

Greetings,

Welcome to the Maine CDC *Local Health Officer Reporting and Information System* (LHORIS).

This document contains information and instructions about how to activate your municipal account on the LHORIS. The LHORIS replaces the “pen and paper” method of annual Local Health Officer (LHO) reporting and provides municipal officers with the functionality to add, delete and amend information about appointed Local Health Officers.

LHORIS is linked to the Maine CDC “LHO Search” webpage, which will be updated daily to ensure that current LHO information is available to the public. The LHO Search page may be found at: <https://www.maine.gov/dhhs/mecdc/public-health-systems/lho/list.shtml>.

If you already have a municipal LHORIS account:

If your municipality is already registered in the LHORIS you can sign-in on the LHORIS log-in page. The log-in URL is:

<https://gateway.maine.gov/DHHS/LHO/Account/Login?ReturnUrl=%2FDHHS%2FLHO%2F>

Please use the “Forgot your password?” feature on the log-in page, if needed.)

To create a new municipal account in the LHORIS:

Reach out to your Public Health District Liaison or email lho.coordinator@maine.gov to request a new LHORIS account link. Be sure to include what email the municipality will be using for its LHORIS account registration; the new link will be sent to this email.

You’ll then receive an “LHO Application email.” The email will look like this:

From: LHO Application Email <no-reply@maine.gov>

Sent: Wednesday, July 28, 2021 9:56 AM

To: “Municipality Name” <“municipalemailaddress”>

Subject: Account Confirmation

User name: “Name of your Municipality”

Password: x&l}NFomV7!w({P (example)

Please copy password to clipboard as you will need it the first time you login.

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

Make sure to copy the temporary password. Then, click the link in the email to be taken to the registration page. You’ll be asked to enter your town username as written (case sensitive) and the temporary password, and will be directed to create a new password.

You can now use your new login credentials to access the program.

Updating your town and LHO information in the LHORIS:

Once you're in the system, you can make changes to municipal information as well as edit, add or delete Local Health Officers affiliated with your municipality. If you need help navigating or editing within LHORIS, please see the LHORIS User Manual [here](#).

After you've saved changes to the municipal and/or LHO information, you'll receive an email that documents any changes made. The email goes to the municipality, the Local Health Officer, and your Maine CDC District Liaison. The municipality, LHO and District Liaison can then use the email to double-check that the information submitted is correct.

We recommend you bookmark the LHORIS Municipal Portal page in your Browser for easy access in the future whenever you need to make updates. (You can also access the LHORIS Log-In page from the Maine CDC website - <https://www.maine.gov/dhhs/mecdc/public-health-systems/lho/> - just look *Quick Links* section on the right side of the page and click "Municipal Portal.")

Thanks so much for your help. Should you have questions or issues about logging in to the system, please contact District Liaisons Drexell White (drexell.r.white@maine.gov tel 207-441-2890) or Alfred May (alfred.may@maine.gov tel. 207-263-4975) or email lho.coordinator@maine.gov. For other questions about Local Health Officers, contact your District Public Health Liaison. District Liaison contact information may be found at the end of the LHORIS User Manual and on the Maine CDC website.

Thanks,

Alfred May & Drexell White
Public Health District Liaisons

Heather Sneff
LHO Coordinator

Department of Health and Human Services

Maine Center for Disease Control and Prevention - Preserve ~Promote ~ Protect

Division of Public Health Systems

District Public Health / District Liaison

