



**MFSP Funding
Supplement to the Users' Guide**
17 October 2005

To Login to the MFSP eBusiness Centre

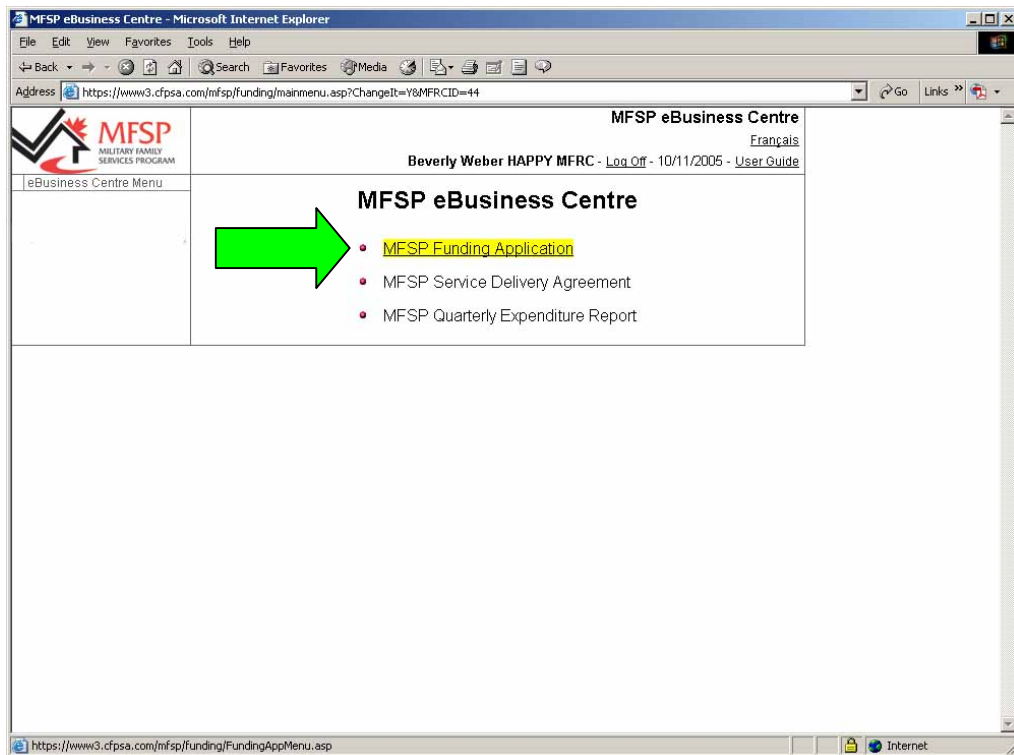
Login to the MFSP eBusiness Centre using <https://www3.cfpsa.com/mfsp> or through the DMFS web site. Using a link other than this will not allow you to login. If you want to create a bookmark, do it from this page before you enter your user name and password.

To Request Technical Assistance

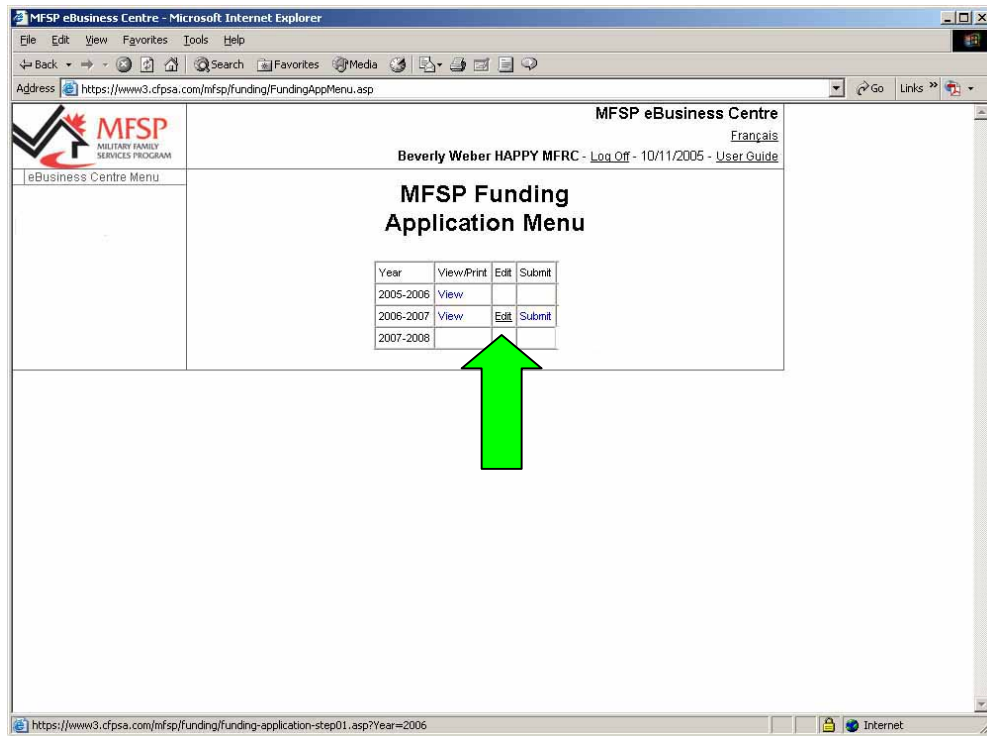
If you experience technical difficulties, contact CFPSA IT Support Services by email at MFSPFunding@cfpsa.com.

