



## OLGA – Edit Subsidiary

**SUBSIDIARIES:** Subsidiaries are any other agencies that this organization will be responsible for entering and updating information in OLGA.

To edit a subsidiary for your organization, click “Edit” button.

**Subsidiary Name:** Enter your subsidiary’s full name.

**EIN:** The EIN field automatically populates.

### Business

**Combined Railroad:** Combined Railroad applies to an organization that’s primary purpose is to transport both goods and people.

**Freight Railroad:** Freight Railroad applies to an organization that’s primary purpose is to transport goods not people.

**Government/Locality:** Government/Locality applies to an organization that works under any federal, state, city or county government.

**Non-Profit Organization:** A non-profit organization provides services without making a profit.

**Other:** Select “Other” if your organization does not fall into any of the other organization types.

**Passenger Railroad:** Passenger Railroad applies to an organization that’s primary purpose is to transport people not goods.

**Address Line 1:** Enter your subsidiary’s mailing address

**Address Line 2:** If necessary, use this line to enter additional lines of your subsidiary’s mailing address.

**City:** Enter the city where your subsidiary is located.

**State:** Enter the state where your subsidiary is located.

**Zip:** Enter the zip code for your subsidiary.

**Phone:** Enter the 10 digit phone number for the person who should be contacted with any questions about your subsidiary.

**Fax:** Enter the 10 digit fax number where correspondence about your subsidiary can be faxed.

**Website:** If available, enter the URL for your subsidiary’s website.

**Org. Description:** Use this space to briefly describe your subsidiary’s purpose and programs, what services your subsidiary provides and where the services are provided.

**Service Category:** Use the dropdown menu to enter your subsidiary’s service category. If your organization services a combination of human services and rural or small urban, choose “Human Services”.

- Human Services
- Other
- Rural
- Urban



**Subsidiary Size:** Use the dropdown menu to choose your subsidiary's size.

Rural – A rural organization is an area where the population is equal to or less than 50,000.

Small Urban – A small urban organization is an area where the population is between 50,001 and 200,000.

Unknown

Urban – An urban organization is an area where the population is equal to or more than 200,001.

**Congressional District:**