Maryland OneStop

Maryland Department of Agriculture

Spay & Neuter Grant | *Shelter End User Guide*

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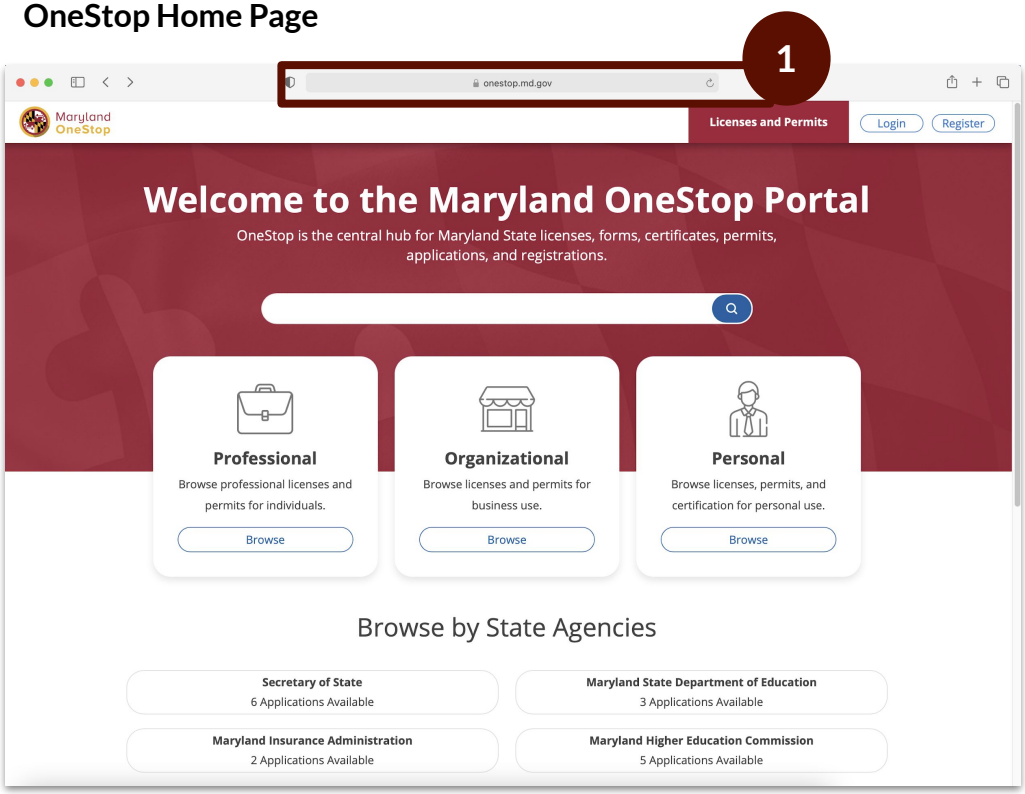
Accessing OneStop

