



# Maine Local Fiscal Recovery Program Management Portal User Guide

This User Guide is meant to provide Maine Non-Entitlement Units of local government (NEUs) assistance in navigating the state’s Local Fiscal Recovery Program Management Portal. As part of the American Rescue Plan Act (ARPA) program the portal, is being used to administer distributions of funds to NEUs. The guide provides step-by-step instructions to log into the portal and how to submit a request for payment. If you require additional assistance after reviewing this User Guide, please email our support team at [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com).

Additional information can also be found on the state’s website:  
<https://www.maine.gov/dafs/arpa/neuportal>

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## Logging in

### First Time Login

1. You should have received an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com). Click the 'Define Password' link at the bottom of this email, and you will be directed to the portal to create your personal password.



Hi [redacted]


We receive a request to reset the email for this account, please reset your password by clicking on the below reset link.

[New password](#)

2. This password must contain at least 8 characters, with at least one capital letter and one numeric character. Enter the chosen password in both the 'New Password' and 'Confirm New Password' fields.
  - a. If all requirements have been met, you will be redirected to the main login page.
  - b. If a requirement has not been met, an error message will notify you of what change is required.

### American Rescue Plan Act

Local Fiscal Recovery Funds Portal



Department of  
Administrative  
and Financial  
Services

### Local Fiscal Recovery Funds Portal

#### Recover your password

New Password \*

Confirm New Password \*

- At least 8 characters.
- Must have at least one capital letter.
- Must have at least one numeric character.

Submit

Back to Login



3. Once redirected to the login page, enter your email and password, check the reCAPTCHA control and then click 'Sign In'.

American Rescue Plan Act  
Local Fiscal Recovery Funds Portal

Department of Administrative and Financial Services

Welcome to Local Fiscal Recovery Funds Portal  
Sign In to continue

Email \*

Password \*

☐ I'm not a robot

Sign In

[Forgot your password?](#)

4. This will redirect you to the second stage of the two-step verification process in which you will receive an email, containing a verification code. You will have a maximum of five minutes to enter this code in the appropriate field and click 'Validate Code'.

### Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

Validate Code

[Back to Sign In](#)

5. If you are unable to locate the email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) to complete the initial login, please follow the instructions listed in the 'Reset Your Password' section below.




## Subsequent Logins

1. For all subsequent logins, please use the following link: [https://horne2.outsystemsenterprise.com/PM\\_Maine/Login](https://horne2.outsystemsenterprise.com/PM_Maine/Login)
  - a. Enter your email and password, check the reCAPTCHA control and click 'Sign in'.

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### Welcome to Local Fiscal Recovery Funds Portal


Sign In to continue


Email \*

abc@xyz.com

Password \*

\*\*\*\*\*

 I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Sign In

[Forgot your password?](#)

2. This will redirect you to the second stage of the two-step verification process in which you will receive an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) containing a verification code. You will have a maximum of five minutes to enter this code to the appropriate field and click 'Validate Code'.

## Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

Validate Code

[Back to Sign In](#)



## Reset Your Password


1. If you cannot locate the initial login email or need to reset an existing password, use the following link:  
[https://horne2.outsystemsenterprise.com/PM\\_Maine/Login](https://horne2.outsystemsenterprise.com/PM_Maine/Login) .
2. Click the 'Forgot your password?' link in the bottom right corner.

Welcome to **Local Fiscal Recovery Funds Portal**

Sign In to continue

Email \*

Password \*

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

Sign In

Forgot your password?

3. This will redirect you to a password recovery page. Enter your email and click 'Recover password'.

## Local Fiscal Recovery Funds Portal

Recover your password

Email \*

Recover password

Back to Login



4. If the provided email address is registered in the portal you will receive an email.
  - a. To add a new email address or a different portal user, please contact [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com) for assistance.
  - b. In the new email you will receive from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com), click 'New password' link at the bottom of the email, and you will be directed to the portal to create your personal password. Upon completion you will be redirected to the main login page.




Hi, [REDACTED]

We receive a request to reset the email for this account, please reset your password by clicking on the below reset link.

[New password](#)

## American Rescue Plan Act

Local Fiscal Recovery Funds Portal



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and Financial  
Services

### Local Fiscal Recovery Funds Portal

#### Recover your password

New Password \*

Confirm New Password \*

- At least 8 characters.
- Must have at least one capital letter.

- Must have at least one numeric character.

