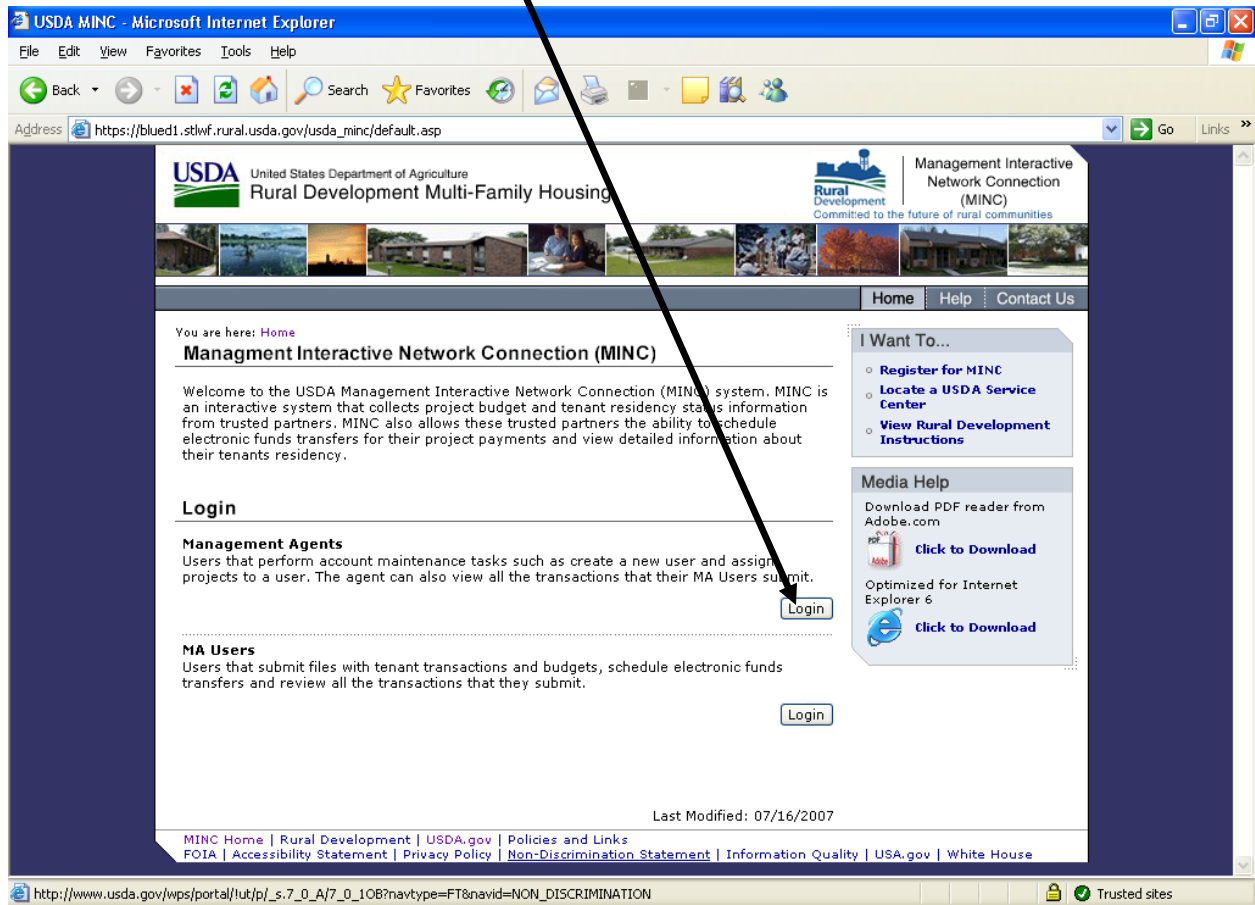


Trading Partner Functions in MINC

All Trading Partner functions in MINC are accessed from the MINC home page by clicking on the Management Agents Login. The Management Agents link is used by Management Agent Company or Service Bureau that applies for MINC access. It is used to create and maintain users.

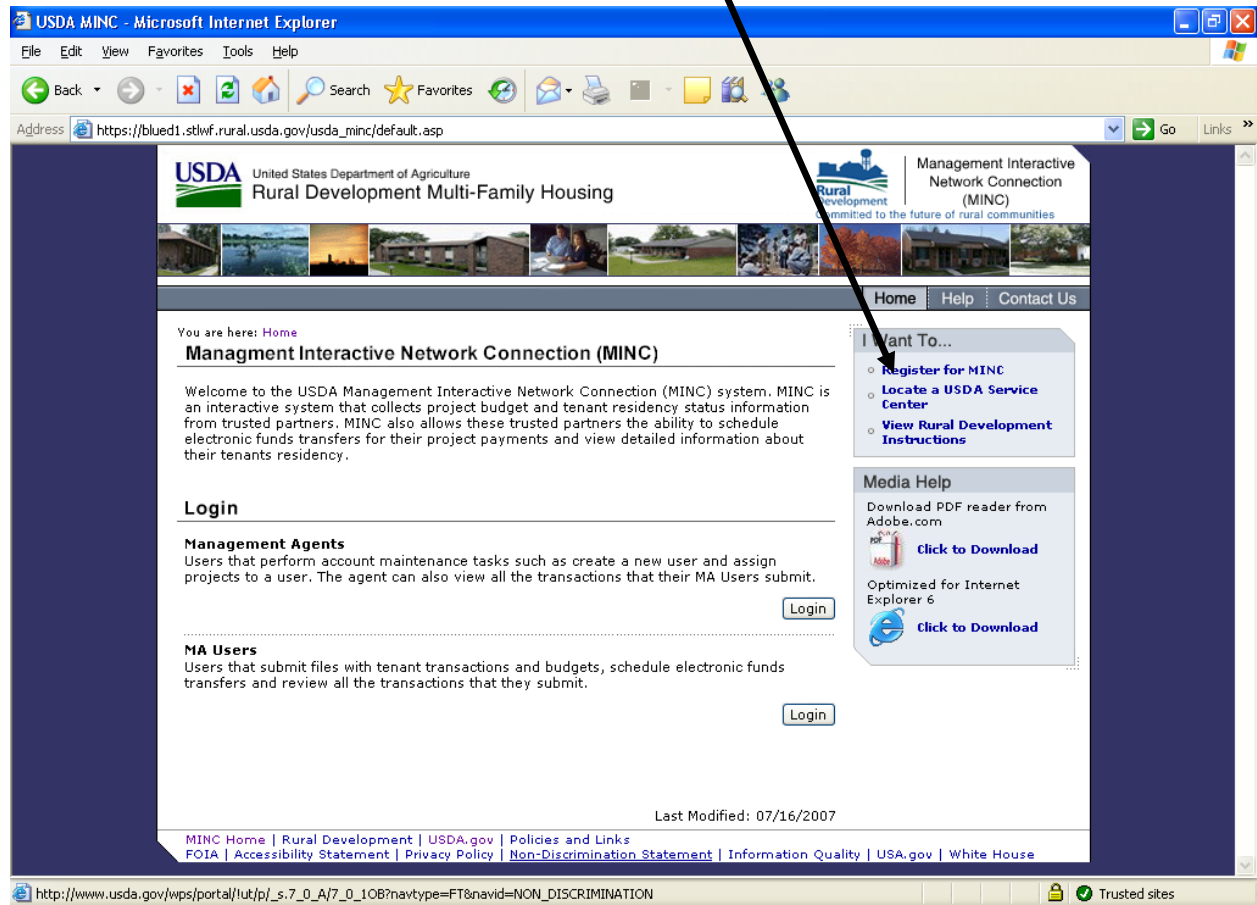


If you have never logged onto MINC and you still do not have an eAuthentication login ID, stop and refer to the section about [Requesting an eAuthentication Login ID](#).

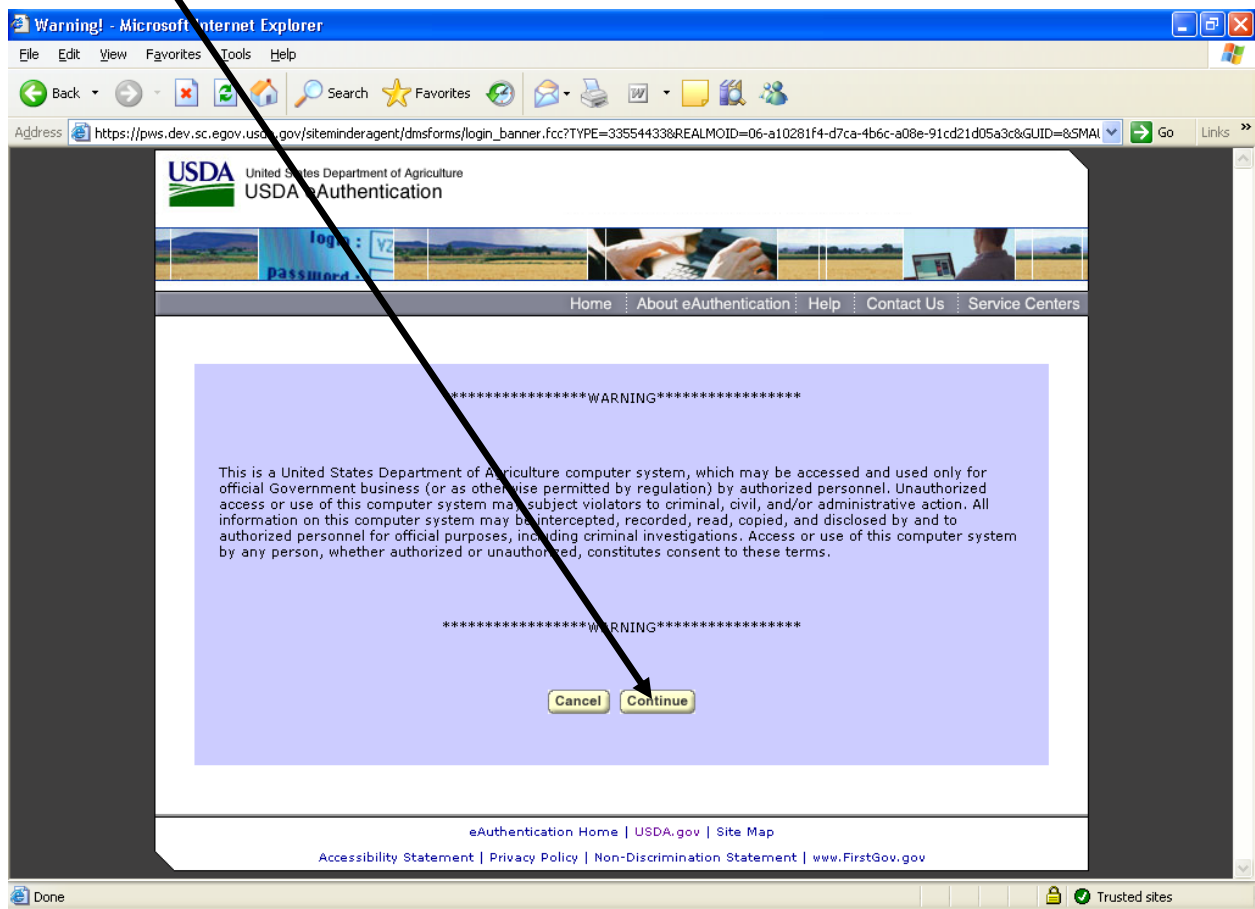
If you have a Level 2 eAuthentication login ID, please continue to the Register for a MINC ID section.

Register for a MINC ID

Access the MINC home page at <https://usdaminc.sc.egov.usda.gov/> and choose Register for MINC in the top right selection bar.



The system displays a warning window. Select Continue in the lower center of the window.



