

# Disaster Financial Assistance (DFA) File Upload

Using Manitoba Municipalities Online (MMO)

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## 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.

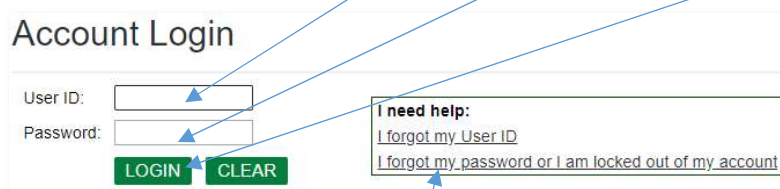
## Instructions

### Log in to Manitoba Municipalities Online (MMO)

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

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

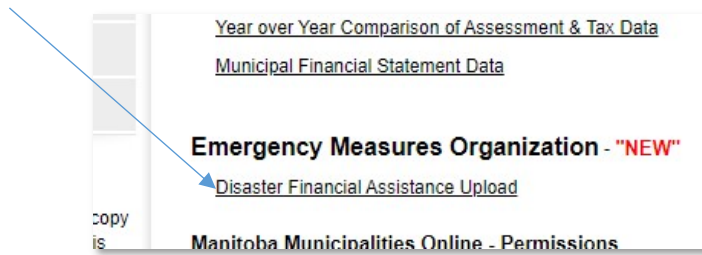
2. On the **Account Login** page, enter your **User ID** and **Password**. Click the **LOGIN** button.



The screenshot shows the 'Account Login' form. It has two input fields: 'User ID:' and 'Password:'. Below these are two buttons: 'LOGIN' (green) and 'CLEAR' (green). To the right of the form is a section titled 'I need help:' with two links: 'I forgot my User ID' and 'I forgot my password or I am locked out of my account'. Blue arrows point from the text in step 2 to the 'User ID' field, the 'Password' field, and the 'LOGIN' button. Another blue arrow points from the text 'Use the Forgot User ID or Forgot Password links' to the 'I forgot my password...' link.

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.

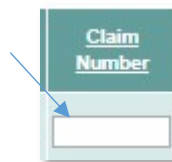


## Upload a file

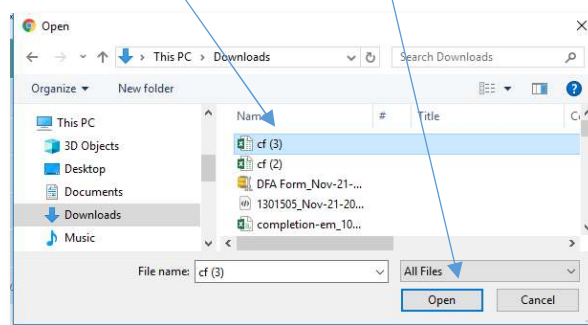
1. On the Upload page find the program you want to upload a file for *Ex: 2019 Spring Flood*. If you do not see the program name please contact us.



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

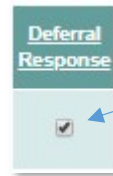


Click on the **Choose File** button. A window will pop up. Navigate your computer directory to find the file to be uploaded. Select the file and click the **Open** button. The maximum file size that can be uploaded is 300 MB.



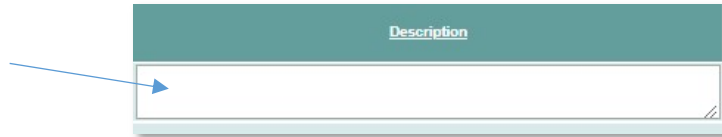
**Upload DFA submissions as one complete document** (cover, submission summary including submission total, sites with backup documentation). Site documents should not be uploaded separately to the MMO portal.

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



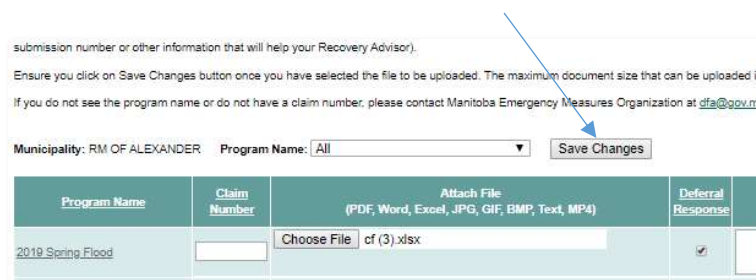
A small form element with a teal header labeled 'Deferral Response' and a checkbox below it. A blue arrow points to the checkbox, which is checked.

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.



A form element with a teal header labeled 'Description' and a large text input box below it. A blue arrow points to the text box.

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



A screenshot of the form showing the 'Save Changes' button. Below it is a table with columns: Program Name, Claim Number, Attach File (PDF, Word, Excel, JPG, GIF, BMP, Text, MP4), Deferral Response, and an empty column. The first row shows '2019 Spring Flood' in the Program Name column, an empty Claim Number, 'Choose File | cf (3).xlsx' in the Attach File column, a checked Deferral Response checkbox, and an empty cell in the last column.

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




A screenshot of the form showing the success message 'Your change(s) has been saved.' in red text. Below the message is a table with columns: Program Name, Claim Number, and an empty column. The first row shows '2019 Spring Flood' in the Program Name column, '12442434' in the Claim Number column, and 'Choose I' in the last column.

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.



A screenshot of a table with a teal header labeled 'Program Name'. The first row shows '2019 Spring Flood' and the second row shows '2018 Fall Fire'. A blue arrow points to the first row.

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	MUNI000	November 22, 2019	✓	asdfjjfas	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.



## Contact Us

Manitoba Emergency Measure Organization – Disaster Financial Assistance

204-945-3050

[dfa@gov.mb.ca](mailto:dfa@gov.mb.ca)

[www.mantiobaemo.ca](http://www.mantiobaemo.ca)