



Dear Customer,

Please follow the instructions below to ensure that your MOIS has the most up-to-date explanatory codes.

If you would like assistance, please call us!

250-564-2644

Updating MSP Explanatory Codes

1. Open your Internet Browser (Firefox, Internet Explorer, Google Chrome, etc.)
2. Go to <https://teleplan.hnet.bc.ca/>
3. Enter your teleplan username and password
4. Click Login
5. Click "Other Processing + logs"
6. Click "Retrieve data file"
7. Click "MSP Explanatory Codes List"
8. This will open the file in 'Notepad'.
9. Go to "File" and "Save As"
10. Save this document to your desktop to make it easier to find.
11. Close the file and the webpage.
12. Open MOIS
13. Go to "Administration"
14. Click "Auto-Update Utilities"
15. Double click "MSP Explanatory Codes"
16. Click the "Change" button
17. Choose the file that you've saved to your desktop
18. Press "Open"
19. Select "Continue"
20. A black screen will pop up and there will be some scrolling text on the screen.
21. When prompted, press the "OK" button.

Congratulations. You have successfully updated your MSP Explanatory Codes!