The system displays the eAuthentication Login window. If you have an eAuthentication user ID, enter it in the User ID field and enter your password in the Password field.

The screenshot shows a web browser window titled "USDA Web Services Log-In - Microsoft Internet Explorer". The address bar displays a URL: https://pws.dev.sc.egov.usda.gov/siteminderagent/dmsforms/login_main.fcc?TYPE=33554433&REALMOID=06-a10281f4-d7ca-4b6c-a08e-91cd21d05a3c&GUID=8SMAUTI. The page header includes the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. The main content area is titled "eAuthentication Login" and features a login form with fields for "User ID:" and "Password:", a "Login" button, and a "I Want To..." section with links: Change My Password, Reset My Forgotten Password, and Retrieve My Forgotten User ID. On the left side, there are "Quick Links" and "Administrator Links". The footer contains links for eAuthentication Home, USDA.gov, Site Map, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, and www.FirstGov.gov. A status bar at the bottom right indicates "6 of 24 - Clipboard" and "Item collected."

NOTE: If you do NOT have an eAuthentication user ID, you cannot go any further. Click on the Help tab and refer to the documents on eAuthentication for setup instructions, common questions, and how eAuthentication interacts with MINC or refer to Requesting an eAuthentication Login ID.

You may restart the registration process after you have a Level 2 eAuthentication login ID.

The system displays the MINC Registration window. Enter your Management Agent or Service Bureau Tax ID in the data entry field, and click Verify.

USDA MINC - Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address <https://usdaminc.test.sc.egov.usda.gov/MFHRegistration.asp> Go Links Convert Select McAfee SiteAdvisor

USDA United States Department of Agriculture
Rural Development Multi-Family Housing

Management Interactive Network Connection (MINC)
Committed to the future of rural communities

Home Help Contact Us

Application Functions

- ▶ New Users
- ▶ User Projects
- ▶ Reset MA User Password
- ▶ Delete MA User
- ▶ View Transactions
- ▶ View TPA

MINC Registration

MINC Registration

Enter Your Management Agent Account Number:

Verify Cancel

Last Modified: 02/11/2009

[MINC Home](#) | [Rural Development](#) | [USDA.gov](#) | [Policies and Links](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

Trusted sites

The system displays the Trading Partner Agreement window. Read the TPA and click Accept at the bottom of the window.

USDA MINC - Registration - Microsoft Internet Explorer

Address: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHRegistration.asp

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MINC Registration

Trading Partner Agreement

Tax ID: _____
Name: _____ IT

The aforementioned Management Agent agrees to the following terms by pressing the ACCEPT button.

As the designated representative for the Borrower entity of the Multi-Family Housing (MFH) projects identified by this Management Agent (MA), I agree to transmit tenant change information, Form RD 3540-7, "MFH Budget/Utility

OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY "This is a U.S. Department of Agriculture (USDA) computer system. These computer systems, including all related equipment, networks, and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. USDA computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures and operational security. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this USDA computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of authorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes."