OneStop Home Page

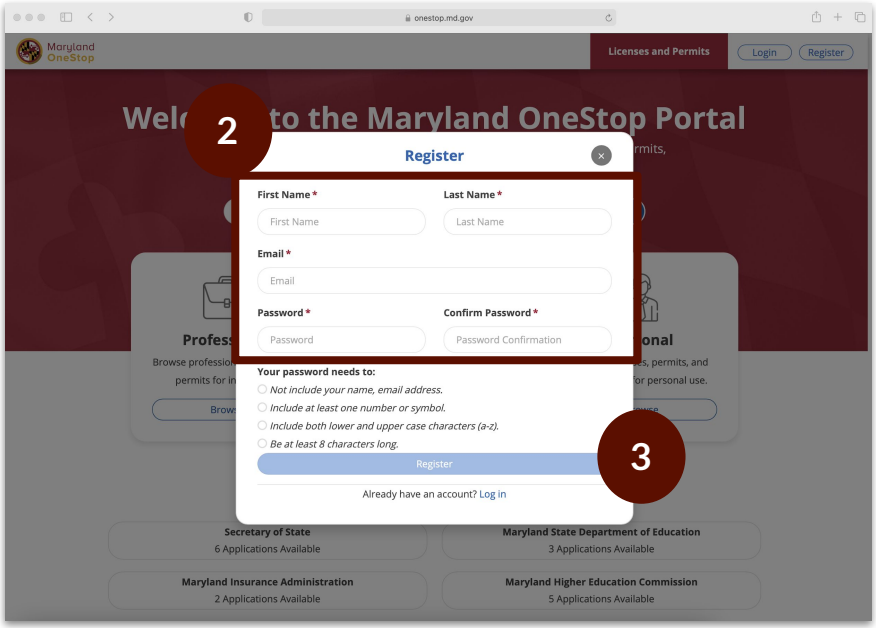


Task Steps

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

Sign Up to OneStop

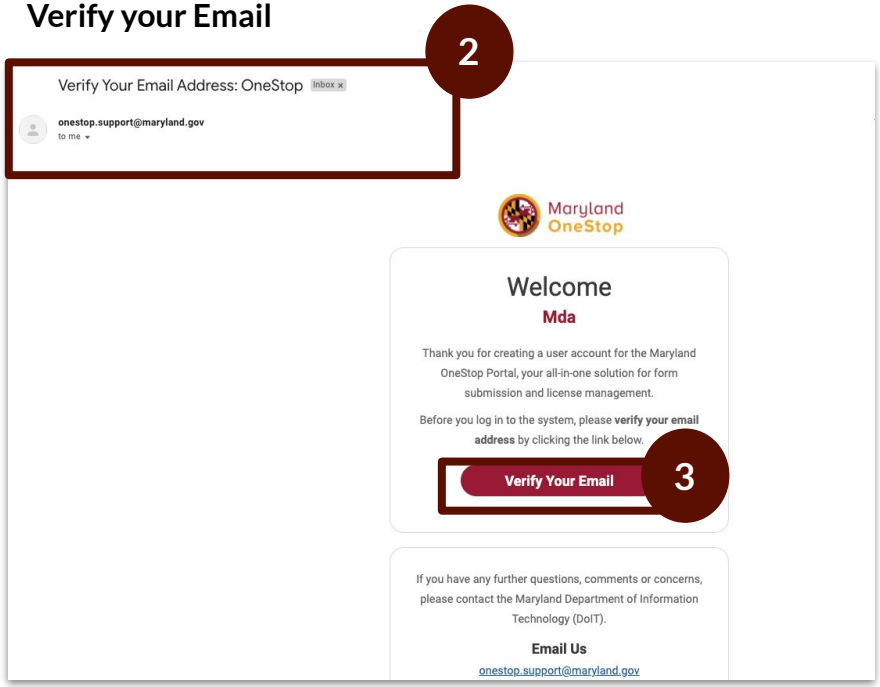
Register OneStop account



Task Steps

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

Verify your Email

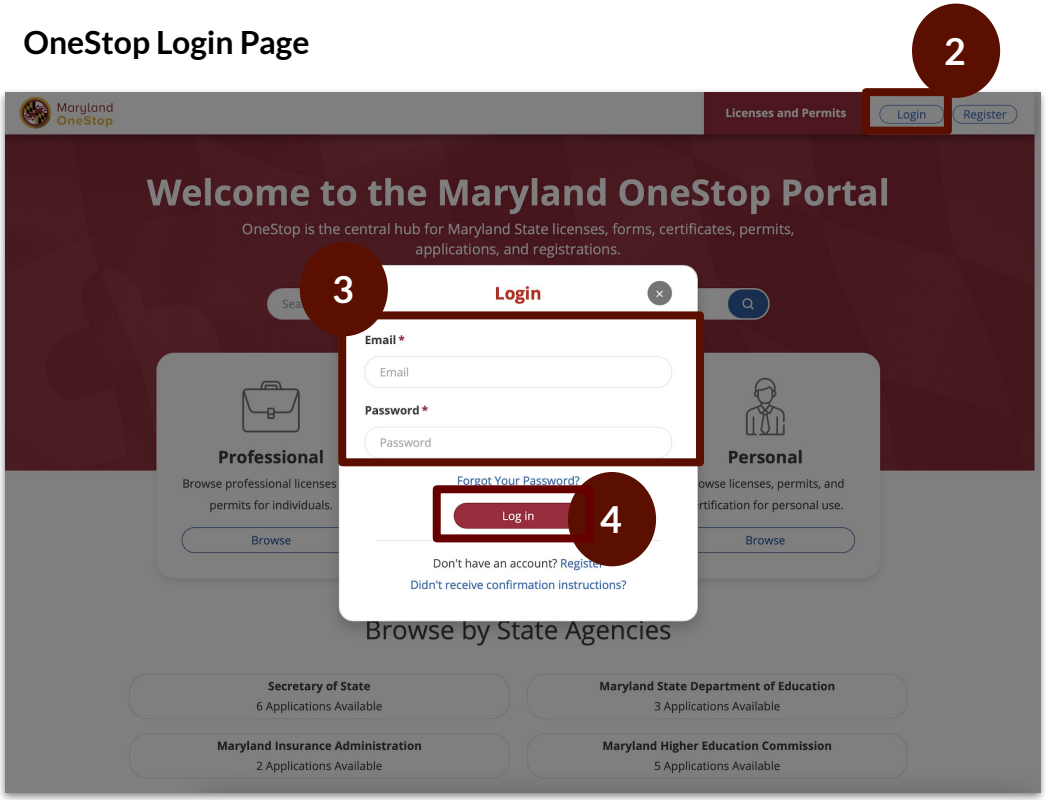


Task Steps

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

