

# Disaster Financial Assistance (DFA) File Upload

Using Manitoba Municipalities Online (MMO)

- Background ..... 1
- Instructions ..... 1
  - Log in to Manitoba Municipalities Online (MMO) ..... 1
  - Upload a file ..... 2
  - View uploaded files and see status information ..... 3
  - Logout ..... 4
- Contact Us ..... 4

## 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.

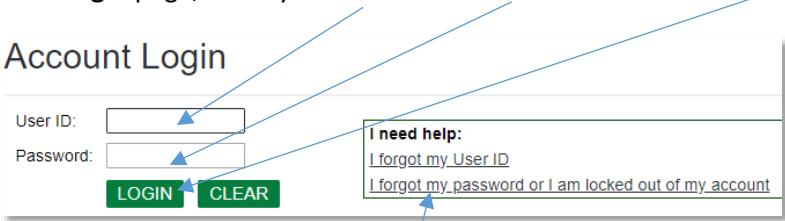
## Instructions

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

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

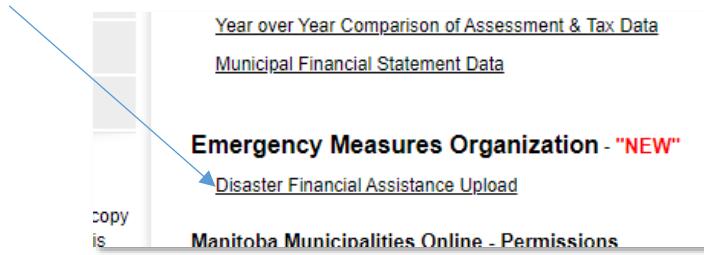
<https://www.gov.mb.ca/mao/subscriber/login.aspx>

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



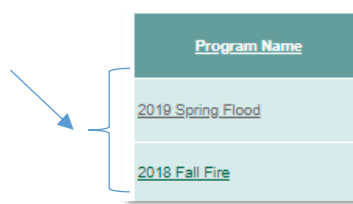
Use the **Forgot User ID** or **Forgot Password** links if you need help logging in.

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.

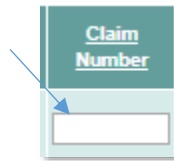


## Upload a file

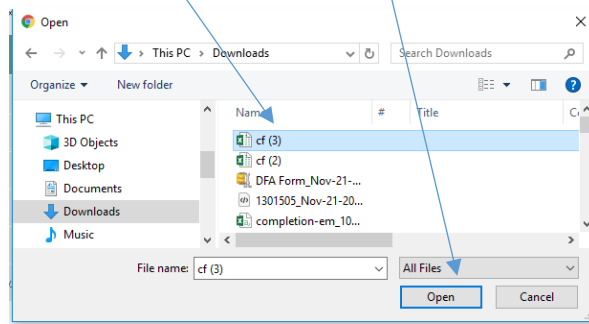
1. On the Upload page find the program you want to upload a file for *Ex: 2019 Spring Flood*. If you do not see the program name please contact us.



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

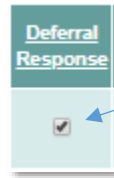


Click on the **Choose File** button. A window will pop up. Navigate your computer directory to find the file to be uploaded. Select the file and click the **Open** button. The maximum file size that can be uploaded is 300 MB.



**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.

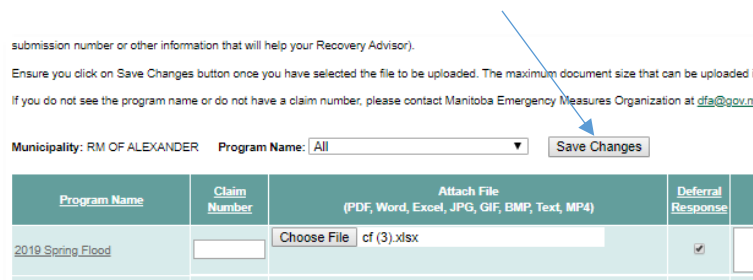
- If the uploaded file is related to a deferral response, check off the Deferral Response checkbox.



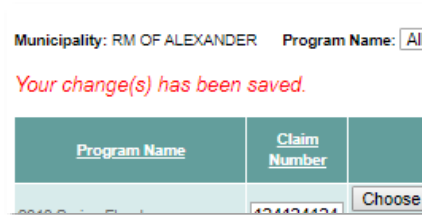
- In the **Description** box type text to describe the upload. You can also add site numbers, submission number or other information that will help your Recovery Advisor.



- Click the **Save Changes** button.



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

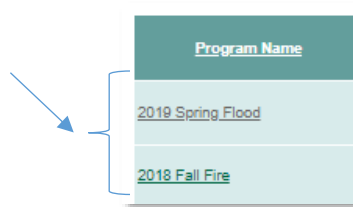


- Repeat these steps to upload additional files.

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

- 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

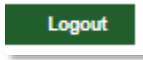
- Date the file was uploaded
- Deferral response indicator
- Description
- Manitoba EMO Review Status
  - Submitted: File has been uploaded, but not downloaded by Manitoba EMO.
  - Received: File has been downloaded by Manitoba EMO
- Manitoba EMO Comments

File Name	Upload ID	Upload Date	Deferral Response	Description	Review Status	EMO Comments
cf(3).xlsx	MUNI000	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.



## 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)