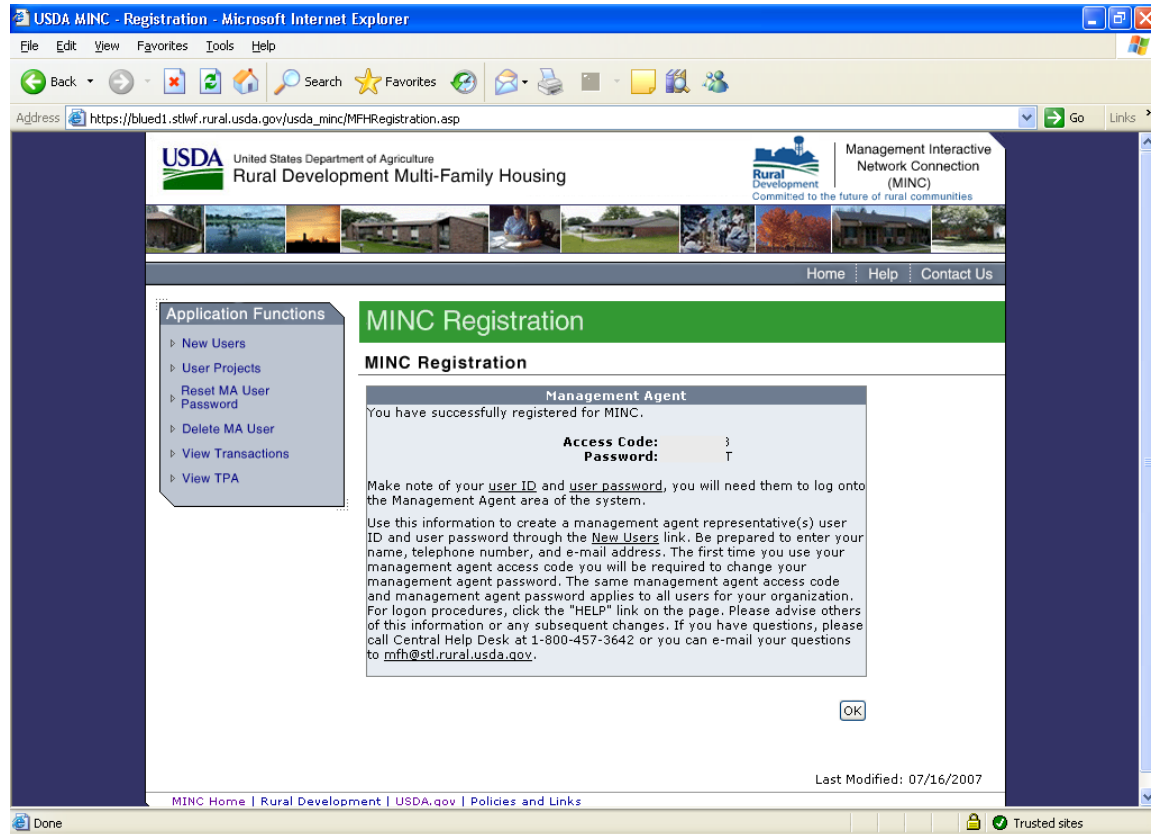
Accept Cancel

Last Modified: 07/16/2007

MINC Home | Rural Development | USDA.gov | Policies and Links
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Trusted sites