Login to OneStop

OneStop Login Page

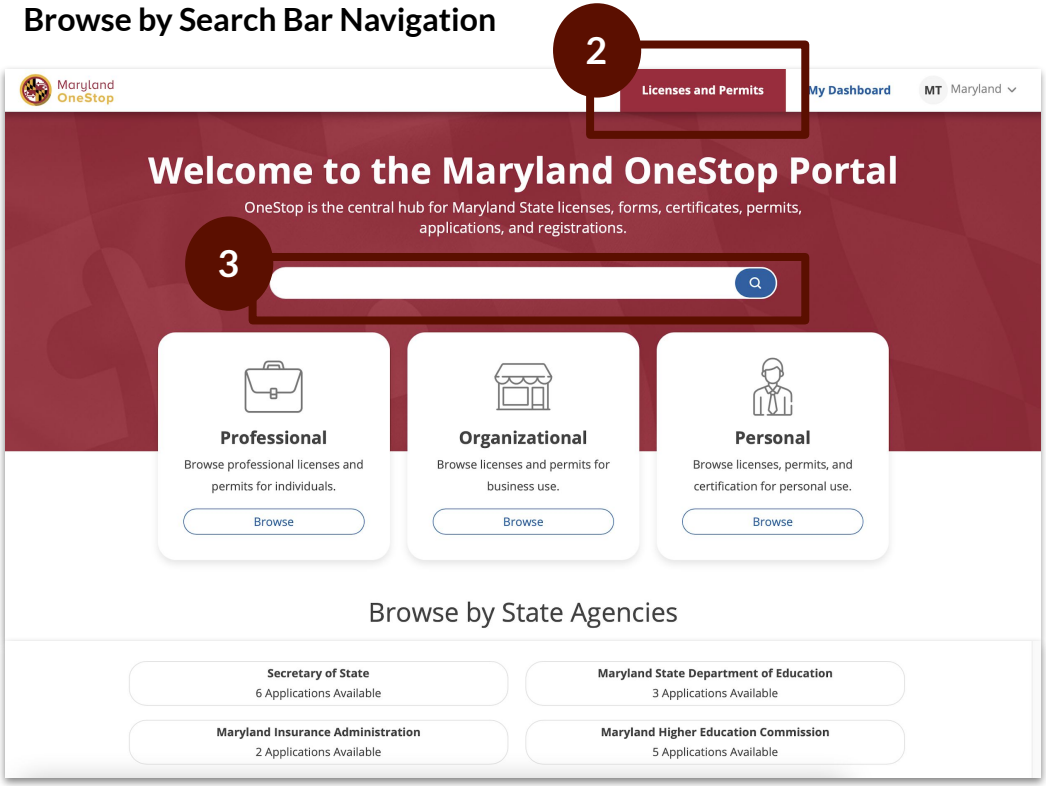


Task Steps

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

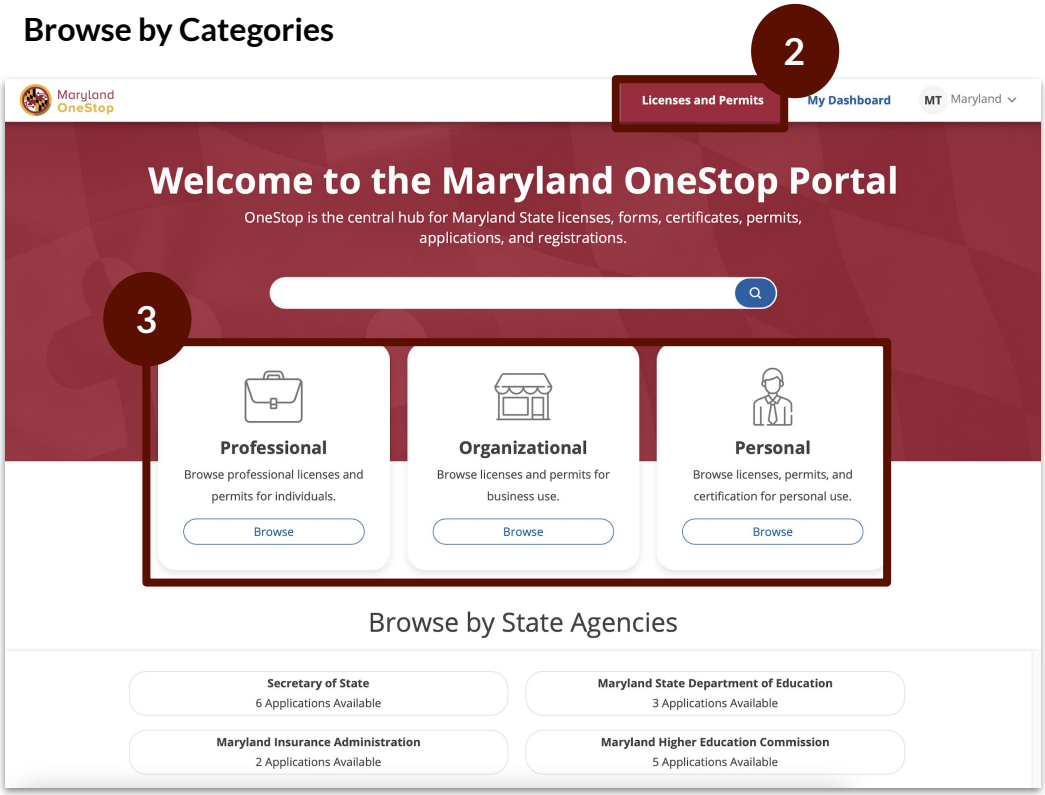


Task Steps

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

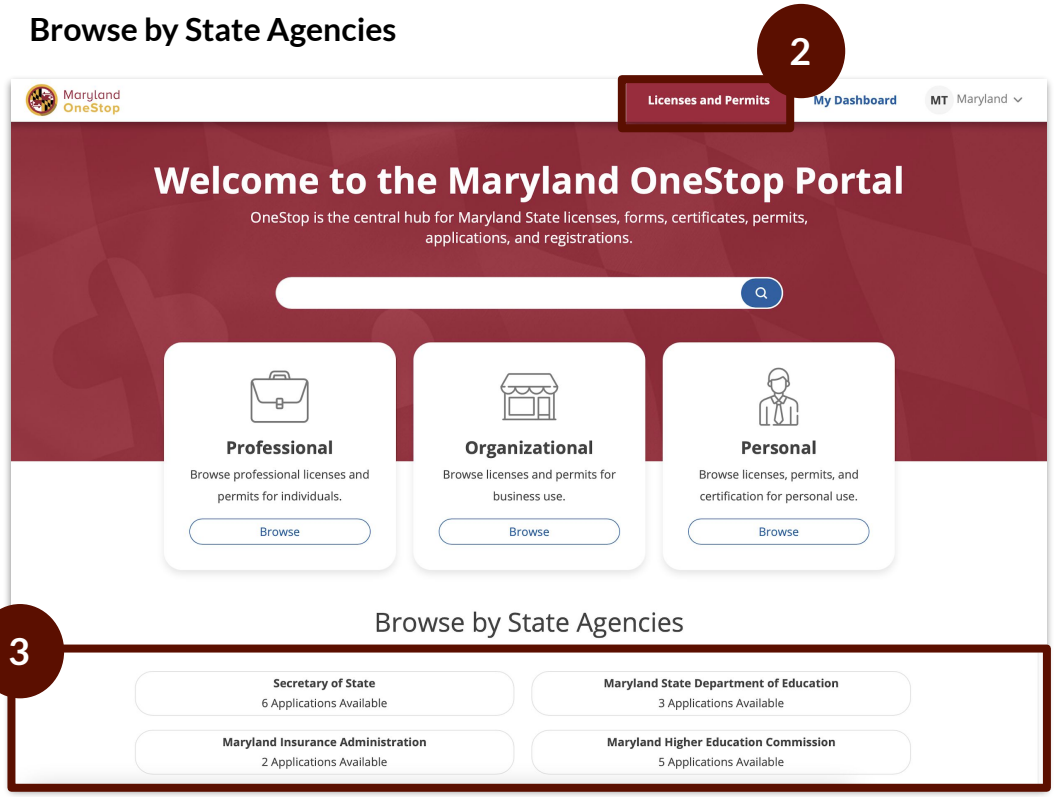


Task Steps

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

