



# Licensed Midwife Annual Report (LMAR)



# Licensed Midwives User Guide

**Contents**

- About the Licensed Midwife Annual Report..... 3
- Menu Navigation..... 3
  - Home..... 3
  - About..... 3
  - Contact Us..... 3
- How-To-Guide..... 3
  - Register..... 3
  - Login..... 4
  - Change/Forgot Password ..... 6
  - Forgot Username ..... 7
  - Start/Resume a Licensed Midwife Annual Report ..... 8
  - Submit a Licensed Midwife Annual Report ..... 9
  - Edit a Licensed Midwife Annual Report..... 9
  - Session Inactivity..... 9
- Contact Us..... 10

## About the Licensed Midwife Annual Report

The completion of the License 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.hcai.ca.gov>, and click on the “Register as a new user” link.

California Licensed Midwife Annual Report

Home About Contact Us

Log In

Username

Password

Log in

Register as a new user

Forgot your password?

Forgot your Username?

**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.**

# Licensed Midwife Annual Report – Midwives User Guide

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.

Register

**CREATE A NEW ACCOUNT**

User Name

Email

License Number

Last 4 Digits of Social Security Number

Date of Birth

Password  
(Password must contain 8-10 characters, 1 upper case, 1 lower case, 1 number, and 1 special character)

Confirm Password



**Licensed Midwife Annual Report (LMAR)**  
Registration Confirmation



A Licensed Midwife Annual Report (LMAR) User Account was created and this email address was specified as the contact/recovery email address. In order to complete the registration process, you must confirm your account.

Please confirm your account by clicking [here](#).

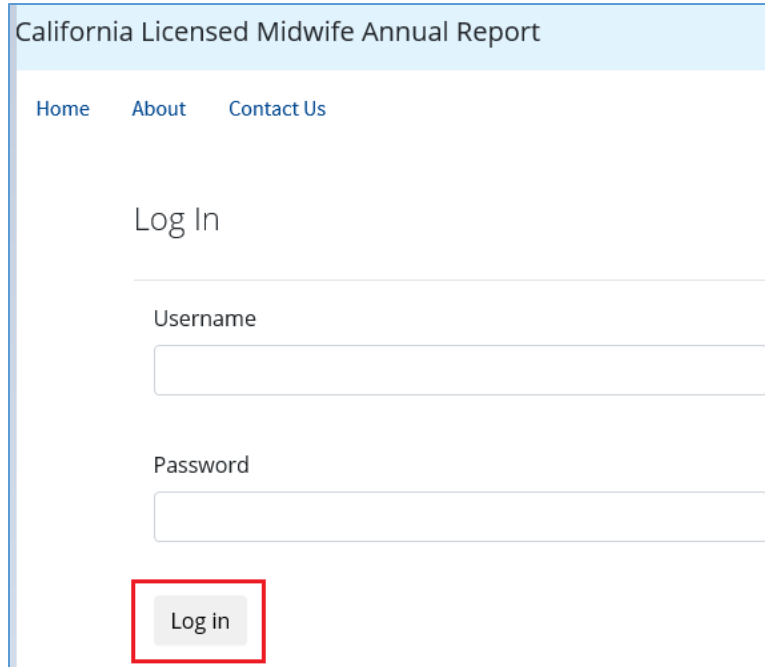
If you did not recently register a LMAR User Account, please notify the [Medical Board of California Help Desk by email](#) or phone at (916) 263-2205.

## Login

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

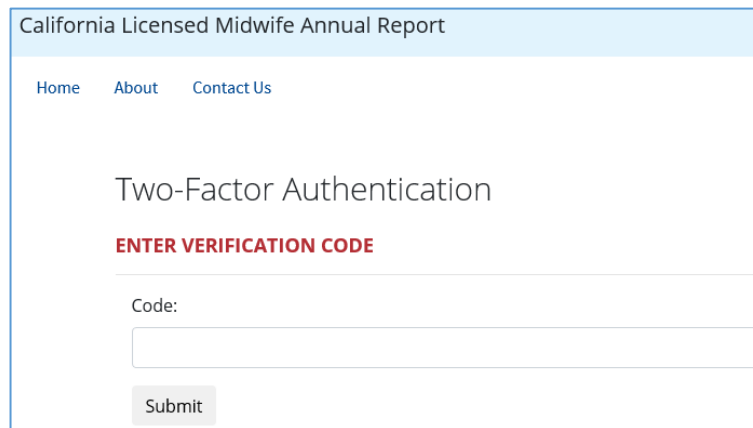
<https://lmar.hcai.ca.gov/>

# Licensed Midwife Annual Report – Midwives User Guide



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.