To Edit Your MFSP Funding Application

Choose MFSP Funding Application from the MFSP eBusiness Centre menu.

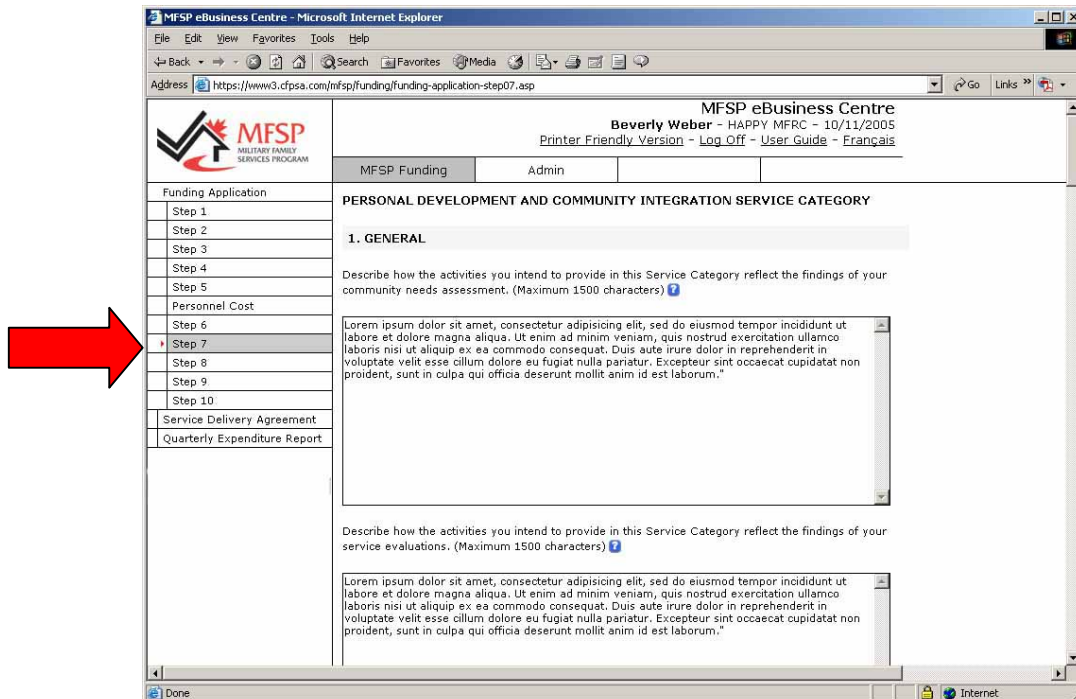


Then choose “Edit” from the MFSP Funding Application menu. Choosing “View” will not allow you to make any changes to the application.



Moving from Step to Step

Moving from one step to another or to the Personnel Cost worksheet will not save any changes you have made. Use the “Save” or “Save and Add New” to save your information.

