



OLGA – Add Subsidiary

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

To add a subsidiary for your organization, click “Add Subsidiary” button under Contacts.

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: