

Payments (Staged Payment)

Use the Payments link to view the names of projects within your user authority and to process Staged Payments that have been entered by the Centralized Servicing Center (CSC). When you click on the Payments link, the system displays a User Projects web page. Click in the radio button displayed in the Select column next the project for which you wish to approve a staged payment. The PAD Status for the project must be Active.

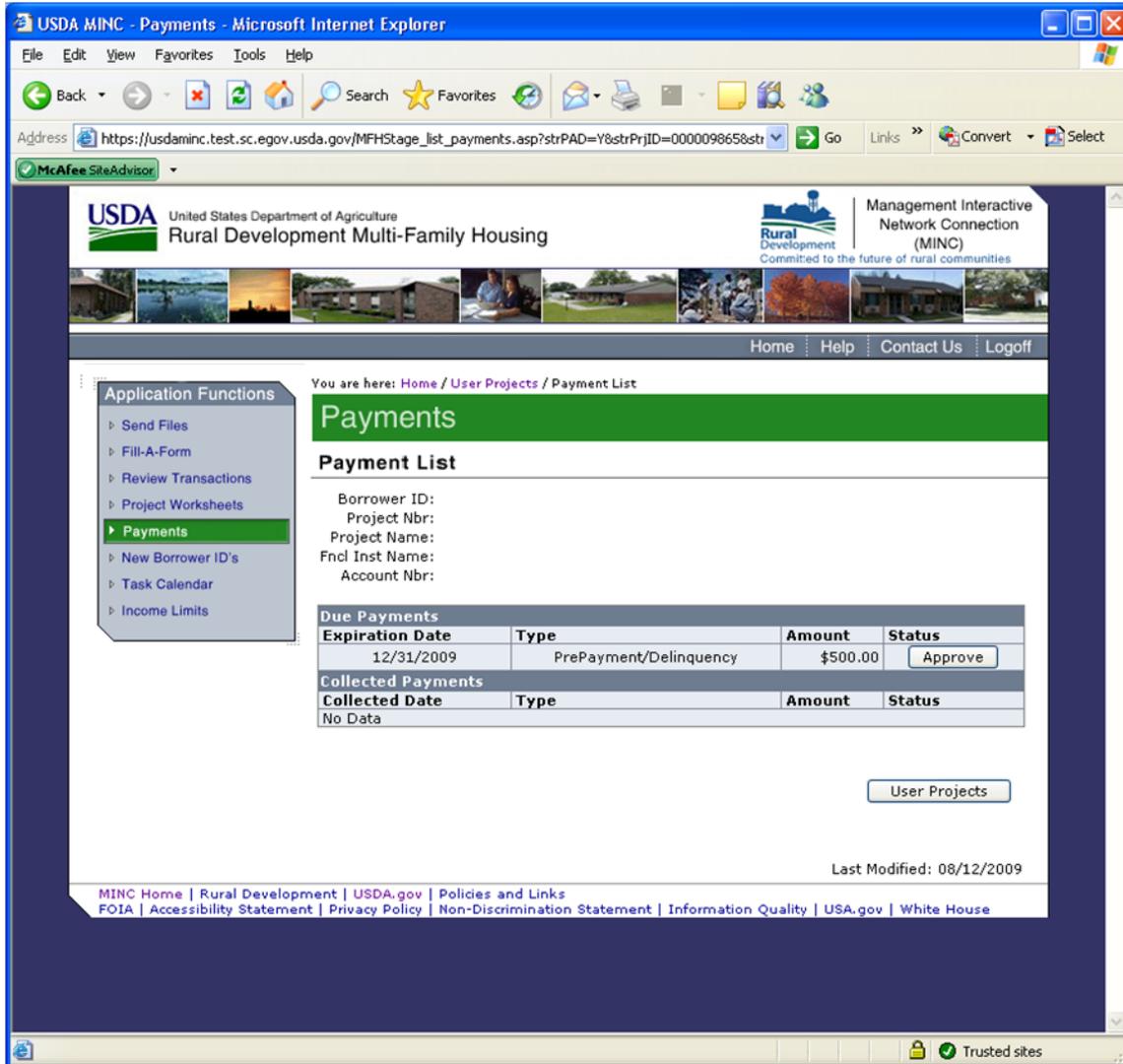
The screenshot shows a web browser window titled "USDA MINC - Payments - Microsoft Internet Explorer". The address bar shows the URL: https://usdaminc.test.sc.egov.usda.gov/MFHStage_projects.asp. The page header includes the USDA logo and "United States Department of Agriculture Rural Development Multi-Family Housing". A navigation menu includes "Home", "Help", "Contact Us", and "Logoff".

The main content area is titled "Payments" and "User Projects". It features a sidebar with "Application Functions" including "Send Files", "Fill-A-Form", "Review Transactions", "Project Worksheets", "Payments" (highlighted), "New Borrower ID's", "Task Calendar", and "Income Limits".

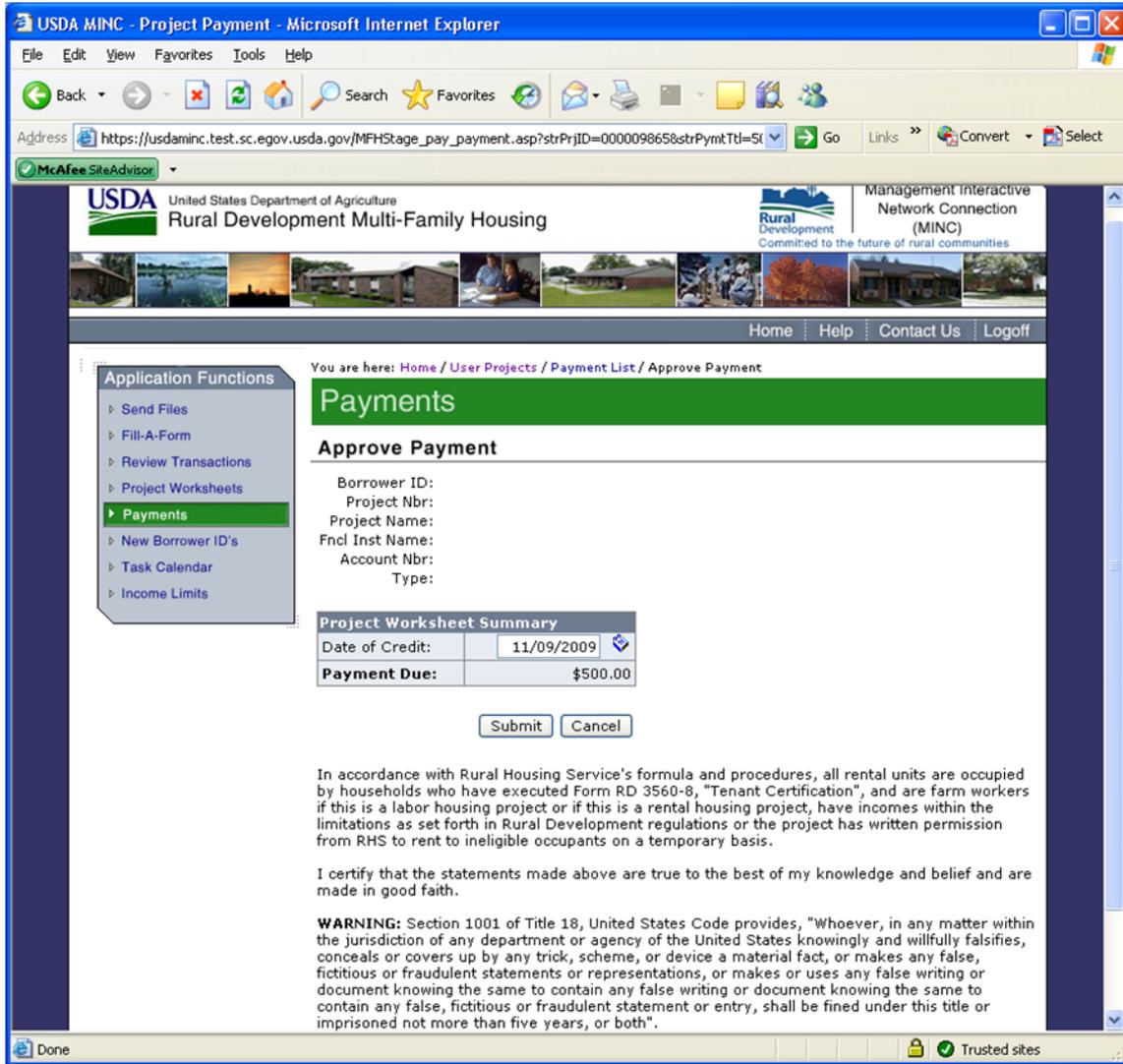
The "User Projects" section contains a table with the following data:

Select a project to work with:				
	Borrower ID	Project Number	Project Name	PAD Status
<input type="radio"/>		01 7		Active
<input type="radio"/>		01 7		N/A
<input type="radio"/>		01 0		Active
<input type="radio"/>		01 7		Active
<input type="radio"/>		02 2		N/A
<input type="radio"/>		01 0		N/A
<input type="radio"/>		01 7		N/A
<input type="radio"/>		01 9		Active
<input type="radio"/>		01 3		Active
<input type="radio"/>		02 2		Active
<input type="radio"/>		01 0		N/A
<input type="radio"/>		01 0		N/A
<input type="radio"/>		01 5		N/A
<input type="radio"/>		01 2		N/A

After you select the project, the system displays the Payment List. The Payment List contains a listing of Due Payments in the top part of the web page and listing of Collected Staged Payments, if any, in the lower part of the web page.



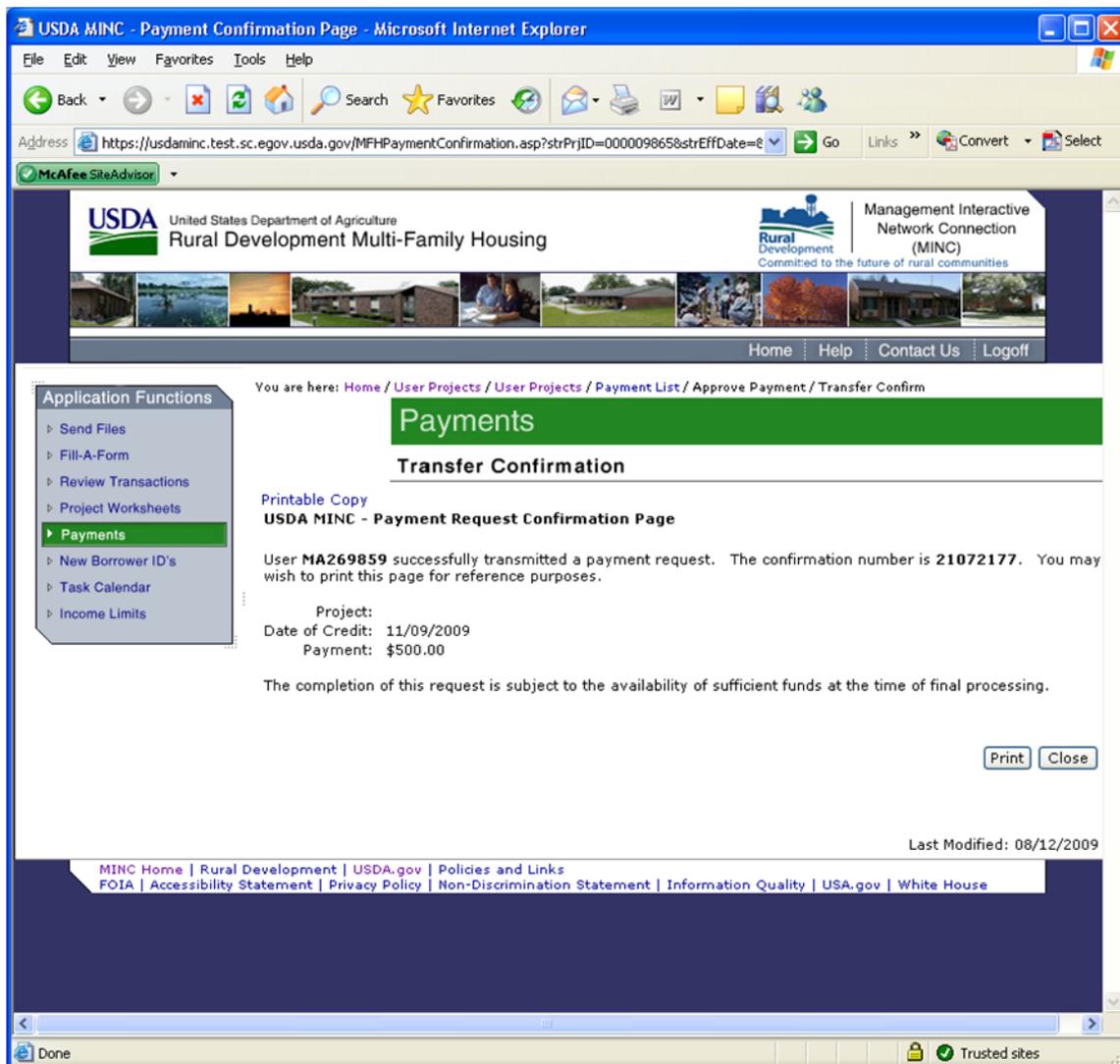
To approve a staged payment, click on the Approve button displayed in the Status column of the Payment List. When you click on the link, the system displays the Approve Payment web page.



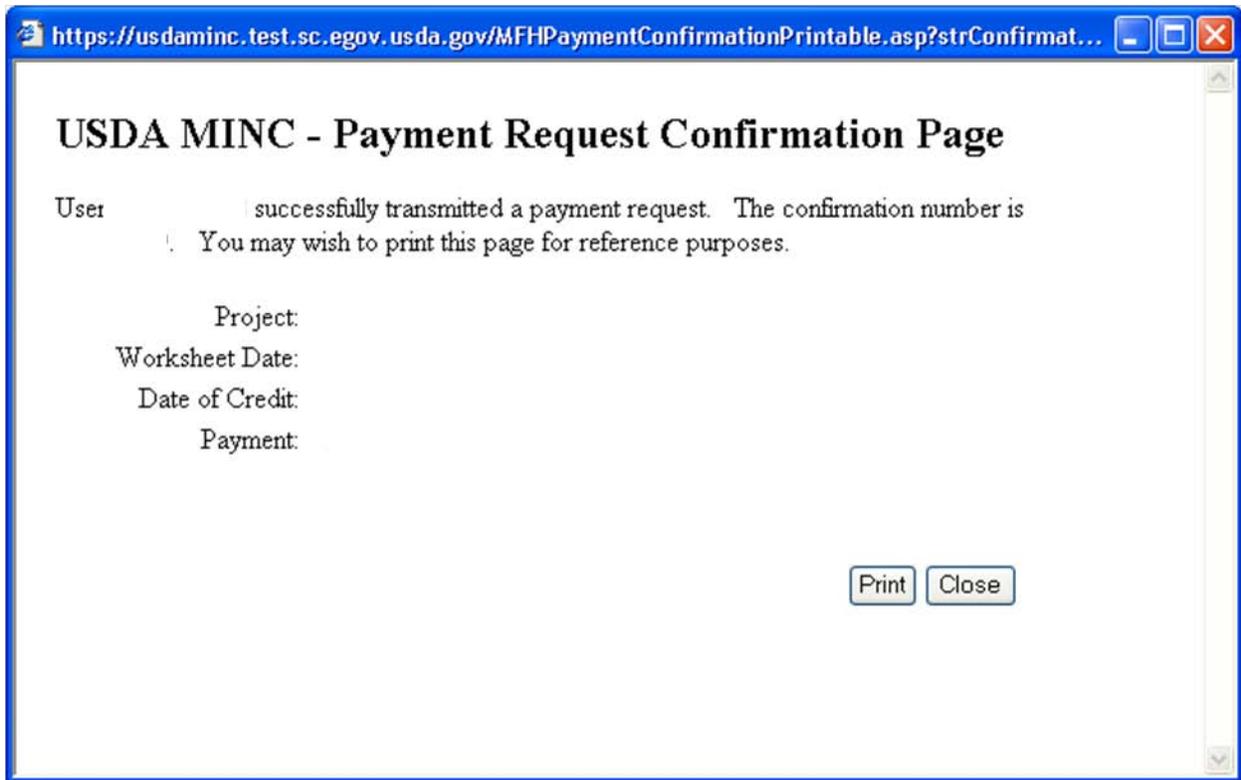
Click on the Submit button to submit the payment. After you click this button, the system displays a warning message to confirm that the funds are to be withdrawn from your financial institution.



If you click on OK, the system displays the transfer Confirmation web page.



If you click on the Printable Copy link displayed on the Payment Request Confirmation Page, the system then displays a printable copy of the Transfer Confirmation.



Please print this page. If the payment is not properly credited, it is necessary to submit this page as evidence that the payment was submitted. Click on the Close button to return to the Payment List.

Note that the staged payment you just approved is displayed in the Collected Payments area of the web page. The **Cancel Payment** button is only displayed for the most recent payment when it has been approved but not processed. You must have authorization from the Management Agent or Service Bureau to cancel Pre-Authorized Debit (PAD) transactions.

The screenshot shows a web browser window titled "USDA MINC - Payments - Microsoft Internet Explorer". The address bar shows the URL: https://usdaminc.test.sc.egov.usda.gov/MFH5stage_list_payments.asp?strPrjID=000009865&strPymtTtl=8. The page header includes the USDA logo and "United States Department of Agriculture Rural Development Multi-Family Housing". A navigation menu includes "Home", "Help", "Contact Us", and "Logout".

The main content area is titled "Payments" and "Payment List". It displays the following information:

You are here: [Home](#) / [User Projects](#) / [Payment List](#)

Payments

Borrower ID:
Project Nbr:
Project Name:
Fnc'l Inst Name:
Account Nbr:

Due Payments			
Expiration Date	Type	Amount	Status
No Data			
Collected Payments			
Collected Date	Type	Amount	Status
11/09/2009	PrePayment/Delinquency	\$500.00	Approved <input type="button" value="Cancel Payment"/>

Last Modified: 08/12/2009

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To cancel the payment, click on the Cancel Payment button in the lower right corner of the Payment List. When you click on the button, the system displays a confirmation box warning you that the payment will be cancelled.



Click on OK to cancel the payment. After you click the OK button, the payment is redisplayed in the Due Payments area of the Payment List.