Searching for Licenses and Permits | Search by State Agencies

Browse by State Agencies

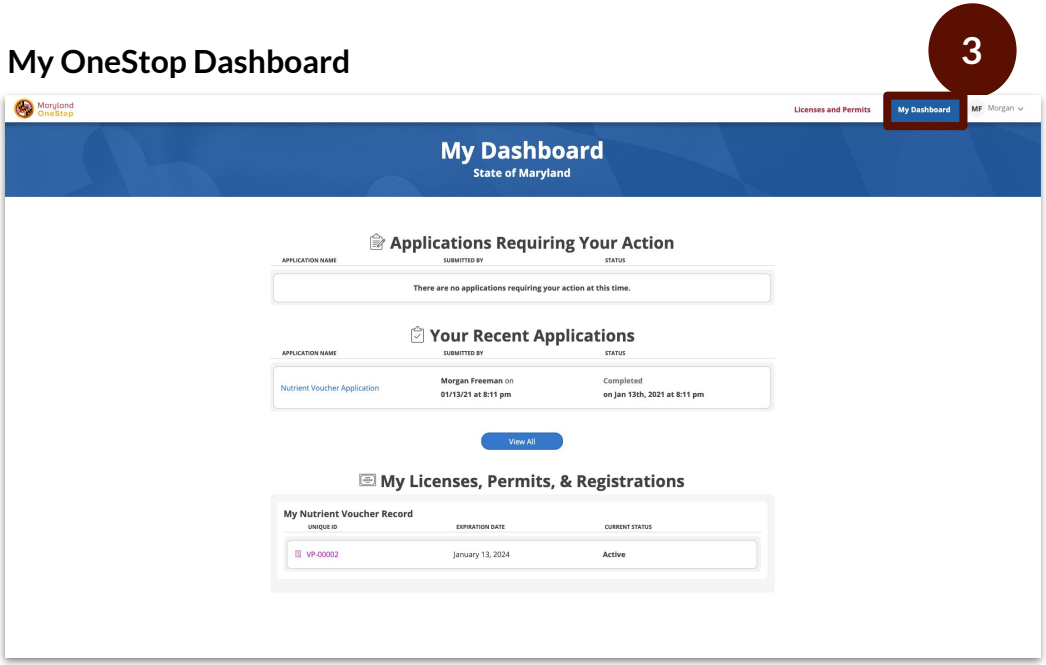


Task Steps

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

My Dashboard

My OneStop Dashboard

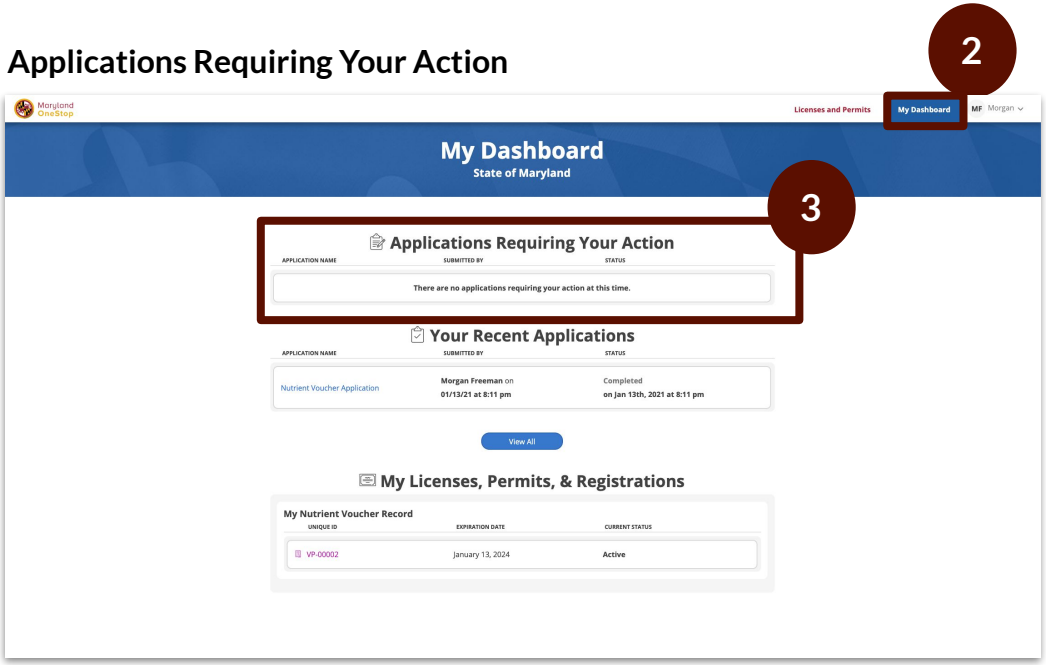


This is an example image of a dashboard

Task Steps

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

Applications Requiring your Actions



This is an example image of a dashboard

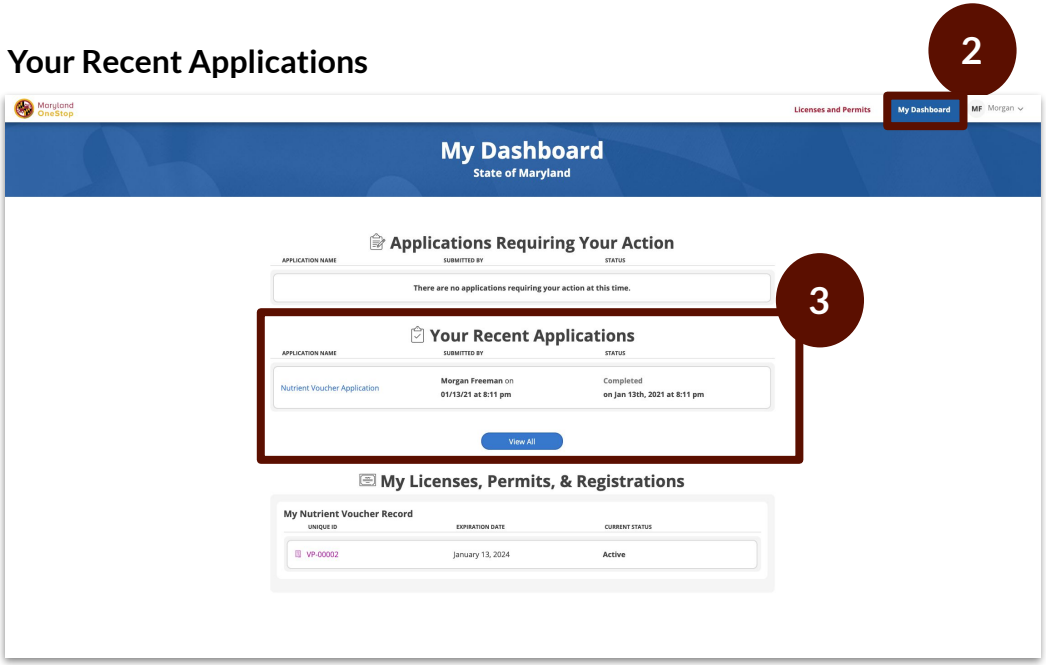
Task Steps

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



This is an example image of a dashboard

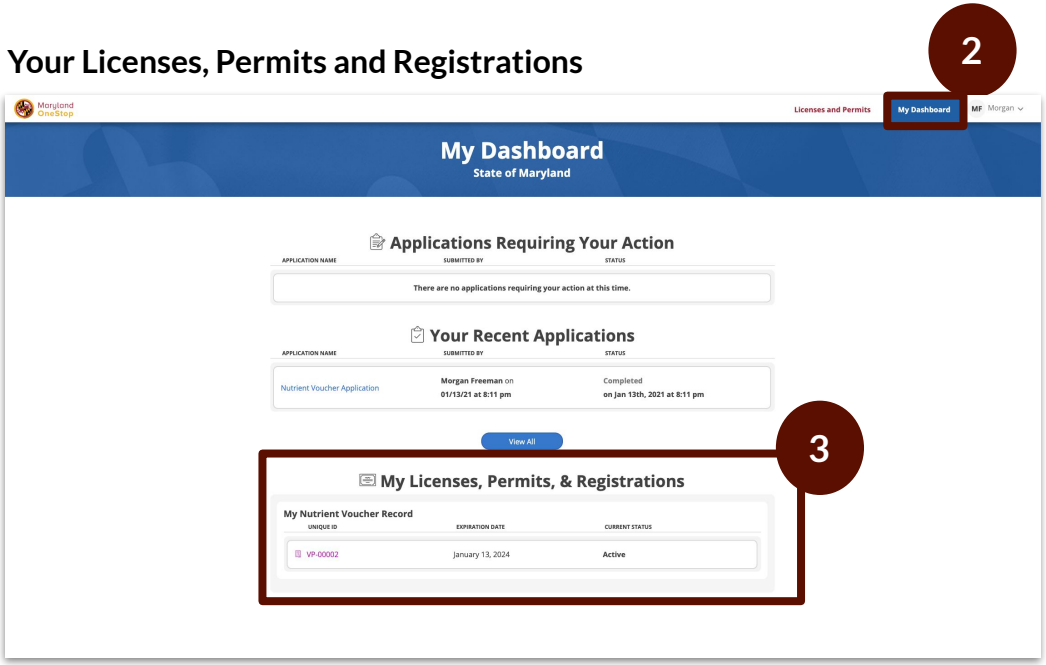
Task Steps

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



This is an example image of a dashboard

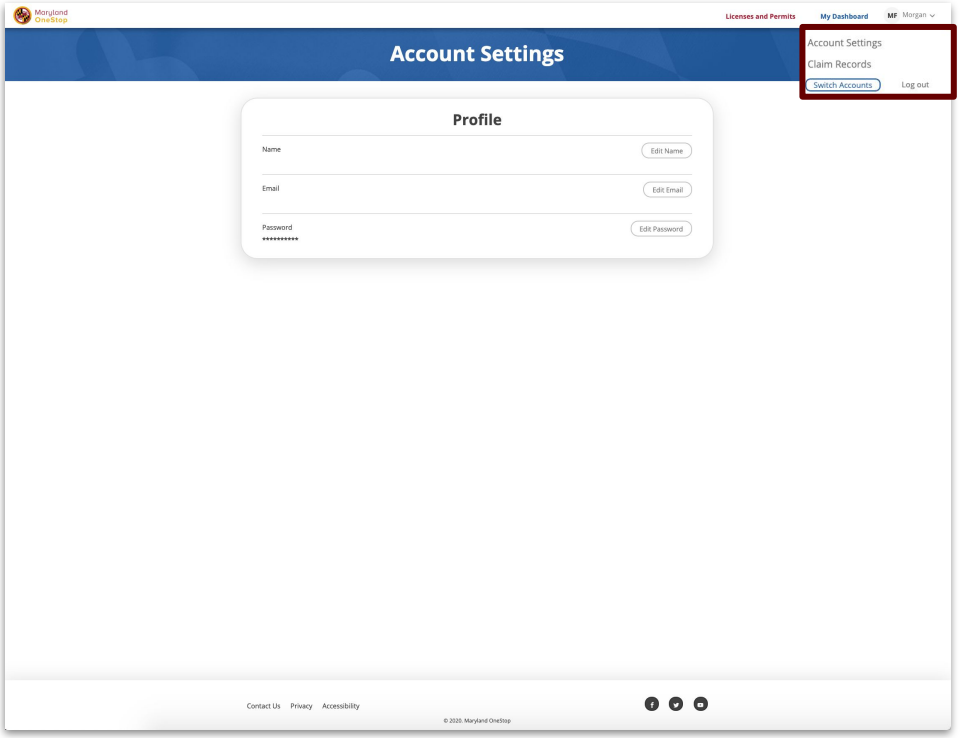
Task Steps

