



JANET T. MILLS  
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CHANGE NOTICE		
Notice #	Title	Date Issued
#2024-02-12-01	eLicensing & MEFIRS Password Policy Update	February 12, 2024
Superseded	Released By	System Impacted
N/A	Maine EMS	MEFIRS & eLicensing
Implementation Date	February 19, 2024	
<b>Overview:</b> Starting February 19, 2024, you must update your password to access your account. This update to our password policy is to protect your data and comply with industry standards. Please follow the new password requirements and update your password regularly.		

**Description of the change**

Effective Monday, February 19, 2024, Maine EMS will update the password policies of the eLicensing and MEFIRS sites. The new update to the policy sets a password expiration date to every 180 days.

**Reason for the change**

Our primary goal with this change is to enhance data security and protect your personal information and the sensitive patient data you collect and handle. By enforcing stronger password practices, we can better safeguard our systems and ensure compliance with industry standards.

This is a proactive change intended to protect Personally Identifiable Information (PII) and Protected Health Information (PHI) and there is no evidence that eLicensure nor MEFIRS has been accessed inappropriately.

**Effect on users**

1. **Reset Your Password:** When you log in to eLicensing or MEFIRS on or after Monday, February 19, 2024, the system will prompt you to reset your password. Please follow the instructions provided during the login process.
2. **Password Requirements:**
  - Your new password must be at least **eight (8) characters long**.
  - It must have a numeric character.

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- It must have an uppercase character.
- It must have a special character.
- The password cannot match your username.

**3. Regular Updates:** We recommend changing your password periodically to maintain security. The system(s) will remind you to update your password ten (10) days before your password expires. Your password will expire every **180 days** and will require a new password. The system will compare your new password to your previous five (5) passwords.

If you have any questions about this change notice, don't hesitate to contact Jason Oko at [jason.a.oko@maine.gov](mailto:jason.a.oko@maine.gov) or call 207-626-3863.