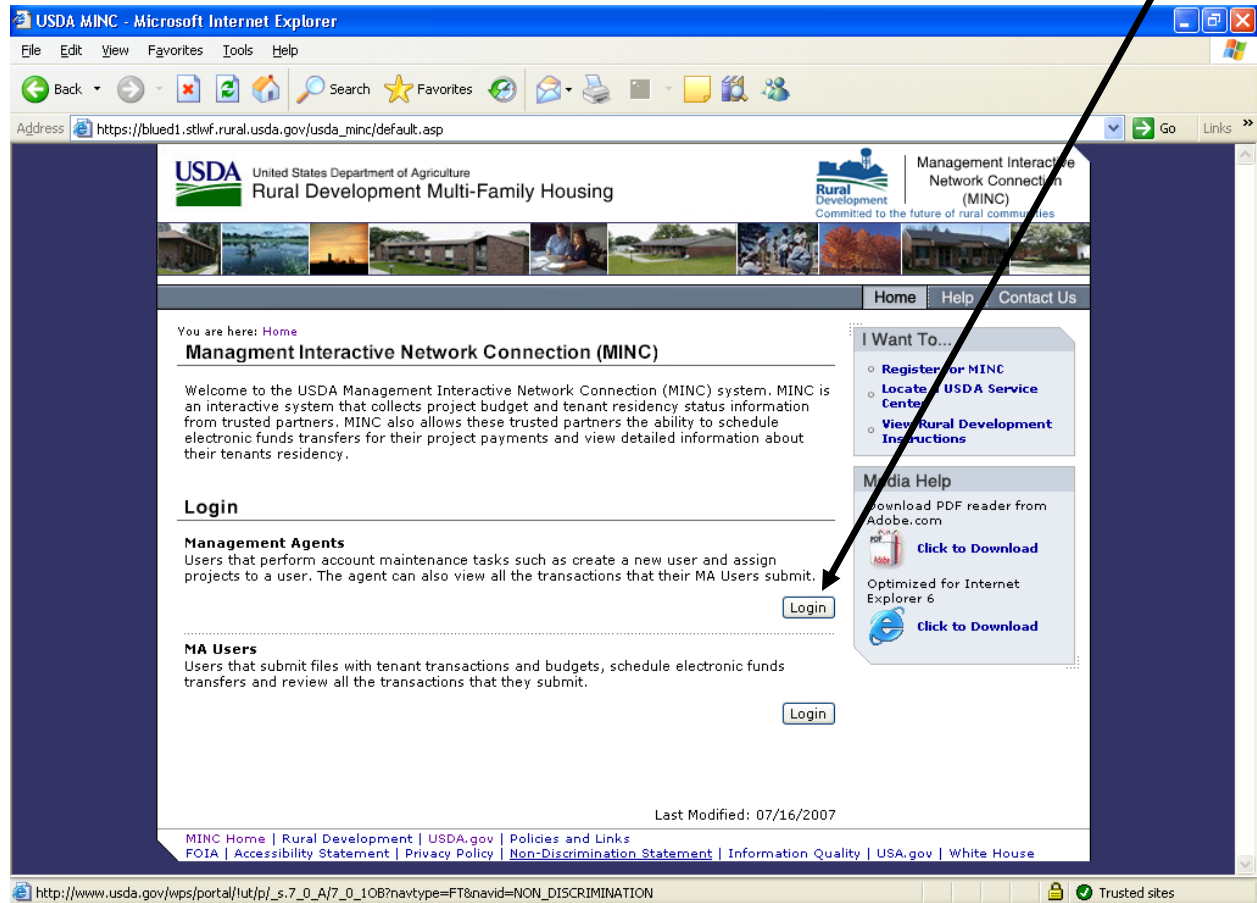
The system then displays a MINC Registration window that says you have successfully registered for MINC and displays your access code and password. It is very important to record the ID and password for future use.



