Licensed Midwives Annual Report (LMAR) User Guide

Office of Statewide Health Planning and Development
in partnership with the Medical Board of California
(916) 263-2205
https://lmar.oshpd.ca.gov/

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About the Licensed Midwife Annual Report

The completion of the Licensed Midwife Annual Report (LMAR) is required by all licensed midwives in California pursuant to Business and Professions Code section 2516 (c). Please note that your midwife license will not be renewed unless your required data is submitted.

Menu Navigation

Home
If not logged-in, clicking the Home link takes you to the Log In page. When logged-in, clicking the Home link goes to the My Reports page, where you may create a new report or edit your work-in-progress report.

About
Explains the statutory requirements for completing the LMAR and has a link to this user guide.

Contact Us
For additional support, see the Contact Us page.

How-To-Guide

Register
To register, go to the following link, https://lmar.oshpd.ca.gov/, and click on the “Register as a new user” link.

Due to the enhanced security built into the new LMAR system, your old login credentials will not work. You must register as a new user to access this system.
In order to access the Licensed Midwife Annual Report system, you must create an account.

Complete the registration form and click the “Register” button. All fields are mandatory.

PLEASE NOTE: A User Name cannot have spaces.

Upon successful registration, you will receive a confirmation email.

Click the confirmation link in the email in order to finalize your registration.

Login
To login, go to the following link, enter your username and password, and click the “Log In” button.

https://lmar.oshpd.ca.gov/
As an added layer of security, the LMAR system utilizes a two-factor authentication.

After clicking the “Log In” button, the system will prompt you to enter the verification code, sent to your registered email.

For security purposes, the Licensed Midwife Annual Report (LMAR) system authenticates all user log in requests using a two-factor authentication process. Please enter the verification code provided below to complete your log in:

**Your security code is 922017**

If you did not recently initiate a log in to LMAR, please notify the Medical Board of California Help Desk by email or phone at (916) 263-2205.
Change/Forgot Password
If you need to change your password, or simply forgot it, go to the following link and click the “Forgot your password” link:

https://lmar.oshpd.ca.gov/

Enter your username and click “Reset Password”.

An email will be sent to your registered email.

Click on the link in the email to confirm your password reset, which will redirect you to the password reset page.

You indicated that you forgot your password in the Licensed Midwife Annual Report (LMAR) application.

Please reset your password by clicking here.

If you did not request to reset your password, please notify the Medical Board of California Help Desk by email or phone at (916) 263-2205.
Enter your username and new password then click the “Reset” button. You may now log in with your new password.

**Forgot Username**

If you forgot your login username, go to the following link and click on “Forgot your Username”:

[https://lmar.oshpd.ca.gov/](https://lmar.oshpd.ca.gov/)

Enter your registered email and click on “Get Username”.

After clicking the “Get Username” button, an email will be sent to your registered email with your username.

You indicated that you forgot your username in the Licensed Midwife Annual Report (LMAR) application.

**The following username(s) are registered to your email address:**
*SuperSecretUsername 812345*

If you did not request your username, please notify the [Medical Board of California Help Desk by email](mailto:) or phone at (916) 263-2205.
Start/Resume a Licensed Midwife Annual Report

To start or resume a Licensed Midwife Annual Report, login to LMAR following the login instructions of this guide.

Once logged in, you will be redirected to your “My Reports” page. If the reporting year is open, you can click on “Begin Report” to start a new report for the open reporting year.

To resume a work-in-progress report, click on “Resume Report.” The report wizard will guide you through completing your report.

The system auto saves the answers as you complete each section. You must complete an entire section before logging off; otherwise, your answers for that section will not be saved. The left-side navigation bar will show your progress as you answer questions within each section. A green checkmark indicates a completed section.
Submit a Licensed Midwife Annual Report

After you complete a license midwife annual report, you will be presented with a declaration page, which is the last page of the report. To be able to submit your report, you must attest to the declaration page.

To attest and submit your report, click on the checkbox next to your name and click the submit button.

Once you have submitted your report, you will be redirected to your “My Reports” page. Notice that your report status is now “Completed” and that you can no longer edit your report.

Congratulations, you successfully submitted your licensed midwife annual report.

Edit a Licensed Midwife Annual Report

If you are in the process of completing your licensed midwife annual report (you started it but have not submitted it yet), go to the “Start/Resume a Licensed Midwife Annual Report” section of this guide in order to resume your report.

If you already submitted your report, it is not possible to make changes. If a change is required, please contact the support team found in the “Contact Us” section of this guide.

Session Inactivity

When the system has experienced fifteen (15) minutes of inactivity, a dialog box will appear warning that your session is about to expire. At twenty (20) minutes of inactivity, the system automatically logs you off.
Contact Us
If you require further assistance, please visit our support page:

https://lmar.oshpd.ca.gov/Contact