



Maryland  
**OneStop**

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## Maryland Department of Agriculture

*Spay & Neuter Grant | Shelter End User Guide*

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# Accessing OneStop

## OneStop Home Page

The screenshot shows the Maryland OneStop Portal home page. The browser address bar is highlighted with a red circle containing the number '1', indicating the first step in the task. The page features a dark red header with the Maryland OneStop logo and navigation links for 'Licenses and Permits', 'Login', and 'Register'. The main content area has a dark red background with the text 'Welcome to the Maryland OneStop Portal' and a sub-header 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' Below this is a search bar and three main categories: Professional, Organizational, and Personal, each with a 'Browse' button. At the bottom, there is a section titled 'Browse by State Agencies' with four buttons listing agencies and the number of applications available: Secretary of State (6), Maryland State Department of Education (3), Maryland Insurance Administration (2), and Maryland Higher Education Commission (5).

## Task Steps

1. Go to <https://onestop.md.gov/>

# Sign Up to OneStop

## Register OneStop account

The screenshot shows the Maryland OneStop Portal registration form. A dark red circle with the number '2' highlights the 'Register' button in the top right corner of the page. A white 'Register' modal form is open in the center, with a dark red circle and the number '3' highlighting the 'Register' button at the bottom of the modal. The modal form includes fields for First Name, Last Name, Email, Password, and Confirm Password. Below the password fields, there are instructions: 'Your password needs to: Not include your name, email address. Include at least one number or symbol. Include both lower and upper case characters (a-z). Be at least 8 characters long.' Below the instructions is a blue 'Register' button and a link for 'Already have an account? Log in'.

### Task Steps

1. Go to <https://onestop.md.gov/>
2. Fill in the required fields
3. Select the register button

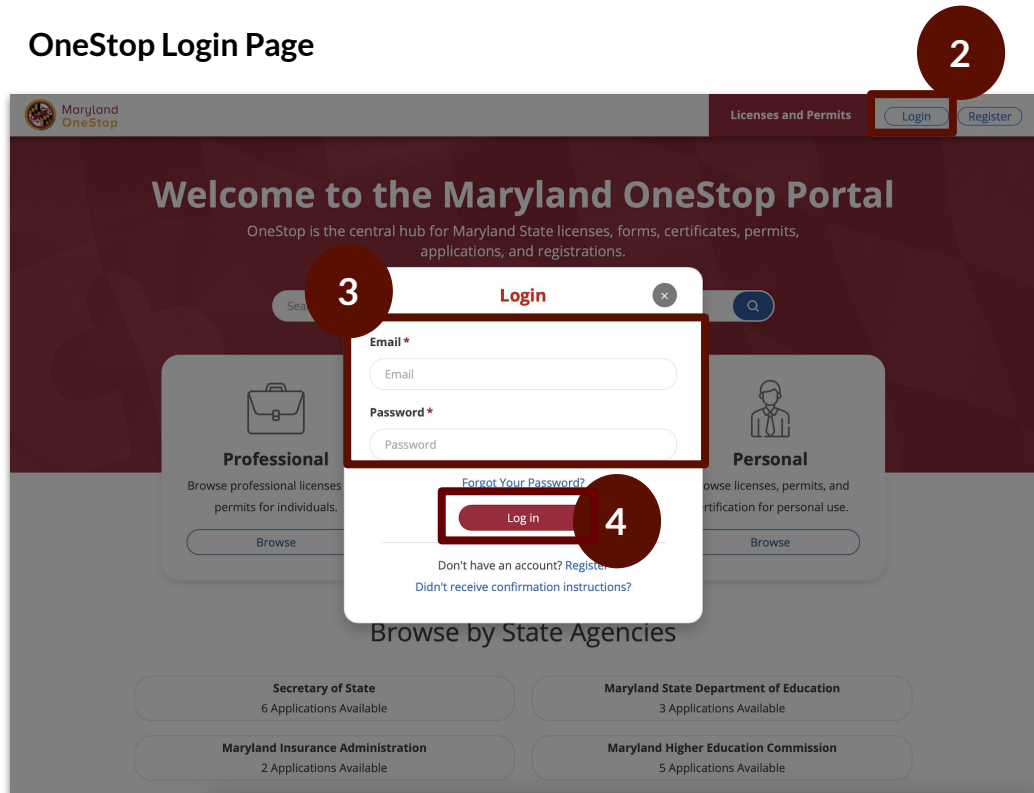
## Verify your Email

The screenshot shows an email inbox with a dark red circle and the number '2' highlighting the email from 'onestop.support@maryland.gov'. The email content includes the Maryland OneStop logo, a 'Welcome Mda' heading, and a message: 'Thank you for creating a user account for the Maryland OneStop Portal, your all-in-one solution for form submission and license management. Before you log in to the system, please verify your email address by clicking the link below.' A dark red circle with the number '3' highlights the 'Verify Your Email' button in the email content. At the bottom of the email, there is an 'Email Us' link with the address 'onestop.support@maryland.gov'.

### Task Steps

1. Access your email inbox
2. Locate the OneStop email
3. Select verify your email button

## OneStop Login Page



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select the login button at the top right
3. Enter required fields
4. Select the login button

# Searching for Licenses and Permits | Search by Search Bar Navigation

## Browse by Search Bar Navigation

The screenshot shows the Maryland OneStop Portal homepage. At the top left is the Maryland OneStop logo. In the top navigation bar, the 'Licenses and Permits' tab is highlighted with a red box and a circled '2'. Below the navigation bar is a large red banner with the text 'Welcome to the Maryland OneStop Portal' and a sub-header 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' Below the banner is a search bar with a magnifying glass icon, highlighted with a red box and a circled '3'. Underneath the search bar are three white cards: 'Professional' (Browse professional licenses and permits for individuals), 'Organizational' (Browse licenses and permits for business use), and 'Personal' (Browse licenses, permits, and certification for personal use). Each card has a 'Browse' button. Below these cards is a section titled 'Browse by State Agencies' with four buttons: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available).

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application

# Searching for Licenses and Permits | Categories to Search by

## Browse by Categories

The screenshot shows the Maryland OneStop Portal interface. At the top, there is a navigation bar with the Maryland OneStop logo, a 'Licenses and Permits' tab (highlighted with a red box and a '2' in a circle), 'My Dashboard', and a dropdown menu for 'MT Maryland'. Below the navigation bar is a large red banner with the text 'Welcome to the Maryland OneStop Portal' and a sub-header 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' A search bar is located below the banner. Below the search bar are three category cards: 'Professional' (with a briefcase icon), 'Organizational' (with a storefront icon), and 'Personal' (with a person icon). Each card has a 'Browse' button. A red box highlights these three cards, with a '3' in a circle next to it. Below the category cards is a section titled 'Browse by State Agencies' with four buttons: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available).

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Locate Categories
  - a. *Professional*
  - b. *Organizational*
  - c. *Personal*

## Browse by State Agencies

The screenshot shows the Maryland OneStop Portal interface. At the top, the 'Licenses and Permits' tab is selected and highlighted with a red box and a circled '2'. Below the navigation bar, the main heading reads 'Welcome to the Maryland OneStop Portal'. Underneath, there are three categories: Professional, Organizational, and Personal, each with a 'Browse' button. At the bottom, the 'Browse by State Agencies' section is highlighted with a red box and a circled '3', displaying four agencies with their respective application counts:

Agency	Applications Available
Secretary of State	6
Maryland State Department of Education	3
Maryland Insurance Administration	2
Maryland Higher Education Commission	5

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *Licenses and Permits* tab
3. Locate *State Agencies*



## My OneStop Dashboard

The screenshot shows the 'My Dashboard' interface for the State of Maryland. The top navigation bar includes 'Licenses and Permits', 'My Dashboard' (highlighted with a red circle and the number 3), and a user profile 'MF Morgan'. The main content area is divided into three sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The message states: 'There are no applications requiring your action at this time.'
- Your Recent Applications:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. It lists one application: 'Nutrient Voucher Application' submitted by 'Morgan Freeman on 01/13/21 at 8:11 pm' with a status of 'Completed on Jan 13th, 2021 at 8:11 pm'. A 'View All' button is located below the table.
- My Licenses, Permits, & Registrations:** A section titled 'My Nutrient Voucher Record' with a table containing one record: 'VP-00002' with an expiration date of 'January 13, 2024' and a status of 'Active'.

This is an example image of a dashboard

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. Select My Dashboard tab

# Applications Requiring your Actions

## Applications Requiring Your Action

The screenshot shows the 'My Dashboard' for the State of Maryland. The dashboard is divided into several sections. The top navigation bar includes 'Licenses and Permits', 'My Dashboard', and a user profile for 'Morgan'. The main content area features three sections: 'Applications Requiring Your Action', 'Your Recent Applications', and 'My Licenses, Permits, & Registrations'. The 'Applications Requiring Your Action' section is highlighted with a red box and a red circle containing the number 3. It contains a table with the following data:

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

The 'Your Recent Applications' section contains a table with the following data:

APPLICATION NAME	SUBMITTED BY	STATUS
Nutrient Voucher Application	Morgan Freeman on 01/13/21 at 8:11 pm	Completed on Jan 13th, 2021 at 8:11 pm

A 'View All' button is located below this table. The 'My Licenses, Permits, & Registrations' section contains a table with the following data:

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
VP-00002	January 13, 2024	Active

This is an example image of a dashboard

2

3

## Task Steps

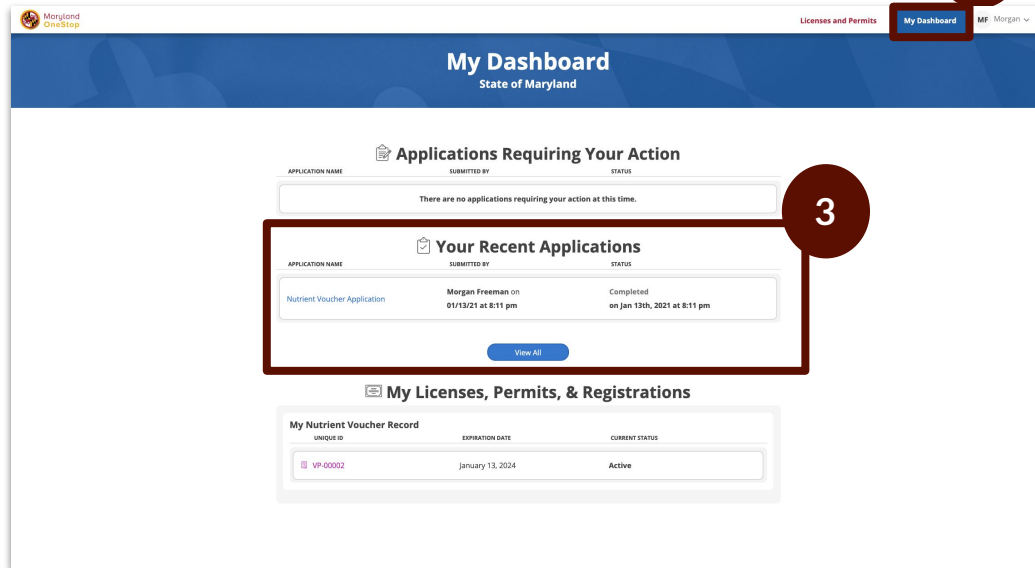
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
  - a. View application statuses
  - b. You will be able to view applications that are in review and pending further action from you

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

# Your Recent Applications

## Your Recent Applications



This is an example image of a dashboard

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
  - a. You will be able to view all applications that you have ever submitted.
  - b. You will also be able to view all applications that need further actions from you

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

# Your Licenses, Permits and Registrations

## Your Licenses, Permits and Registrations

The screenshot shows the 'My Dashboard' for the State of Maryland. At the top right, there are tabs for 'Licenses and Permits' and 'My Dashboard', with 'My Dashboard' selected. A red circle with the number '2' highlights this tab. Below the header, there are three main sections: 'Applications Requiring Your Action' (empty), 'Your Recent Applications' (listing a 'Nutrient Voucher Application' by Morgan Freeman), and 'My Licenses, Permits, & Registrations'. A red circle with the number '3' highlights the 'My Licenses, Permits, & Registrations' section, which contains a table with one row of data.

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

APPLICATION NAME	SUBMITTED BY	STATUS
Nutrient Voucher Application	Morgan Freeman on 01/13/21 at 8:11 pm	Completed on Jan 13th, 2021 at 8:11 pm

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
<a href="#">VP-00002</a>	January 13, 2024	Active

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
  - a. You will be able to view all Licenses, Permits and Registrations that you own

Click the Unique ID to navigate to the record detail view

This is an example image of a dashboard

# Account Settings

## Your Account Settings Page

The screenshot shows the 'Account Settings' page for Maryland OneStop. The page has a blue header with the text 'Account Settings'. In the top right corner, there is a navigation menu with the following items: 'Account Settings', 'Claim Records', 'Switch Accounts', and 'Log out'. The 'Account Settings' item is highlighted with a red box. Below the header, there is a 'Profile' section with three input fields: 'Name', 'Email', and 'Password'. Each field has an 'Edit' button next to it. The footer contains links for 'Contact Us', 'Privacy', and 'Accessibility', along with social media icons and a copyright notice for Maryland OneStop.