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

Account Settings

Your Account Settings Page



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

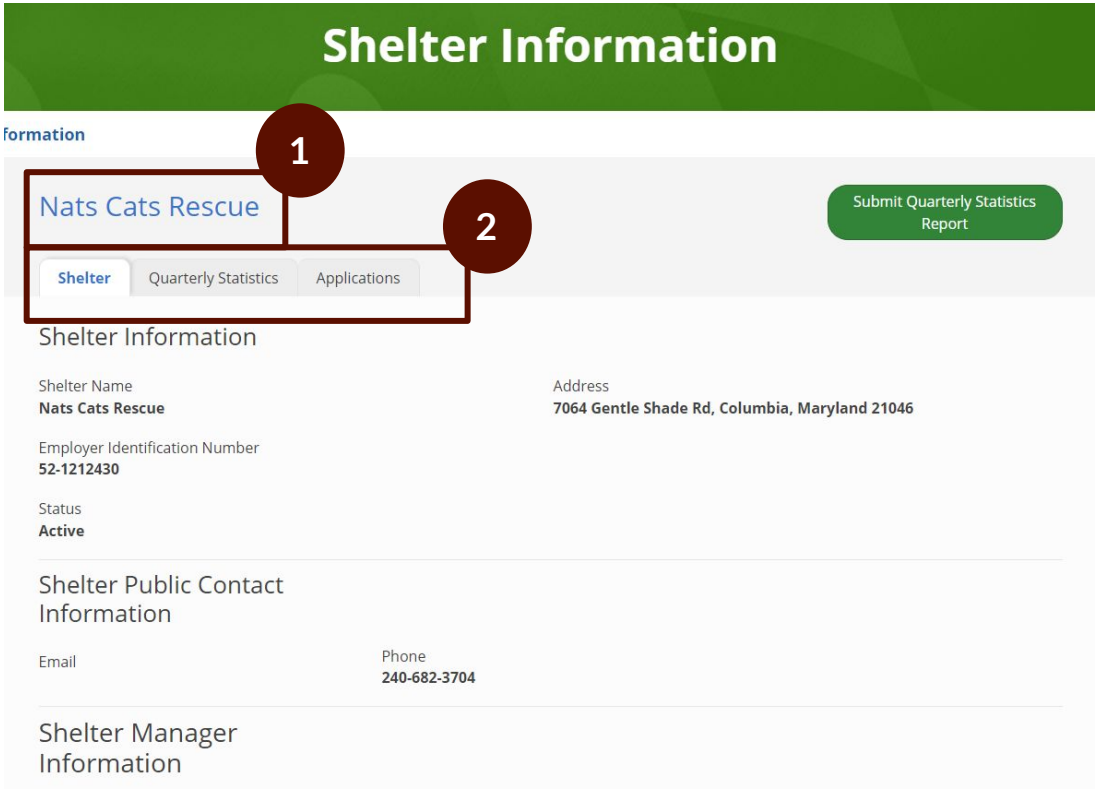
1. Access your dashboard. Scroll down until you see ‘My Licenses, Permits, & Registrations
2. Locate the section ‘Shelter Information’
3. Click on the Unique ID, which is the name of your shelter/organization

