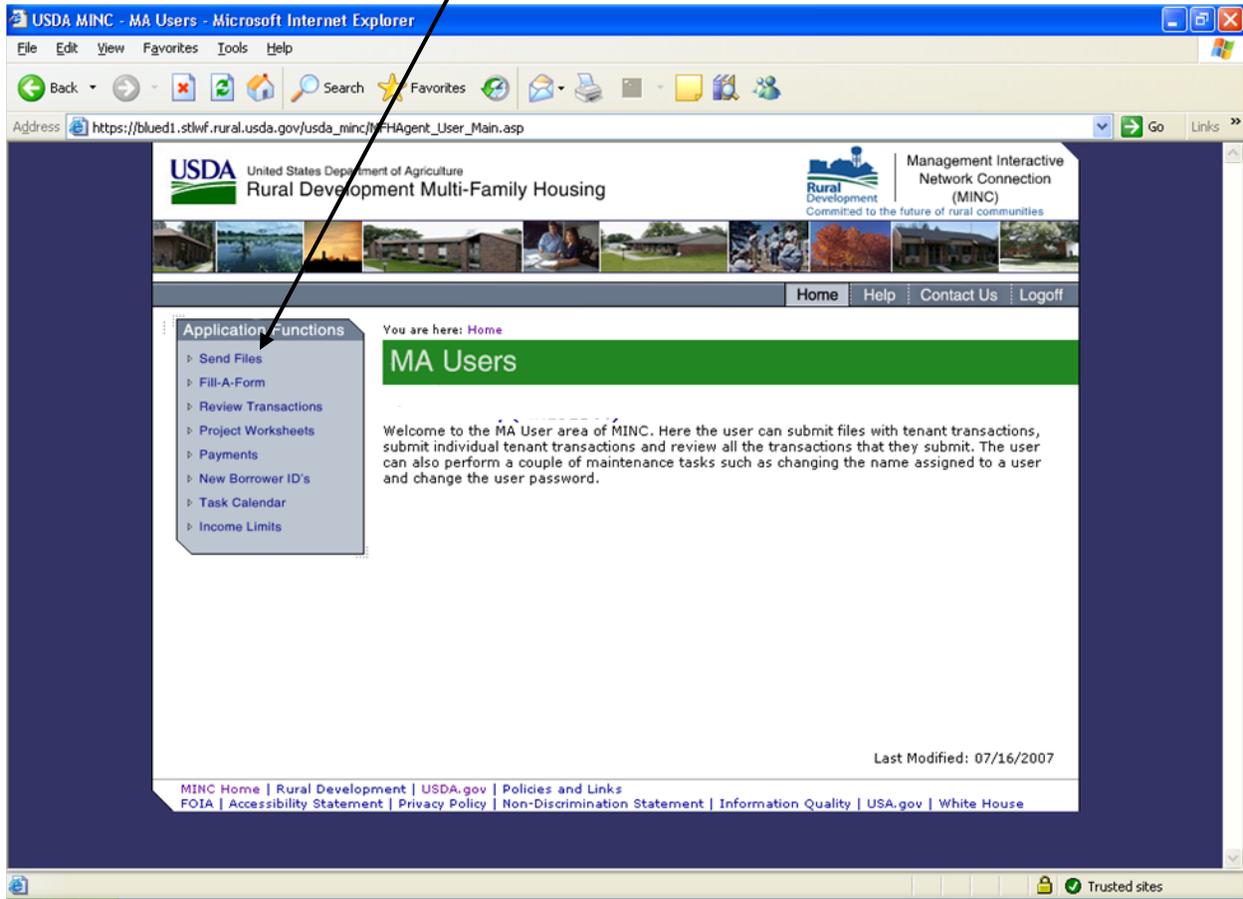


Sending Industry Interface Files Created With Vendor Software

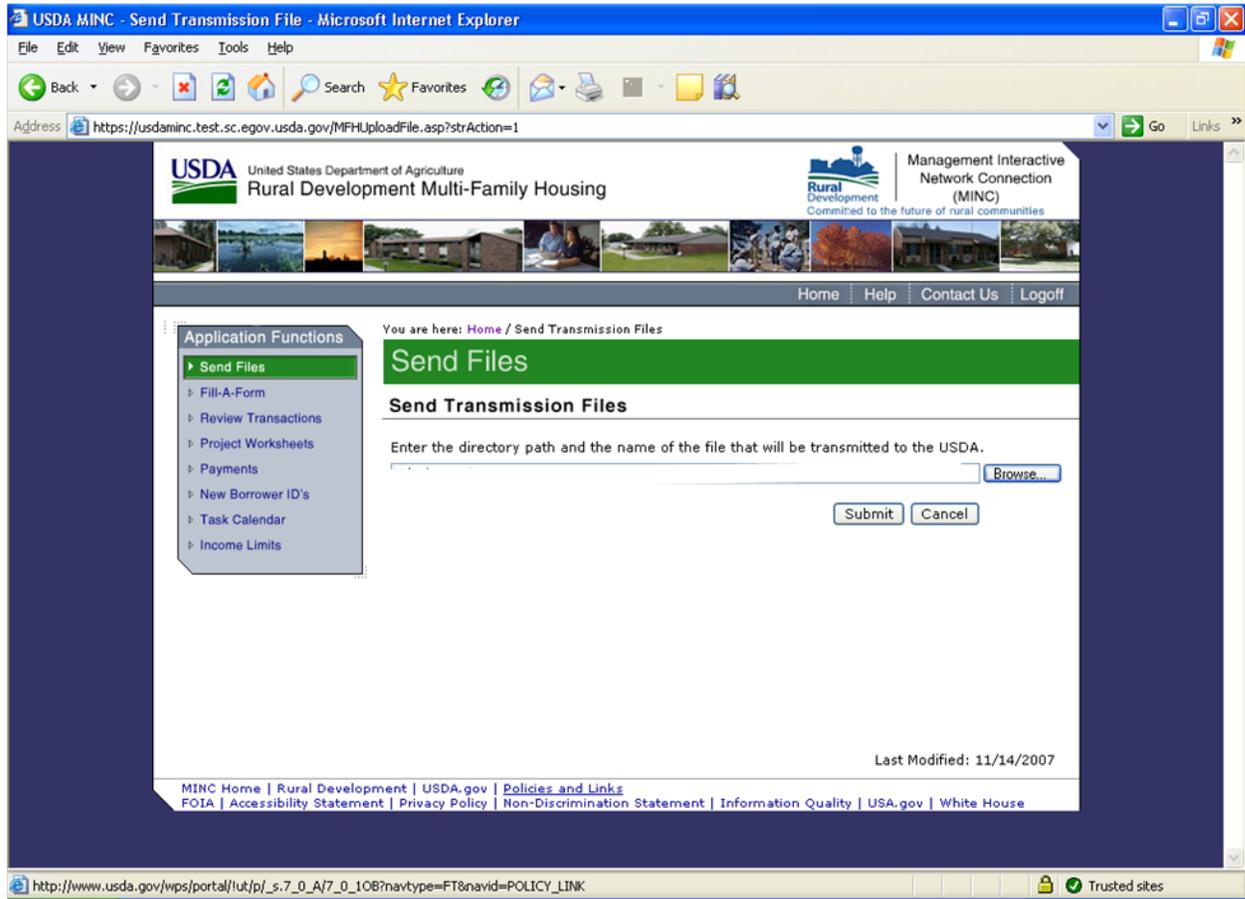
Use this option when you have purchased a non-USDA software package that tracks the tenants in your project on your office equipment.

If you have not purchased a non-USDA software package, refer to the [Fill-a-Form](#) section for direction on how to send electronic tenant and budget information.

1. Click on the “Send Files” link.

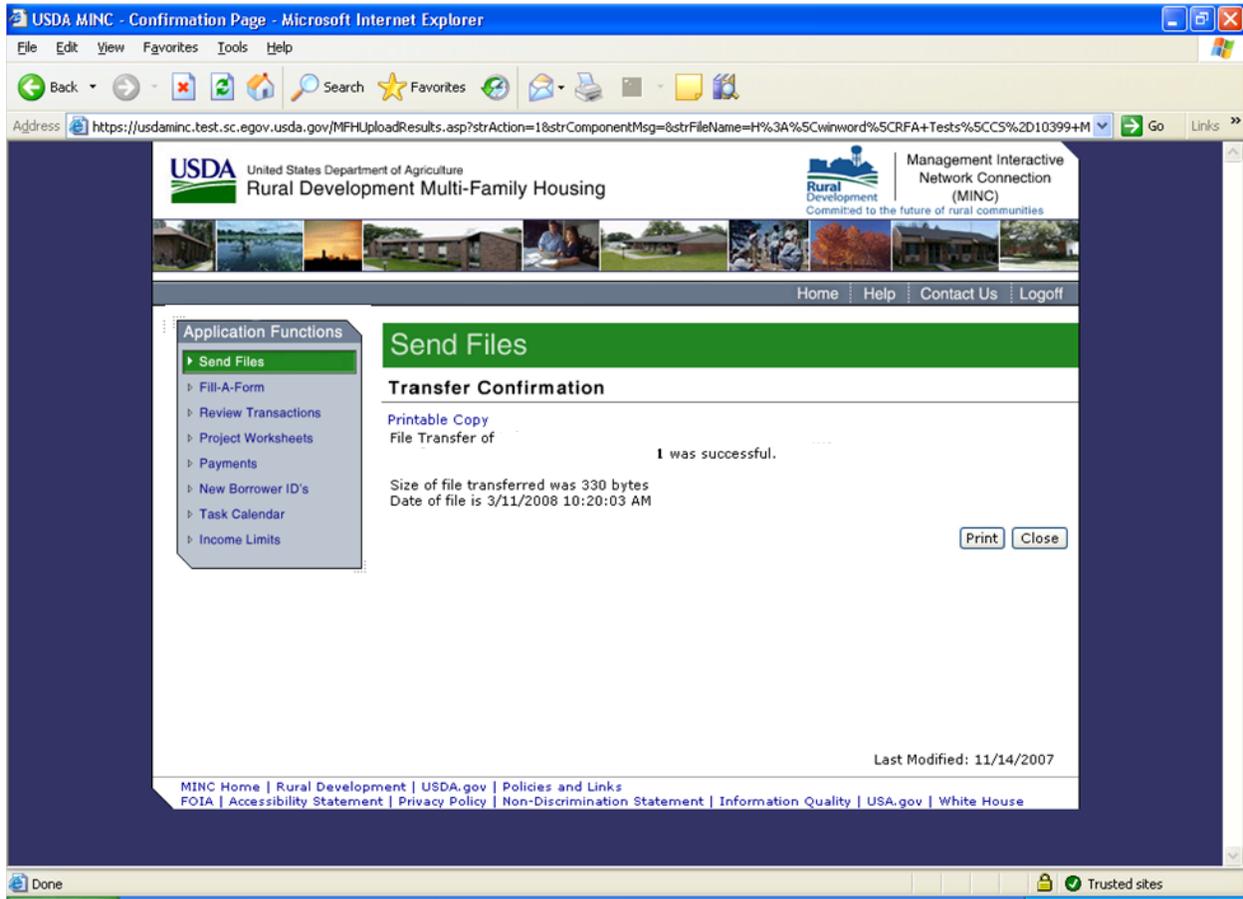


A “Send Transmission Files” page is displayed.



2. Either type the desired file name or click on “Browse” to select a file from your computer. If you type in the name of the file, it must be the complete directory location of the file, not just the file name. Example: file xxx.001 is located in a directory on your machine named c:/send files. Type in c:/send files/xxx.001. If you type in only xxx.001 the file is not found.
3. Click on “Submit”

After the transmission completes, the system displays a “Transfer Confirmation Page”. This page displays the name of the file transferred and a description of the file.

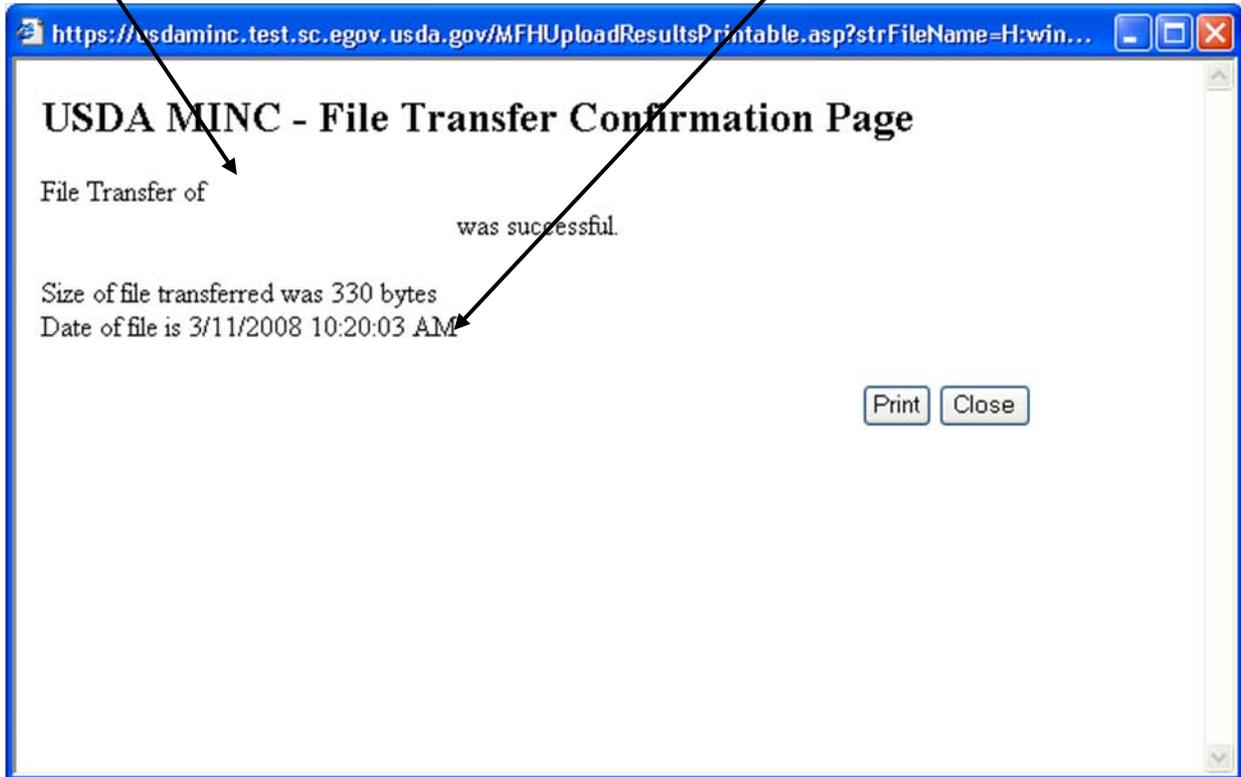


Click on the Printable Copy link displayed on this page to display a copy to maintain for your records.

Print this document! If there are any problems with the transactions not processing at the USDA, this document assists in tracing your file. If you do not see this document, your file did not get to USDA. Please note: If your non-USDA software package controls the connection to MINC, contact the software vendor to determine how to confirm that the file was sent to USDA.

This is the computer path and name on your PC of the file sent to the USDA.

This is the date and time that the USDA received the file.



If the file that you are trying to send is not found and therefore can not be sent, the following error message is displayed:

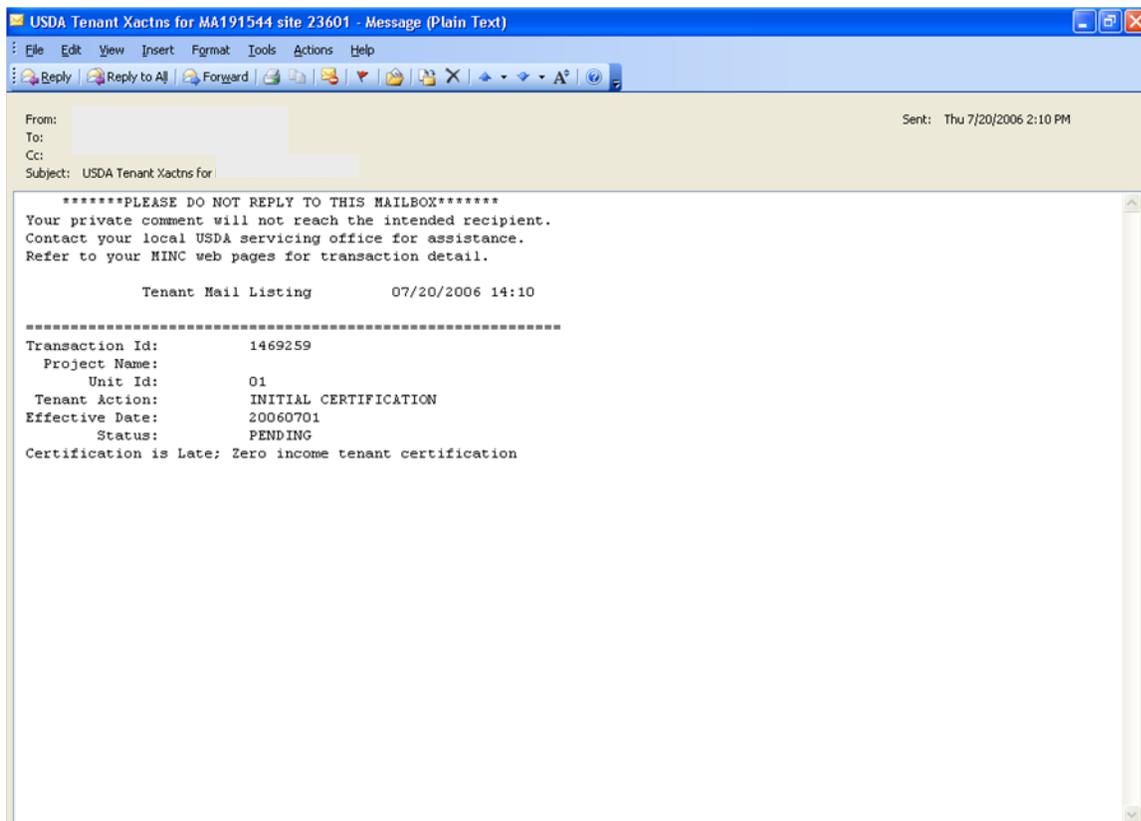


A file or transaction that is sent to the USDA is processed at the first of the next hour after it was received at the USDA.

After the transaction processes, the system sends an e-mail notification that the transmission was received and processed.



The e-mail notification resembles the example below:



NOTE: If you transmit certification files to USDA and they are received after the 10th of the month, the system returns a message, “Certification is late.”