## Task Steps

1. Locate to the main menu navigation in the top right hand corner
2. Select account settings
3. Edit Options
  - a. Name
  - b. Email
  - c. Password

# View Your Shelter/Organization

## Task Steps

1. Access your dashboard. Scroll down until you see 'My Licenses, Permits, & Registrations'
2. Locate the section 'Shelter Information'
3. Click on the Unique ID, which is the name of your shelter/organization

The screenshot displays a dashboard interface. At the top, a dark red header contains the text 'My Licenses, Permits, & Registrations' next to a small icon of a document with 'vw' on it. Below this is a section titled 'Shelter Information' in a light blue box. Underneath is a table with three columns: 'UNIQUE ID', 'EXPIRATION DATE', and 'CURRENT STATUS'. The first row of the table contains the text 'Nats Cats Rescue' under 'UNIQUE ID', 'N/A' under 'EXPIRATION DATE', and 'Active' under 'CURRENT STATUS'. Red callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the top header, callout 2 points to the 'Shelter Information' section title, and callout 3 points to the 'Nats Cats Rescue' text in the table.

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
Nats Cats Rescue	N/A	Active

## Task Steps

1. This is a screenshot of what your profile will look like. The name of the organization will be at the top of each profile.
2. Each profile has 3 sections. See definitions in the next slides.
  - a. Shelter
  - b. Quarterly Statistics
  - c. Applications

## Shelter Information

formation

**1**

Nats Cats Rescue

**2**

Submit Quarterly Statistics Report

Shelter Quarterly Statistics Applications

### Shelter Information

Shelter Name  
**Nats Cats Rescue**

Address  
7064 Gentle Shade Rd, Columbia, Maryland 21046

Employer Identification Number  
52-1212430

Status  
**Active**

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### Shelter Public Contact Information

Email

Phone  
240-682-3704

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### Shelter Manager Information

## Task Steps

1. The 'Shelter' tab contains information about your organization.

**Note:** If any of the information contained on this tab needs to be updated, please contact [Nathaniel.Boan@maryland.gov](mailto:Nathaniel.Boan@maryland.gov).

## Shelter Information

formation

Nats Cats Rescue

Submit Quarterly Statistics Report

Shelter

Quarterly Statistics Applications

### Shelter Information

Shelter Name	Address
Nats Cats Rescue	7064 Gentle Shade Rd, Columbia, Maryland 21046
Employer Identification Number	
52-1212430	
Status	
Active	

