

SHARE DOCUMENTS WITH TRAF

INTRODUCTION

You can easily share certain important documents with TRAF. Here's how:

All files are completely secure and can only be accessed by you and TRAF.

STEP 1: REGISTER FOR OR LOG IN TO ONLINE SERVICES

Visit traf.mb.ca and click the "Online Services" button. Log in using your user ID and password. Or register now for access to share documents.

STEP 2: CLICK "SHARE DOCUMENTS"

After registering and logging in, you will have access to a page called "Share Documents." Find it in the menu on the left-hand side of your screen.

We can accept PDF, PNG, JPG and JPEG files. This could include scanned images or photos taken with a camera, phone or other device.

STEP 3: UPLOAD YOUR FILE

Click "Browse" to find the file on your computer. Add a description and then click the "Share file with TRAF" button.

You will receive an email when your file is uploaded. Please call or email us if you have any questions.

TIPS TO ENSURE YOUR DOCUMENT GETS ACCEPTED

- Understand your document's requirements.
- Ensure all sections of the document are complete and, if required, signed and dated.
- Only share documents that have clear, legible print.
- If attaching photos of documents, ensure it is a high-quality, readable and well-lit image.
- Ensure all four corners are visible in the picture.