View Your Shelter/Organization

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

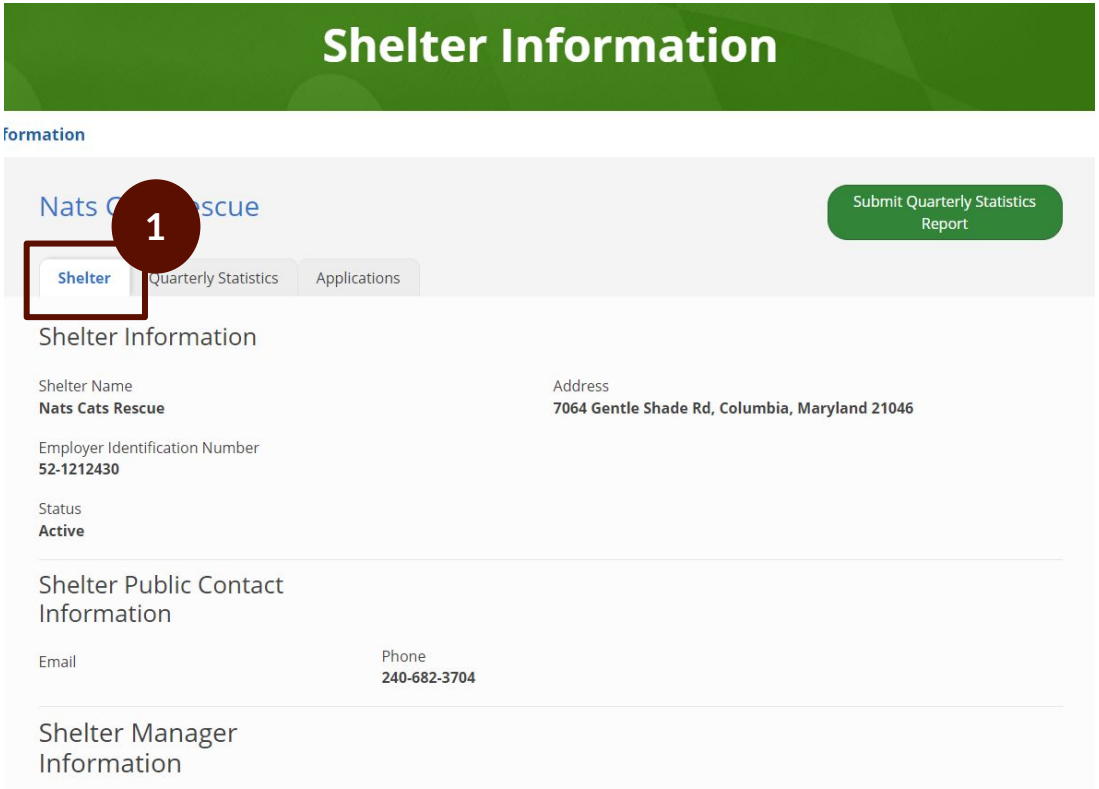


View Your Shelter/Organization

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.



View Your Shelter/Organization

Task Steps

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

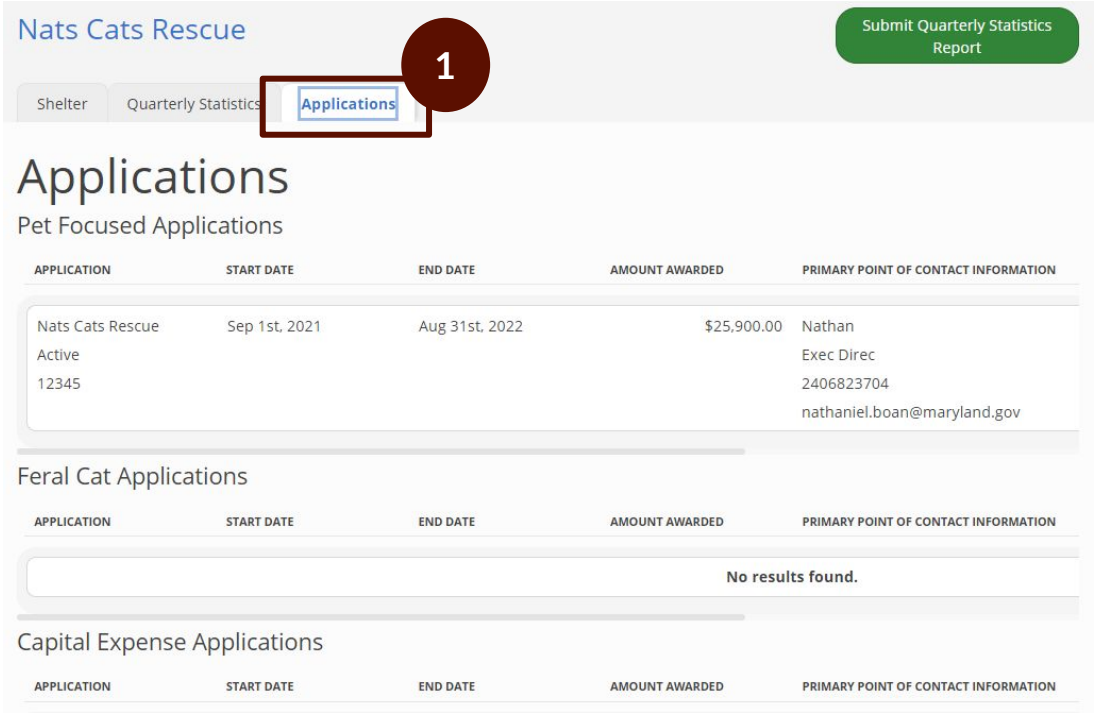
   Note: New forms will populate in the list within this section as they are approved.