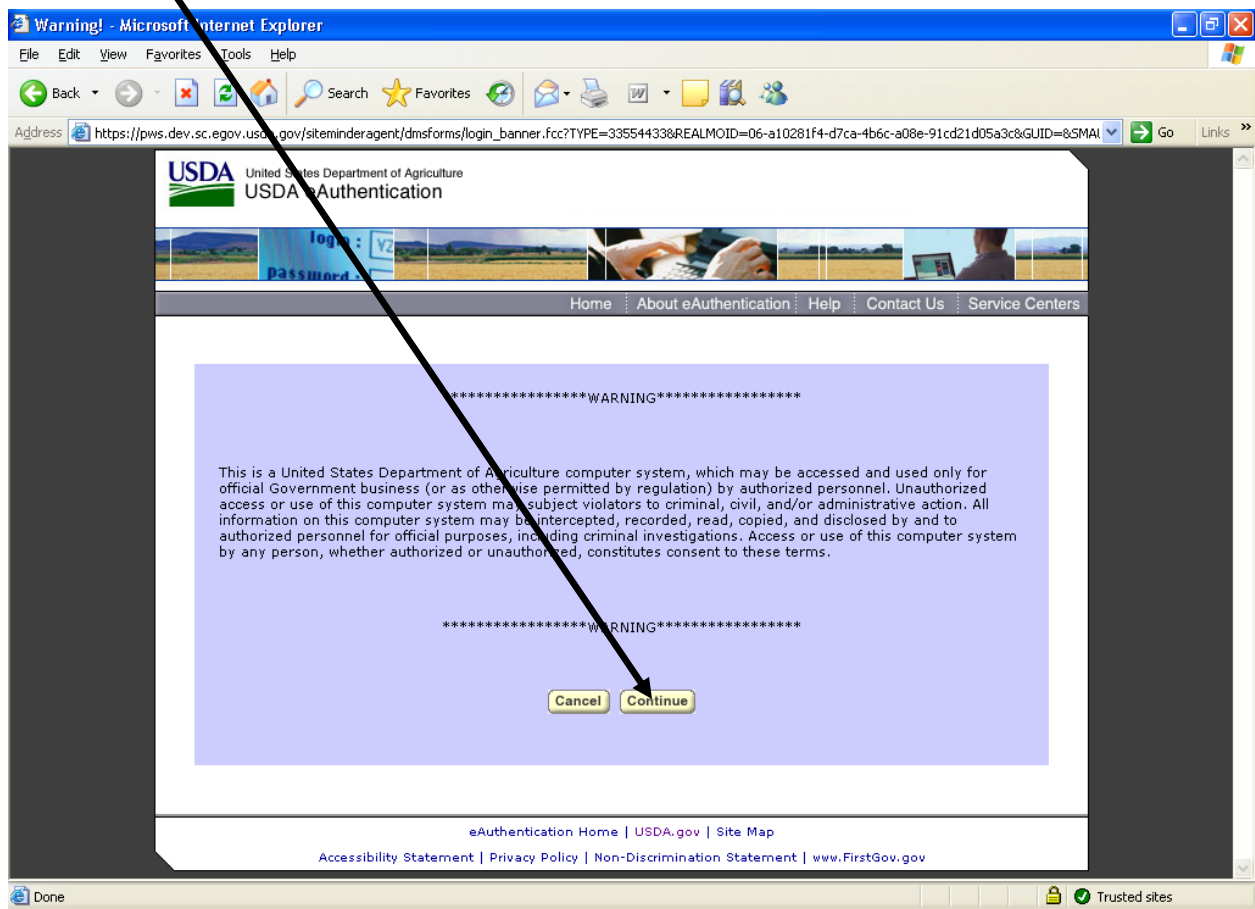
After you receive your access Code (TP#####) and Password, click on OK at the bottom of the window.

Logging on as a Management Agent

You must be registered in MINC to login as the Management Agent. To login as the Management Agent access the MINC home page at <https://usdaminc.sc.egov.usda.gov/> and click on the Management Agents Login button in the right center of the window.



The system displays a warning window. Select Continue in the lower center of the window.



The system displays the eAuthentication Login window. Enter your eAuthentication user ID, in the User ID field and enter your password in the Password field. Then, click Login.

USDA Web Services Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://pws.dev.sc.egov.usda.gov/site/underagent/dmsforms/login_main.fcc?TYPE=33554433&REALMOID=06-a10281f4-d7ca-4b6c-a08e-91cd21d05a3c&GUID=85MAUT1 Go Links

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Service Centers

eAuthentication Login

User ID:

Password:

Login

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

I Want To...