## Licensed Midwife Annual Report (LMAR) Two-Factor Authentication Verification Code

OSHPD

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.

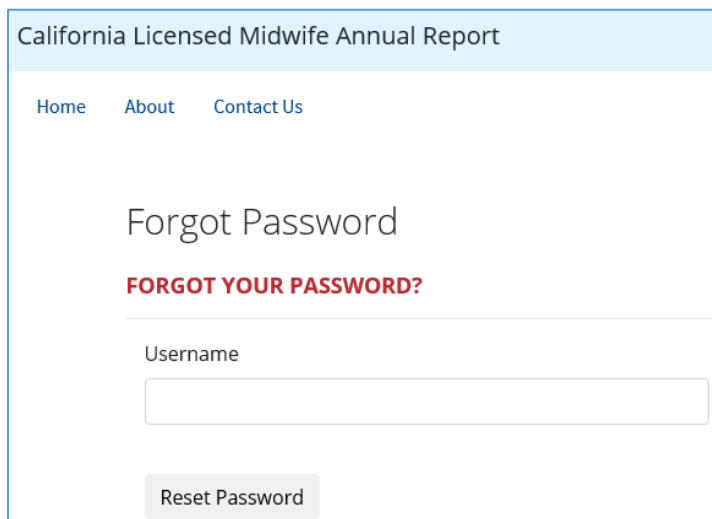
# Licensed Midwife Annual Report – Midwives User Guide

## Change/Forgot Password

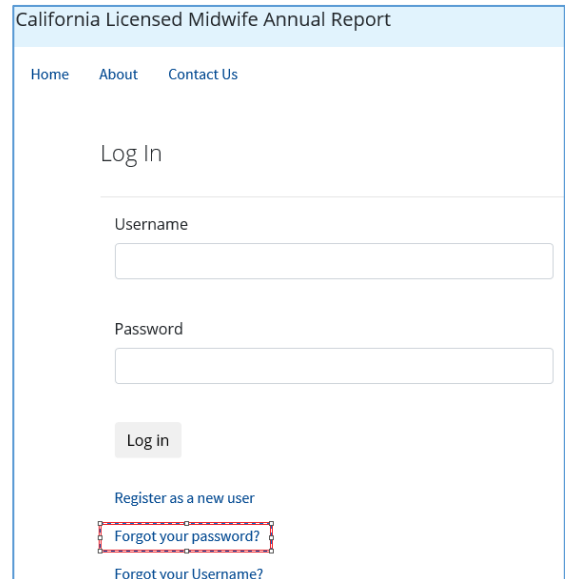
If you need to change your password, or simply forgot it, go to the following link and click the “Forgot your password” link:

<https://lmar.hcai.ca.gov/>

Enter your username and click “Reset Password”.



The screenshot shows the 'Forgot Password' page. At the top, there is a navigation bar with 'Home', 'About', and 'Contact Us'. The main heading is 'Forgot Password' in a large, grey font. Below it, the text 'FORGOT YOUR PASSWORD?' is displayed in red. There is a text input field labeled 'Username' and a 'Reset Password' button at the bottom.



The screenshot shows the login page. At the top, there is a navigation bar with 'Home', 'About', and 'Contact Us'. The main heading is 'Log In'. Below it, there are two text input fields: 'Username' and 'Password'. A 'Log in' button is located below the password field. At the bottom, there are three links: 'Register as a new user', 'Forgot your password?' (highlighted with a red dashed box), and 'Forgot your Username?'.

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.



The screenshot shows the password reset confirmation page. On the left is the Medical Board of California logo, which includes a caduceus and the text 'MEDICAL BOARD OF CALIFORNIA' and 'EST. 1874'. In the center, the heading reads 'Licensed Midwife Annual Report (LMAR) Reset Password'. On the right is the OSHPD logo. The main text states: 'You indicated that you forgot your password in the Licensed Midwife Annual Report (LMAR) application.' Below this, a red dashed box highlights the text: 'Please reset your password by clicking [here](#).' At the bottom, it says: '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.'

