

# International Registration Plan Large Carrier Program Instructions for Carriers

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## Scanning Documents

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Manitoba Public Insurance provides carriers in the International Registration Plan Large Carrier Program (IRP-LCP) with scanning equipment (a **Kodak Scan Station 520EX** and a **Kodak Flatbed** scanner). This equipment is dedicated exclusively to sending final IRP mid-term change documents directly to Manitoba Public Insurance.

Follow this procedure to scan documents:

1. Ensure that all barcodes on Manitoba Public Insurance documents are clear and complete.

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*Only use **original copies** of Manitoba Public Insurance documents when scanning. Scanning photocopies of these documents causes an error.*

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2. Photocopy the original supporting documents.
3. Block out any barcodes on the photocopied supporting documents completely with a black marker. Visible barcodes that are not on Manitoba Public Insurance documents cause an error.
4. Depending on the size and condition of the document, choose either the Scan Station or the Flatbed:
  - The **Scan Station** is for documents no larger than 8.5 x 34 inches (215 x 863 mm) and no thicker than 0.05 inches/1.25 mm (about the thickness of a driver's licence).
  - The **Flatbed** is for fragile or awkward documents, including:
    - Very dirty pages that could jam the Scan Station
    - Torn pages that could rip further or jam the Scan Station
    - Large documents that must be scanned in pieces
    - Small documents such as TODs.

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*To use the Flatbed, the Scan Station feeder tray must be empty.*

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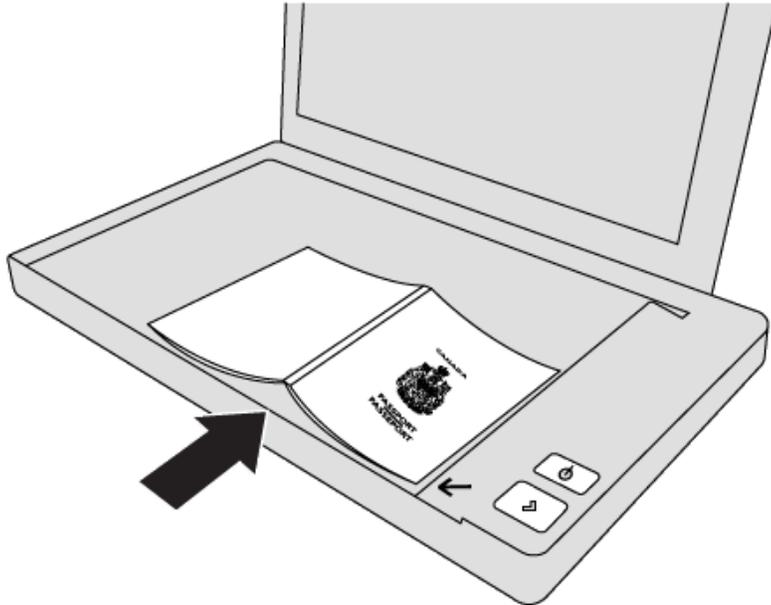
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5. Place the document(s) as follows:
  - Follow this pattern: place a barcoded Manitoba Public Insurance document first, followed by the supporting documents associated with that document, then the next barcoded Manitoba Public Insurance document, followed by the supporting documents associated with that document, and so on. Refer to the documents you received in your document package to confirm which supporting documents to send. **Scanning will not be successful if this pattern is not followed.**
  - For the **Scan Station**, place the document(s) barcode-down and head-first. Two-sided documents cannot scan in one pass. Each page must be scanned separately.
  - For the **Flatbed**, place the document face down in the lower right corner.



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6. Scan the document to the appropriate location:

- **Direct to Manitoba Public Insurance** - On the **Scan Station**, press either  (below the touchscreen) or the green button above the touchscreen. The touchscreen displays the following message:

**No destinations have been selected.**

**Scan using destination "MPI"?**

Again, press either  (below the touchscreen) or the green button above the touchscreen.

- **To a USB drive** - Plug the USB drive into the scanner. On the **Scan Station**, press either  (below the touchscreen) or the green button above the touchscreen. The touchscreen displays the following message:

**No destinations have been selected.**

**Scan using destination "USB"?**

Again, press either  (below the touchscreen) or the green button above the touchscreen).

7. After the document(s) are scanned, the touchscreen displays the following message:

**Do you have more pages to scan?**

- If you do, press **Yes** and repeat Steps 4-6.
- If you don't, press **No**. Go to Step 8.

8. Check the **Scan Station** for error messages. The **Scan Station** does not provide a confirmation message after scanning is completed.

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*If you missed sending any documents or scanned them incorrectly, scan **all** the documents again. Do **not** submit a supporting document by itself.*

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