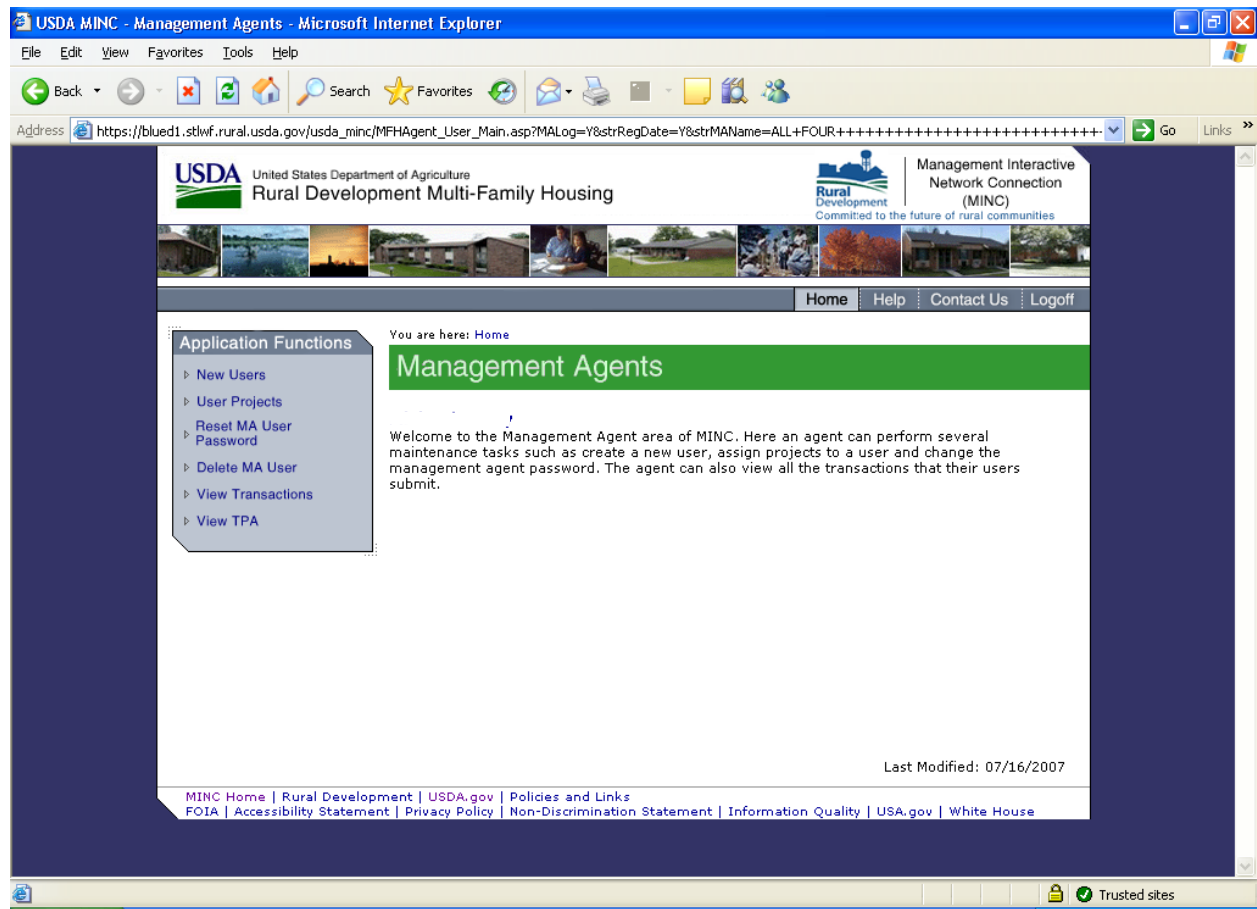
- Change My Password
- Reset My Forgotten Password
- Retrieve My Forgotten User ID

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

6 of 24 - Clipboard
Item collected.

The system displays the Management Agents home page.



The main functionality of the Management Agents area is to maintain all the MA Users accounts and view all the transactions that each MA User has submitted for the last 60 days. The maintenance functionality provided here is:

- **New Users:** Allows you to add a new MA User. For more information, refer to [New Users](#) help contained elsewhere.
- **User Projects:** Associate the projects that each user should be responsible for. For more information, refer to the [User Projects](#) help contained elsewhere.
- **Reset MA User Password:** Reset the password of any MA User associated to your Management Agency or Service Bureau. For more information, refer to the [Reset MA User Password](#) help contained elsewhere. **Resetting the MA User's password breaks the connection of the MA User ID to the eAuthentication Login ID.**
- **Delete MA User:** Allows a MA User id to be deleted. Refer to the help at [Deleting an Obsolete User](#) contained elsewhere.

The activities listed below are view only. The MA User is the only function that may send data to USDA.

- **View Transactions:** Allows you to view all the transactions that each MA User has submitted for the last 60 days. Select the User ID of the individual whose transactions you want to view from the User List displayed.
- **View TPA:** Allows you to view the Trading Partner Agreement (TPA).