View Your Shelter/Organization

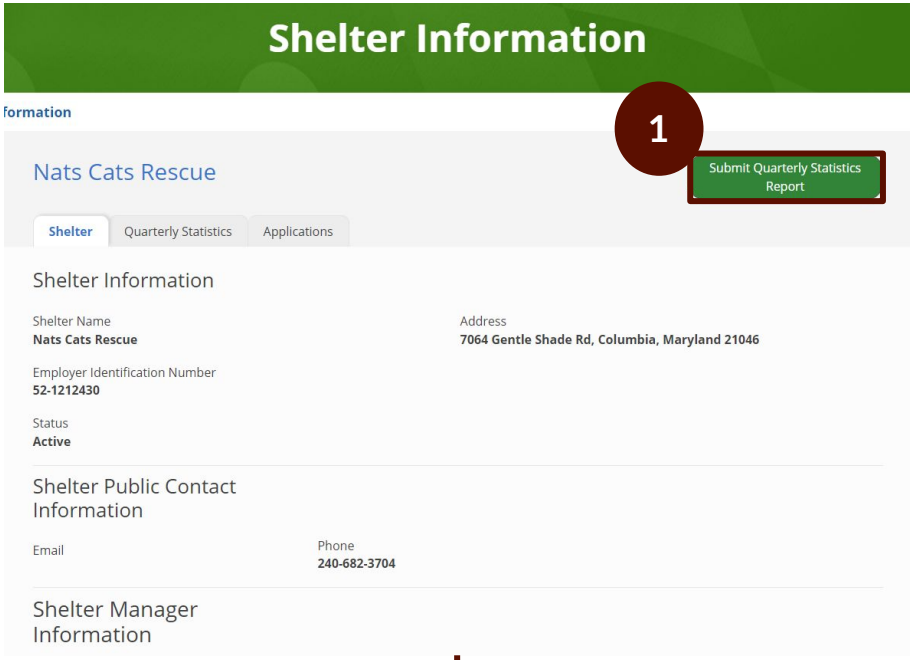
Task Steps

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.



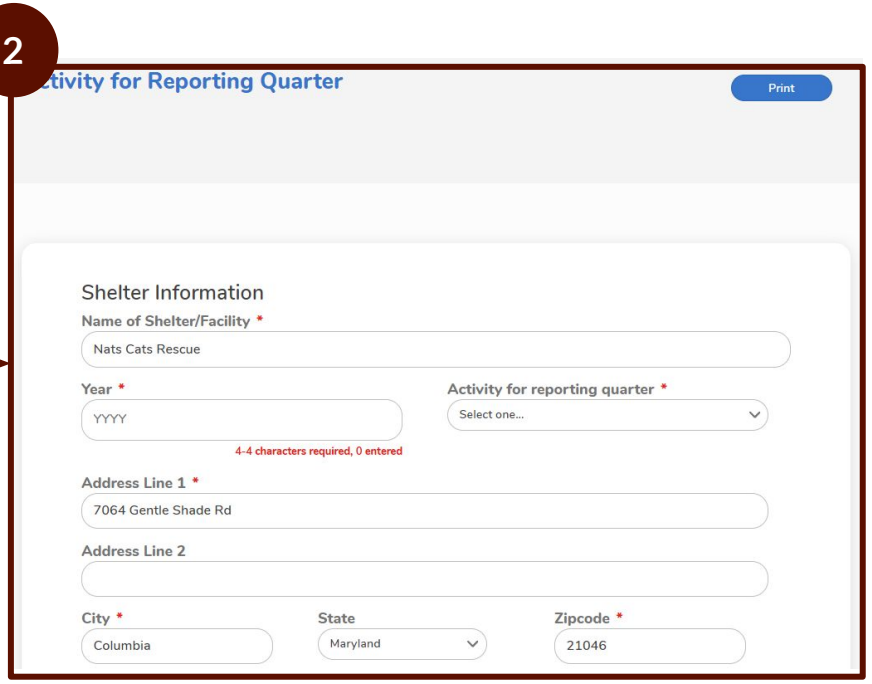
Submit a Quarterly Statistics Report



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

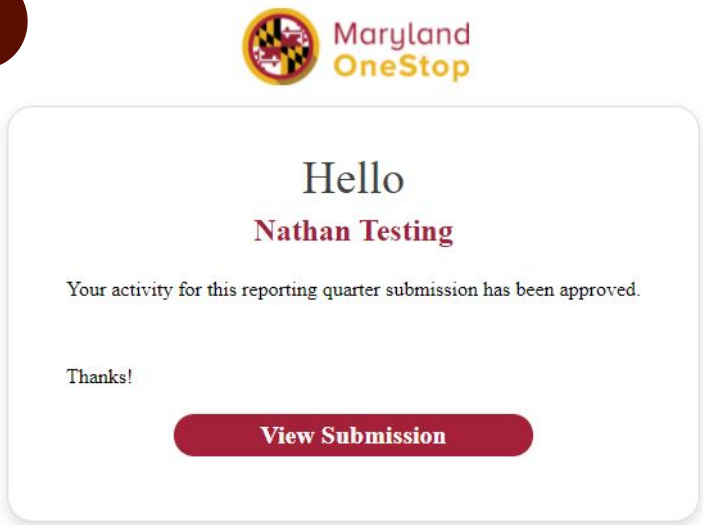
Task Steps

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



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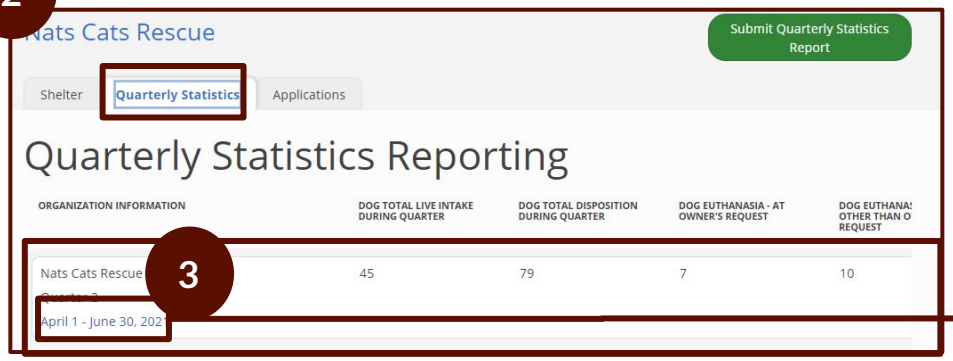

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