Using the STA

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 <u>https://sft.mpi.mb.ca</u> .

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Manitoba Société d'assurance Public Insurance publique du Manitoba	*
SIGN IN	
User Name:	
Password: Sign In	
Copyright © 2013 Manitoba Public Insurance. All Rights Reserved.	
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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).

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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		



Using the STA

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.



Using the STA

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	h Refreshes the contents of the page you are viewing	

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



