

18.0 Multiple Funeral Homes using a Filing Group

ARPPS offers funeral home companies that have multiple funeral homes who desire to file under one funeral home license number. To accomplish this task you will need to use your Filing Group, whereby all relevant funeral homes are assigned to a Filing Group and all contracts will be submitted under the filing group and assigned to principle funeral home.

Precondition

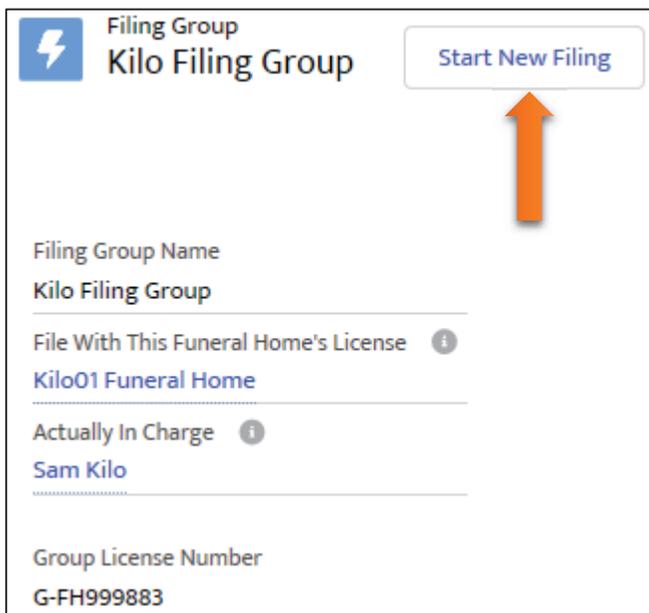
1. You have established your Filing Group and your funeral homes have been assigned to it. See 6.0 Create a Filing Group on page 17

18.1 Create a quarterly Filing Record inside the Filing Group

- 1) From top navigation, the same area where Ohio.gov in red is, click Filing Group



- 2) To the left mid way down, ARPPS will display the Filing Group name. Click your Filing Group name.
- 3) Click the START NEW FILING Button for your quarterly filing
- 4) See Section 12 Create your Quarterly Filings on page 31



Funeral Homes (3)	
NAME	FUNERAL HOME LICENSE NUMBER
Kilo01 Funeral Home	FH999883
Kilo02 Funeral Home	FH999884
Kilo03 Funeral Home	FH999885