Submit


Back to Login



5. Once redirected to the login page, enter your email and password, check the reCAPTCHA control and click 'Sign In'.

## American Rescue Plan Act

Local Fiscal Recovery Funds Portal



Department of  
Administrative  
and Financial  
Services

## Welcome to Local Fiscal Recovery Funds Portal


Sign In to continue


Email \*

abc@xyz.com

Password \*

\*\*\*\*\*

 I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Sign In

[Forgot your password?](#)

6. This will redirect you to the second stage of the two-step verification process, in which you will receive an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) containing a verification code. You will have a maximum of five minutes to enter this code in the appropriate field and click 'Validate Code'.

## Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

Validate Code

[Back to Sign In](#)



## Add/Change Portal User Access Form Instructions

Once you contact [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com) for assistance you will receive a new Account Authentication email, click the link to add a new email or portal user. Link -

<https://app.smartsheet.com/b/form/100951ab53484ba2af9ac992d5c411a3>



### Change In Portal User Access Form

**Non-Entitlement Unit Name \***

Please enter the name of the Non-Entitlement Unit for which you are completing this form.

**Do you wish to add a new user to the ARPA program management portal? \***

Yes

**New User Name \***

**New User Title \***

**New User Email Address \***

**Confirm New User Email Address \***

**New User Phone Number \***

**Confirm New User Phone Number \***

**Is the new user an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal? \***

Yes





## Form Description and Instruction

1. **Non-Entitlement Unit Name** – Enter the name of the Non-Entitlement Unit for which you wish to make portal user changes.
2. **Do you wish to add a new user to the ARPA program management portal?** – If you do not wish to add a new user, select “No” and move on to question 3. If you do wish to add a new user, select “Yes” and complete the following items:
  - a. **New User Name** – Enter the full name of the user you wish to add.
  - b. **New User Title** – Enter the title of the user you wish to add.
  - c. **New User Email Address** – Enter the email address of the user you wish to add.
  - d. **Confirm New User Email Address** – Re-enter the email address from item 2.c.
  - e. **New User Phone Number** – Enter the 9-digit phone number of the user you wish to add.
  - f. **Confirm New User Phone Number** – Re-enter the 9-digit phone number from item 2.e.
  - g. **Is the new user an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal?** – Select “Yes” if the question is true. Select “No” if the question is false.
3. **Do you wish to remove a current user from the ARPA program management portal?** – If you do not wish to remove a user, select “No” and move on to question 4. If you do wish to remove a user, select “Yes” and complete the following items:
  - a. **Name of User to be Removed** – Enter the full name of the user you wish to remove.
  - b. **Email of User to be Removed** – Enter the email address of the user you wish to remove.
  - c. **Confirm Email of User to be Removed** – Re-enter the email address from item 3.b.
  - d. **Reason for Removal** – Briefly describe the reason for removal of the current user.
  - e. **Date User Access should be Removed** – Enter the date you wish for the user to be removed from the portal.
4. **Non-Entitlement Unit Requester Name** – Enter your full name.
5. **Non-Entitlement Unit Requester Title** – Enter your title.
6. **Non-Entitlement Unit Requester Email** – Enter the email address in which the link to the form was received.
7. **Confirm Non-Entitlement Unit Requester Email** – Re-enter the email address from item 6.
8. **Date of Submission** – Enter today’s date.
9. **As a representative of the Non-Entitlement Unit entered above, I certify the contents of this form are complete and accurate, and all users identified herein are authorized for addition to and/or removal from the ARPA program management portal.**
  - a. Select “Agree” if the question is true. Select “Decline” if the question is false.
10. **I certify the new user is an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal. (This statement will only appear if question 2 is answered “Yes.”)**
  - a. Select “Agree” if the question is true. Select “Decline” if the question is false.
11. **Send me a copy of my responses. (This is an optional selection for your records.)** – If selected, enter the email to which you wish to send your application responses.
12. Once all questions have been answered, click ‘Submit’



## Website Navigation Overview

1. When you have successfully logged in to the portal you will be on the “Dashboard” tab for your entity. This includes information on the program(s) for which your entity is registered as well as a summary of requests submitted by your entity.
2. On the "My Requests" tab, you will have the ability to submit a new request for payment, view previously submitted request(s) and see the status of requests.
3. On the “My Entity” tab you may view current information regarding your entity. If any of the information is not correct, please contact [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com) for assistance.