# Licensed Midwife Annual Report – Midwives User Guide

California Licensed Midwife Annual Report

Home About Contact Us

Reset Password

**ENTER YOUR NEW PASSWORD**

Username

Password

Confirm password

Reset

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.hcai.ca.gov/>

California Licensed Midwife Annual Report

Home About Contact Us

**FORGOT YOUR USERNAME?**

Email

Get Username

California Licensed Midwife Annual Report

Home About Contact Us

Log In

Username

Password

Log in

Register as a new user

Forgot your password?

**Forgot your Username?**

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.

 **Licensed Midwife Annual Report (LMAR)**   
Forgot 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 (B12345)**

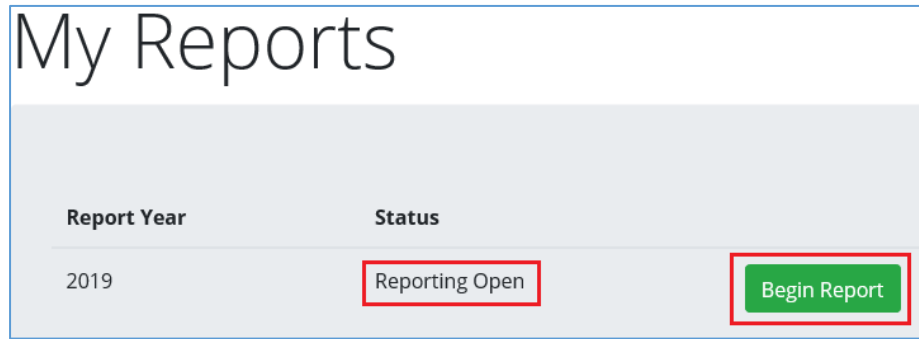
If you did not request your username, please notify the [Medical Board of California Help Desk by email](#) or phone at (916) 263-2205.

# Licensed Midwife Annual Report – Midwives User Guide

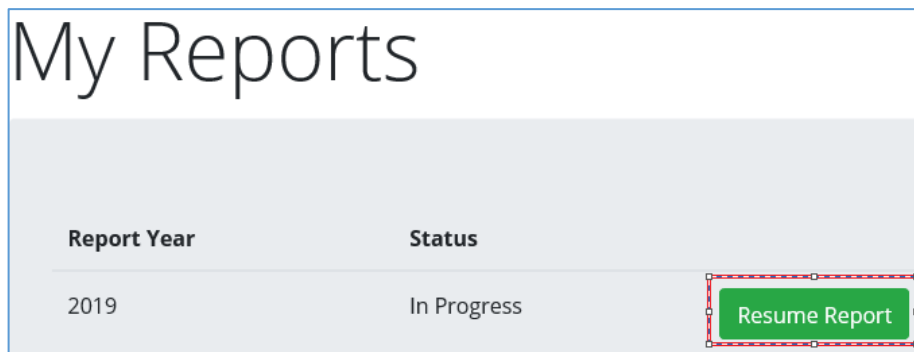
## Start/Resume a Licensed Midwife Annual Report

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.

- ➔ Supplemental Data - Multiple Infants
  - Client(s) 0/1 100%
  - Infant(s) 0/2 31%
- ✔ Services Provided in California
- ✔ Client Services
- ✔ Client Outcomes
- ✔ Out-of-Hospital Deliveries
- ✔ Outcomes per County



# Licensed Midwife Annual Report – Midwives User Guide

## 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.

**Part VI** Declaration

Check the box below to attest before submitting your report.

I, Licensed Midwife, certify under penalty of perjury, under the laws of the State of California, that I have full knowledge of the content of this report and declare that all information contained herein and all attachments in support of this report are true and correct to the best of my knowledge.

**Submit Report**

### My Reports

Report Year	Status
2019	Completed

## 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.

**Your Session is about to expire** x

Your session is about to expire. Click Continue Working to extend your session.

**Logout** **Continue Working**

**Session Expired**

Your session has expired. You will be redirected to the login page.

**Ok**

### **Contact Us**

If you require further assistance, please visit our support page:

<https://lmar.hcai.ca.gov/Contact>