

# International Registration Plan Large Carrier Program Instructions for Carriers

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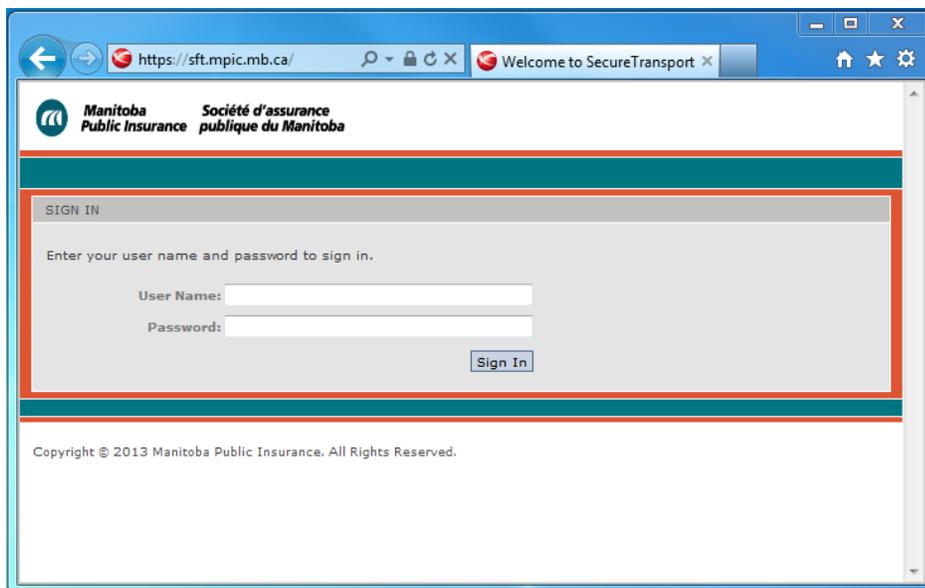
## Using the STA

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The Secure Transport Appliance (STA) is a web-based tool for downloading documents for the International Registration Plan Large Carrier Program (IRP-LCP). Log in to the STA to download three kinds of IRP-LCP documents sent by Manitoba Public Insurance: preliminary document packages, final document packages and monthly checkups.

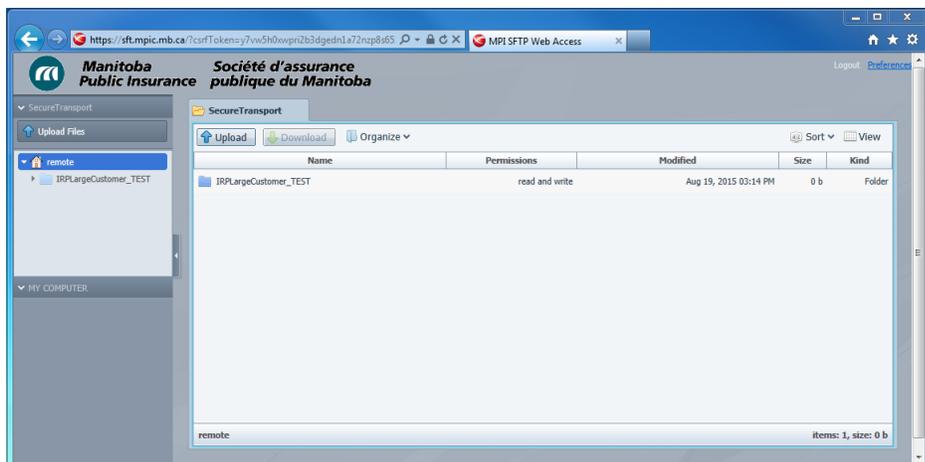
### Log In

Access the STA at <https://sft.mpic.mb.ca> .



### Home Page

After you log in, the home page opens.

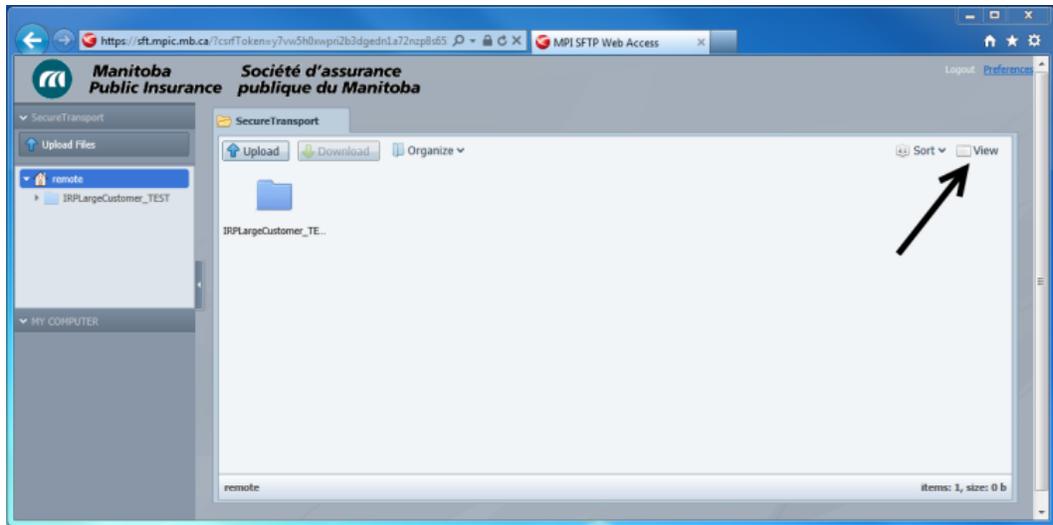


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## Using the STA

### Change Views

Click the **View** tab to toggle between list view (see **Home Page** image above) or folder view (see below).



