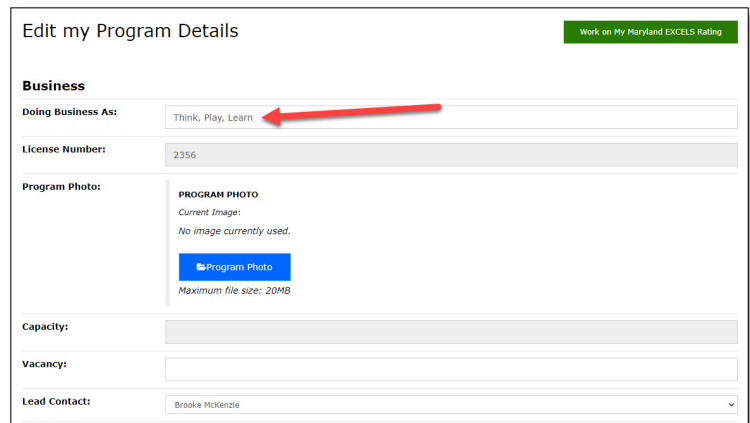


The screenshot shows the Maryland EXCELS dashboard. The top navigation bar includes links for My Programs, Help Desk, Tutorials, Toolkit, Message Center, and Maryland Accreditation. The user is logged in as gristest33@gmail.com. The main content area is titled 'Program Details' and features a button labeled 'Edit my program details' which is highlighted with a red box and a red arrow. Below this, the 'Business' section displays fields for '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 'Business' section contains the following fields: 'Doing Business As' (with the value 'Think, Play, Learn' and a red arrow pointing to it), 'License Number' (2356), 'Program Photo' (with a 'PROGRAM PHOTO' section showing 'Current Image: No image currently used.' and a 'Program Photo' button), 'Capacity', 'Vacancy', and 'Lead Contact' (Brooke McKenzie).



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

Work on My Maryland EXCELS Rating

### Edit my Program Details

**Business**

Doing Business As: Think, Play, Learn

License Number: 2356

Program Photo: **PROGRAM PHOTO**  
Current Image: No image currently used.  
[Program Photo](#)  
Maximum file size: 50MB

Capacity:

Vacancy:

Lead Contact: Brooke McKenzie

**Contact information**

Phone: 410-999-9999

Website: www.ThinkPlayLearn.com

[Cancel](#) [Save](#)

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](mailto:info@marylandexcels.org) or, for 24/7 technology support, please call 443-872-9250.