Disaster Financial Assistance (DFA) File Upload
Using Manitoba Municipalities Online (MMO)

Background

Municipalities can upload files related to their DFA claims through MMO. Municipalities can upload submissions, pictures, invoices, timesheets, etc. A record is created for all files uploaded. Manitoba Emergency Measures Organization (EMO) will be notified of uploaded files. Manitoba EMO will provide a review status for each uploaded file.

Instructions to for how to log in, upload a file, and to view uploaded files is provided below. Please contact Manitoba EMO if you have any questions.
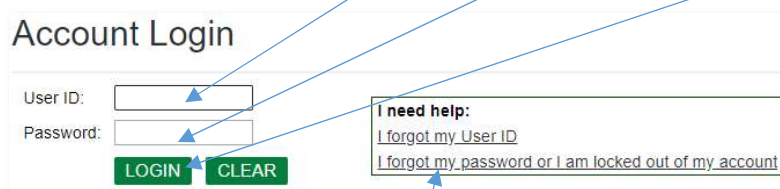
Instructions

Log in to Manitoba Municipalities Online (MMO)

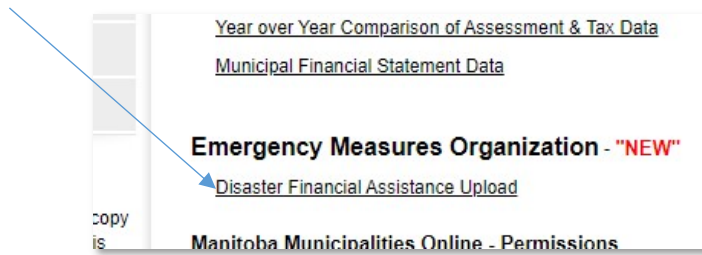1. Open and website browser and navigate to the MMO login website.

    https://web22.gov.mb.ca/mao/subscriber/login.aspx

2. On the **Account Login** page, enter your **User ID** and **Password**. Click the **LOGIN** button.

    Use the **Forgot User ID** or **Forgot Password** links if you need help logging in.

3. Once logged on to the MMO website, scroll down the page to the **Manitoba Emergency Measures Organization** section and click on the **Disaster Financial Assistance Upload** link.
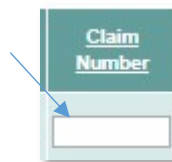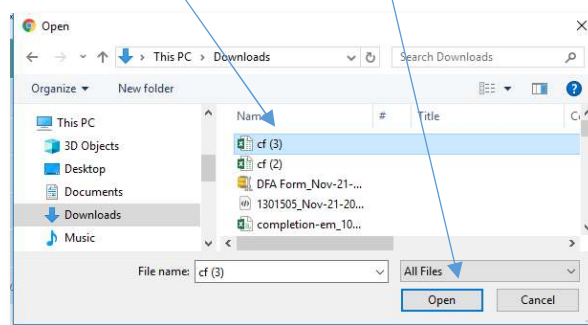
Upload a file

1. On the Upload page find the program you want to upload a file for *Ex: 2019 Spring Flood*. If you do not see the program name please contact us.

2. Enter your DFA claim number in the **Claim Number** column. If you do not have a claim number please contact us.
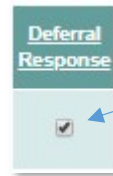

Click on the **Choose File** button. A window will pop up. Navigate your computer directory to find the file to be uploaded. Select the file and click the **Open** button. The maximum file size that can be uploaded is 300 MB.
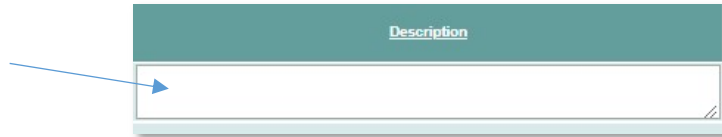

Upload DFA submissions as one complete document (cover, submission summary including submission total, sites with backup documentation). Site documents should not be uploaded separately to the MMO portal.

3. If the uploaded file is related to a deferral response, check off the Deferral Response checkbox.
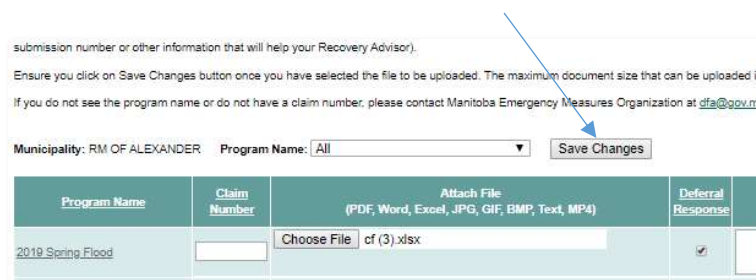

4. In the **Description** box type text to describe the upload. You can also add site numbers, submission number or other information that will help your Recovery Advisor.

5. Click the **Save Changes** button.

6. Once the file is successful uploaded you will see the message: *Your change(s) has been saved.*

7. Repeat these steps to upload additional files.

For your information: The **Start** and **End Date** columns indicate the time period when files can be uploaded for the program. The **Contact Email** indicates the email address the uploaded files are sent to.

View uploaded files and see status information

1. On the Upload page, find the program you want to view the uploaded files for *Ex: 2019 Spring Flood*. Click on the program name.

In the table you can see the following information for previously uploaded file(s):
- File name
- Username for the person who uploaded the file

- Date the file was uploaded
- Deferral response indicator
- Description
- Manitoba EMO Review Status
  - Submitted: File has been uploaded, but not downloaded by Manitoba EMO.
  - Received: File has been downloaded by Manitoba EMO
- Manitoba EMO Comments

File Name	Upload ID	Upload Date	Deferral Response	Description	Review Status	EMO Comments
cf (3).xlsx	MUNI600	November 22, 2019	✔	asdffffsas	Submitted	

2. Click on the file name to download the file.

Logout

1. Click on **Logout** in the top right corner to log out of the DFA File Upload system.

Logout

Contact Us

Manitoba Emergency Measure Organization – Disaster Financial Assistance
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www.mantiobaemo.ca