### Shelter Public Contact Information

Email	Phone
	240-682-3704

### Shelter Manager Information



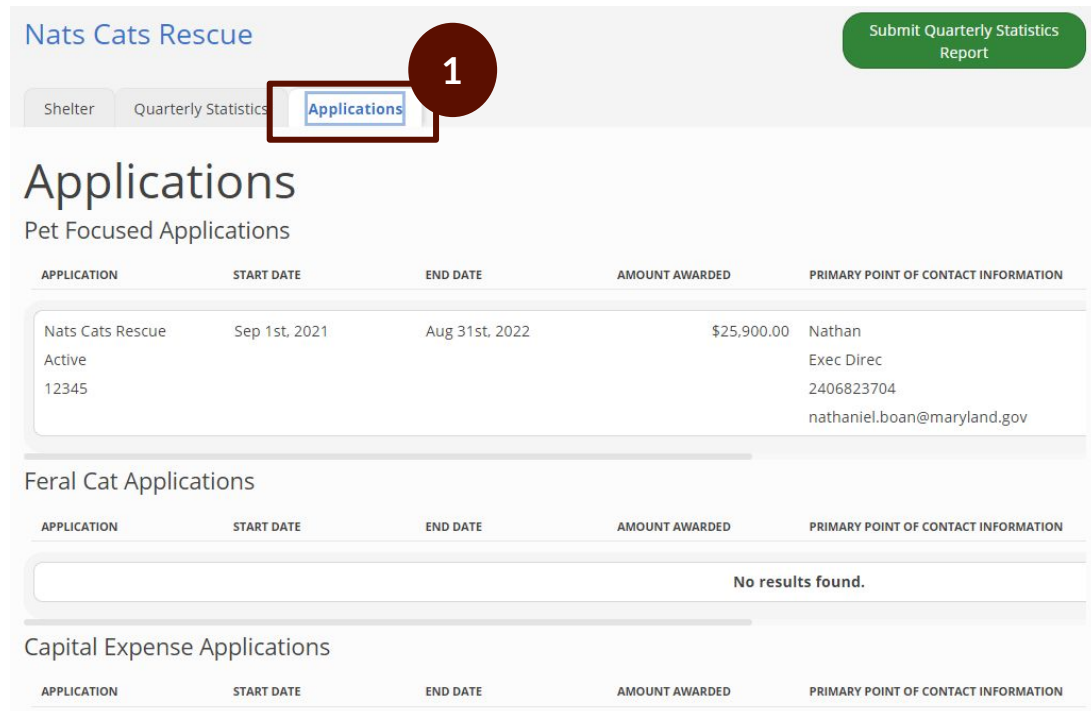
# View Your Shelter/Organization

## Task Steps

1. The 'Quarterly Statistics' tab contains information about your previously submitted quarterly statistic forms.

**Note:** New forms will populate in the list within this section as they are approved.

The screenshot displays the user interface for 'Nats Cats Rescue'. At the top, there is a navigation bar with three tabs: 'Shelter', 'Quarterly Statistics', and 'Applications'. The 'Quarterly Statistics' tab is highlighted with a red box and a red circle containing the number '1'. To the right of the navigation bar is a green button labeled 'Submit Quarterly Statistics Report'. Below the navigation bar, the main heading reads 'Quarterly Statistics Reporting'. Underneath this heading is a table with five columns: 'ORGANIZATION INFORMATION', 'DOG TOTAL LIVE INTAKE DURING QUARTER', 'DOG TOTAL DISPOSITION DURING QUARTER', 'DOG EUTHANASIA - AT OWNER'S REQUEST', and 'DOG EUTHANASIA - OTHER THAN OWNER'S REQUEST'. The table body is currently empty, showing only a header row and a blank white area below it.



Nats Cats Rescue

Shelter Quarterly Statistics **Applications**

Submit Quarterly Statistics Report

## Applications

Pet Focused Applications

APPLICATION	START DATE	END DATE	AMOUNT AWARDED	PRIMARY POINT OF CONTACT INFORMATION
Nats Cats Rescue Active 12345	Sep 1st, 2021	Aug 31st, 2022	\$25,900.00	Nathan Exec Direc 2406823704 nathaniel.boan@maryland.gov

### Feral Cat Applications

APPLICATION	START DATE	END DATE	AMOUNT AWARDED	PRIMARY POINT OF CONTACT INFORMATION
No results found.				

### Capital Expense Applications

APPLICATION	START DATE	END DATE	AMOUNT AWARDED	PRIMARY POINT OF CONTACT INFORMATION
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## Task Steps

1. The 'Applications' tab contains information about your active or completed grant applications.

**Note:** New applications will populate in the lists within this section as they are approved.

# Submit a Quarterly Statistics Report

## Shelter Information

formation

Nats Cats Rescue

Shelter Quarterly Statistics Applications

1

Submit Quarterly Statistics Report

### Shelter Information

Shelter Name  
**Nats Cats Rescue**

Address  
**7064 Gentle Shade Rd, Columbia, Maryland 21046**

Employer Identification Number  
**52-1212430**

Status  
**Active**

### Shelter Public Contact Information

Email  
Phone  
**240-682-3704**

### Shelter Manager Information

2

### Activity for Reporting Quarter

Print

### Shelter Information

Name of Shelter/Facility \*

Nats Cats Rescue

Year \*

YYYY

4-4 characters required, 0 entered

Activity for reporting quarter \*

Select one...

Address Line 1 \*

7064 Gentle Shade Rd

Address Line 2

City \*

Columbia

State

Maryland

Zipcode \*

21046

## Task Steps

1. When viewing your organization profile, click the green 'Submit Quarterly Statistics Report'
2. A form will open with pre-populated data. Complete the form and submit

# Review a Quarterly Statistics Report

## Task Steps

1. You will receive an email after your quarterly statistics report has been approved
2. Once approved, you can view the submission in your Shelter profile by going to:
  - a. Shelter Profile
  - b. Quarterly Statistics tab
  - c. View the submission in this section
3. If necessary, you can click the link in the list and view the full submission

1



Hello

**Nathan Testing**

Your activity for this reporting quarter submission has been approved.

Thanks!

[View Submission](#)

2

Nats Cats Rescue

Submit Quarterly Statistics Report

Shelter **Quarterly Statistics** Applications

### Quarterly Statistics Reporting

ORGANIZATION INFORMATION	DOG TOTAL LIVE INTAKE DURING QUARTER	DOG TOTAL DISPOSITION DURING QUARTER	DOG EUTHANASIA - AT OWNER'S REQUEST	DOG EUTHANA! OTHER THAN O REQUEST
Nats Cats Rescue	45	79	7	10

April 1 - June 30, 2021

3

Nats Cats Rescue activity for April 1 - June 30, 2021

### Activity for Reporting Quarter

Name of Shelter Manager  
**Nathan**

Email  
**nathan@test.com**

Phone  
**240-682-3704**

Name of person who completed this survey  
**Nathan**

Activity for Quarter

Dogs

Cats