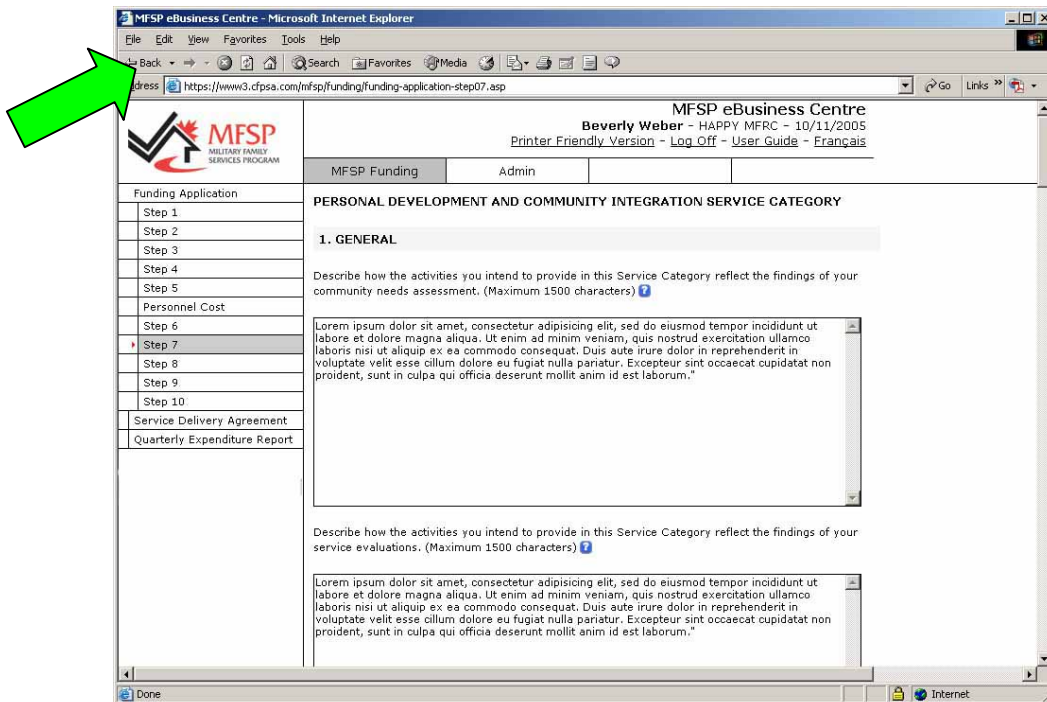


Save at Least Every Twenty Minutes

For security reasons you must “access” the application at least every twenty minutes. If you do not move around from step to step or click one of the buttons, the application assumes that you are no longer working in it. So, to prevent someone else from sitting down at your computer and changing your work, you must login again. Any changes made before this will not be saved.

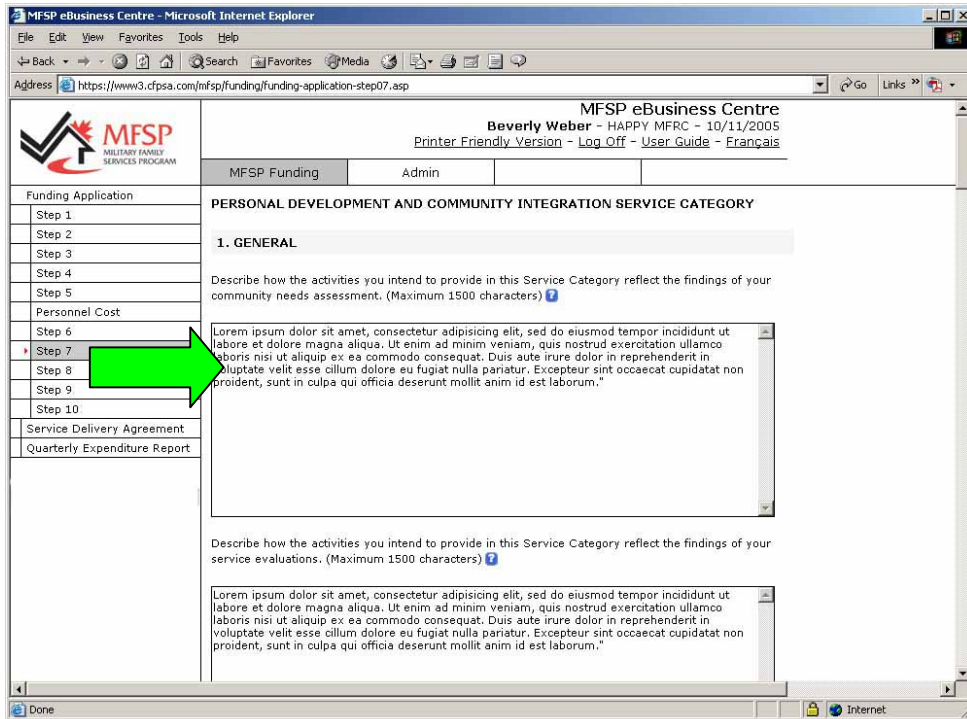
Getting an Error Message When Saving

If you get an error message after you click “Save” or “Save and Add New”, use your browser’s back button until you reach the page you were working on and try to save again. This will happen when the web application cannot connect to the database.



To Add Text to a Text Box

Click in the text box and start typing. If the existing text in the text box is at the character limit of 1500 characters, you will not be able to enter any further text. Use your mouse or keyboard to remove some characters and then add the required text. Use the “Save and Add New” button to save your changes.



Do not delete all the text in the text box without replacing it. This creates a blank space that gets “lost” in the database and will prevent you from entering any data in the future.