The screenshot shows the 'Greene Town' dashboard. At the top, there are tabs for 'Dashboard', 'My Requests', and 'My Entity'. The 'Dashboard' tab is active. Below the tabs, the entity name 'Greene Town' is displayed, along with the last update date '24 Aug 2021'. The dashboard is divided into three main sections: 'Information', 'Programs', and 'Requests'. The 'Information' section shows 'Entity Type: Local Government', 'County: Androscoggin', and 'Mailing Address: 637 Road Greene Town MAINE 04567'. The 'Programs' section shows a 'Total programs' count of 1. The 'Requests' section shows a 'Total requests' count of 0. Below these sections, there is a table titled 'Programs' with columns for ID, Program Name, Program Type, Allocated Amount, Confirmed Requests, and Last Update. The table contains one row with ID 4, Program Name 'Local Fiscal Recovery', Program Type 'ARPA', Allocated Amount '\$2,000,000.00', Confirmed Requests '\$0.00', and Last Update '24 Aug 2021 12:17'. A search bar and a dropdown menu for 'All Types' are located above the table. The bottom of the table shows '1 to 1 of 1 items'.

ID	Program Name	Program Type	Allocated Amount	Confirmed Requests	Last Update
4	Local Fiscal Recovery	ARPA	\$2,000,000.00	\$0.00	24 Aug 2021 12:17



## New Payment Request

1. When you have successfully logged in to the portal you will be on the entity's dashboard. The bottom section of the dashboard lists the programs in which your entity is registered. Clicking the arrow to the right of the program will take you to the program's dashboard. There, you will have the ability to submit a new request for payment, view your previously submitted request(s) and see the status of requests.

PM FRONT-OFFICE | Dashboard | My Requests | My Entity | NEU Example User

### NEU Example

Last Update 17 Aug 2021

**Information** [See All](#)  
Entity Type: Local Government - NEU  
County: Anderson  
Mailing Address:

**Programs**  
Total programs  
1

**Requests** [See All](#)  
Total  
1  
● Pending Confirmation

### Programs

Search by program name or ID

ID	Program Name	Program Type	Last Update
28	NEU Distribution	ARPA	17 Aug 2021 10:32

2. Click the 'New Payment Request' button located on the upper right side of the page to begin your application.

Dashboard > NEU Distribution

### NEU Distribution

[New Payment Request](#)

3. You will be prompted with a Declination Question.
  - a. If you wish to receive funding, please select No and click 'Submit'. This will open the Payment Request Form to begin your application.
  - b. If you wish to decline funding, please select Yes, and a signature box will display. You may either draw or upload a signature, then click 'Submit'.

### New Payment Request

**Declination Question**

Does the NEU (non-employment unit) wish to decline its funding allocation and transfer the funds to the State of Idaho under Section 602 (c) (4) of the AOT? If yes, Treasury will consider this action as a declaration of the award on the part of the original non-employment unit and a modification of the award to the State.

☐ Yes ☒ No

[Cancel](#) [Submit](#)



#### 4. Fill out the information requested in the “New Payment Request” form.

- Please provide your NEU’s total annual budget in the “Total Budget” field.
- To upload supporting documentation in the “Budget Information” section of the request, browse to the document or drag and drop the document in the box labelled “Drop a file here or browse,” add a short document description, and click ‘Upload’. You may upload multiple documents in this section.

##### Budget Information

Please confirm the local government's Total Annual Budget below.

Total Annual Budget is defined as the most recent budget in effect as of January 27, 2020, including both operating and capital budgets. If the local government does not adopt a formal budget, the total annual budget should include the top-line expenditure total.

Total Budget

\$0

##### Supporting Documentation OPTIONAL

You may attach documents supporting the Total Annual Budget listed above. Please note that while it is not required it is not required to submit budget documents with this request for payment, the local government will be required to submit budget documents validating the total annual budget to Treasury as a part of its first report.

5 MB limit. Allowed types: pdf.

- If you need to remove any documents after they have been uploaded, you may do so by clicking on the minus symbol.

Files Uploaded	Description
test.pdf	Supporting documentation



- c. To upload documents in “Required Documentation” section, browse to the document or drag and drop the document in the box labelled “Drop a file here or browse.” The name of the document should now appear in the box, the upload will be complete once the form is submitted.
- i. Repeat the steps above to replace a previously selected file.

