# OBM

# OAKS Location Entry Form

**Instructions:** Fill out your agency information then select whether you want to add, change, or inactivate the location.  Click on the entry field and press Tab key to move to next field. Once the form is complete, save and email to obm.oakslocationform@exchange.state.oh.us You will receive an email confirmation when the location activity has been configured in OAKS.  If you have multiple location code additions or changes, please attach a spreadsheet with location code information.

| Agency Name: | Date Prepared (MM/DD/YY): |
|---|---|
| DIV. /INST. Name: | OAKS Business Unit: |
| Address: | |
| Prepared by: | Phone Number: ☐ - ☐ - ☐ |
| Email: | Comments: |

## ☐ Add this Location

| Address (Note: Maximum 40 characters per address line): | Description:<br>Address 1:<br>Address 2:<br>Address 3: | | | Effective Date: | |
|---|---|---|---|---|---|
| City: | | State: | OH | Postal (Zip Code): | - |
| County: | | Phone: | | Fax: | - |

## ☐ Change this Location

| Location:<br>Effective Date: | | Address (Note: Maximum 40 characters per address line): | Description:<br>Address 1:<br>Address 2:<br>Address 3: | | |
|---|---|---|---|---|---|
| City: | | State: | OH | Postal (Zip Code): | - |
| County: | | Phone: | | Fax: | - |

## ☐ Inactivate this Location

| Location: | P |
|---|---|

OBM-1452 (Rev 02/2012)