### Download Packages

1. Double-click your folder to open the folder and display packages.
2. Identify a package you want to open. The chart below shows how to read package names to help you to identify the package.
3. Select the package and click **Download** (or right-click and select **Download**).
4. Save the package within your own filing system.

Example of a Package Name:	
PRELIM-ACC0000-FLNM0000-FLYR0000-SUP000-U000-YYYY-MM-DD-HHMMSS.zip	
PRELIM	This first element indicates that the package is a preliminary document package. There are two other possibilities: FINAL = a final document package MCHECKUP = a monthly checkup package (only one file)
ACC0000	IRP account number
FLNM0000	Fleet number
FLYR0000	Fleet year
SUP0000	Supplement number
U000	Vehicle unit number (if applicable)
YYYY-MM-DD-HHMMSS	Time Stamp: Year, Month, Day, Hour, Minute, Second

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### Sort Packages

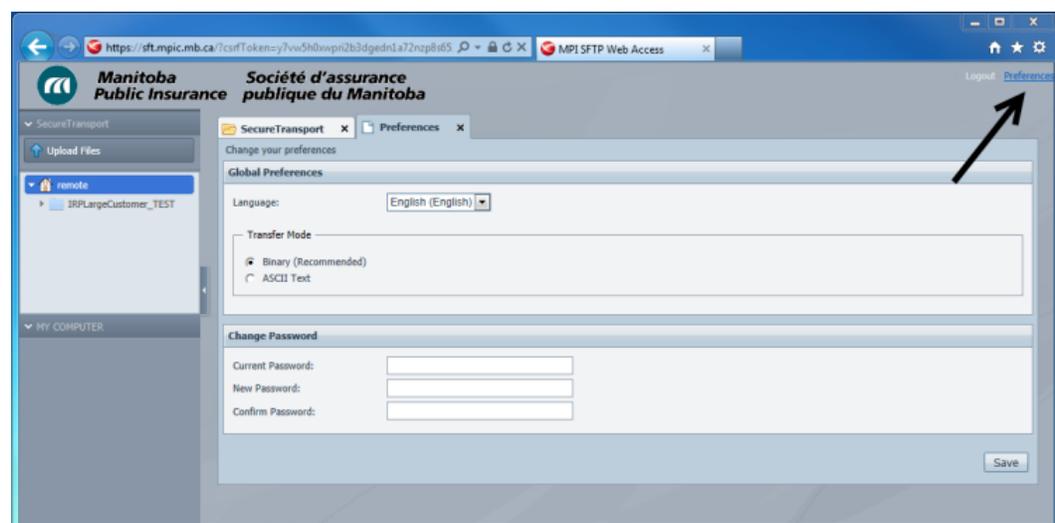
Click **Sort** and select an option to organize packages by name, kind, size or date.



### Change Password

To change your password, click **Preferences** (in the upper right corner).

- Do not change any of the **Global Preferences** on this screen. Keep **Transfer Mode** set at **Binary** as recommended.



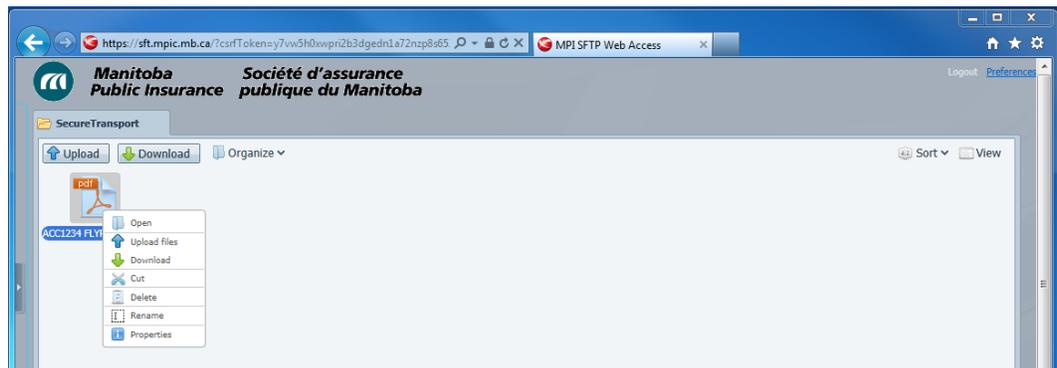
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### Organize Tab

Clicking **Organize** opens a menu with the following selections:

Selection	Function
Create A Directory	Not required for daily carrier operations
Rename	Not required for daily carrier operations
Delete	Deletes a package (once you have saved it to your company's computer system)
Copy/Cut/Paste	Not required for daily carrier operations
Properties	Displays information about a selected package
Refresh	Refreshes the contents of the page you are viewing



To open, download or delete a package or to view its properties, right-click it and select the option.

