



Municipal Finance Authority of BC

March 12, 2020

Re: Long Term Financing – Invoicing Procedure Change

As our team streamlines and modernizes our processes to make accessing Municipal Finance Authority (MFA) programs simpler and more intuitive, we have changed how Regional Districts and Municipalities access Long Term Financing invoices.

Effective **March 12, 2020**, MFA will no longer email invoices for Long Term Financing directly to each Regional District. These Invoices will now be uploaded to our secure Client Portal for direct access, to align this practice with other programs.

In addition, we have made all Member Municipality invoices available on the Client Portal.

Should you not have access to the Portal, please see below for instructions:

- Step 1** - Have a User(s) with Administrator privileges to the MFA add the required people in your Organization.
- Step 2** - Log into the secure client site:
<https://secure.mfa.bc.ca/secure/fms/login.php>
- Step 3** – Select “**User Administration**”.
- Step 4** – Select “**Add User**” and complete the necessary information for the new user.

If you have any questions please contact our dedicated Client Support team at finance@mfa.bc.ca and we will respond to any questions you may have.