The screenshot shows the 'Required Documentation' section of a web form. At the top, there are navigation links: 'Dashboard', 'My Requests', and 'My Entity'. The user is logged in as 'Greene Mayor'. The section is titled 'Required Documentation' with a sub-header 'OPTIONAL'. It contains two upload areas. The first is for 'Award Terms and Conditions for Non-Entitlement Units of Local Government', with a text box containing 'Drop a file here or browse' and a note '5 MB limit. Allowed types: pdf.'. The second is for 'Assurances of Compliance with Title VI of the Civil Rights Act', also with a text box containing 'Drop a file here or browse' and a note '5 MB limit. Allowed types: pdf.'. Below these is a 'Terms and Conditions' section with a checkbox labeled 'I Acknowledge'. At the bottom is a 'Signature' section with a 'Draw' button and an 'Upload' button. A placeholder image with a 'Change' button is shown. At the very bottom, there are 'Cancel', 'Save as draft', and 'Submit' buttons.

The screenshot shows the 'Financial Institution' and 'Budget Information' sections of a web form. The 'Financial Institution' section has a note: 'Please note that your Coronavirus Local Fiscal Recovery Funds (LFRF) payment will be made based on the information contained in your State of Maine vendor profile.' It contains six text input fields: 'Financial Institution Name', 'Financial Institution Address', 'Financial Institution Phone Number', 'Financial Institution Email', 'Account Number', and 'Routing Number'. The 'Budget Information' section has a note: 'Please confirm the local government's Total Annual Budget below. Total Annual Budget is defined as the most recent budget in effect as of January 27, 2020, including both operating and capital budgets. If the local government does not adopt a formal budget, the total annual budget should include the top-line expenditure total.' It contains a text input field for 'Total Annual Budget'. Below this is a 'Supporting Documentation' section with a sub-header 'OPTIONAL'. It has a note: 'You may attach documents supporting the Total Annual Budget listed above. Please note: you are not required to submit budget documents with this request; however, you will be required to submit budget documents validating the total annual budget to Treasury as part of your first report.' It contains a text input field for 'Document Description' and an 'Upload' button. At the bottom, there is a placeholder image of a box with a document icon and the text 'No documents have been added yet'.



- After completing required fields and uploading all required documents, please read the Term and conditions then, check the “I acknowledge” at the bottom of the page.

#### Terms and conditions

I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Request for Payment. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).

☒ I Acknowledge

- To complete the application, add a signature to the document. You may either upload an electronic copy of your signature or draw a signature in the box.

#### Signature

Draw Upload

Clear

T. Jones

- Once the form has been signed, click “Submit” to begin processing your application. If the form is not complete, you may ‘Save as draft’ and complete it later.

Please note: selecting “Save as draft” does not submit your request. You must return to the form and click ‘Submit’ to begin processing.

Cancel

Save as draft

Submit

- Once you submit or save the form, you will see a confirmation message and be returned to the “My Requests” tab.

#### My Entity Requests

New Payment Request

Search requests by id or created by

All Programs

All Status

ID	Program Name	Request Amount	Created By	Request Date	Last Update	Status	Approved Allocated Amount
72	NEU Distribution	\$0.00	neuxample@tn.com	17 Aug 2021 10:46	17 Aug 2021 10:46	Pending Confirmation	\$0.00



## Editing a Request Flagged for Documentation

1. During the review process, your request for payment may be flagged for additional documentation. If this happens, a coordinator will notify you via email and provide details on the additional information required.
2. To access a previously submitted request, navigate to the program dashboard using the arrow to the right of the program name.

The screenshot shows the 'Greene Town' dashboard. The 'Programs' section contains a table with the following data:

ID	Program Name	Program Type	Allocated Amount	Confirmed Requests	Last Update
4	Local Price Recovery	ARRA	\$2,000,000.00	\$0.00	24 Aug 2021 12:17

A blue arrow points to the right arrow icon in the last column of the table.

3. Requests requiring action from the entity will be marked as “Flagged for Documentation” in the status column of the Payment Requests section. Click the arrow to the right of this request to open the request for editing.

The screenshot shows the 'My Entity Requests' section. The table contains the following data:

ID	Program Name	Request Amount	Created By	Request Date	Last Update	Status	Approved Allocated Amount
72	NEU Distribution	\$0.00	neueexample@tn.com	17 Aug 2021 10:46	17 Aug 2021 11:00	Flagged for Documentation	\$0.00

A blue arrow points to the right arrow icon in the last column of the table.

4. Once all requested changes have been made, perform the following steps to resubmit the request:
  - a. Read the Terms and conditions then, check “I Acknowledge”.

### Terms and conditions

I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Request for Payment. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).

☒ I Acknowledge

- b. Click “Submit” in the bottom right of the page.

Buttons: Cancel, Save as draft, Submit