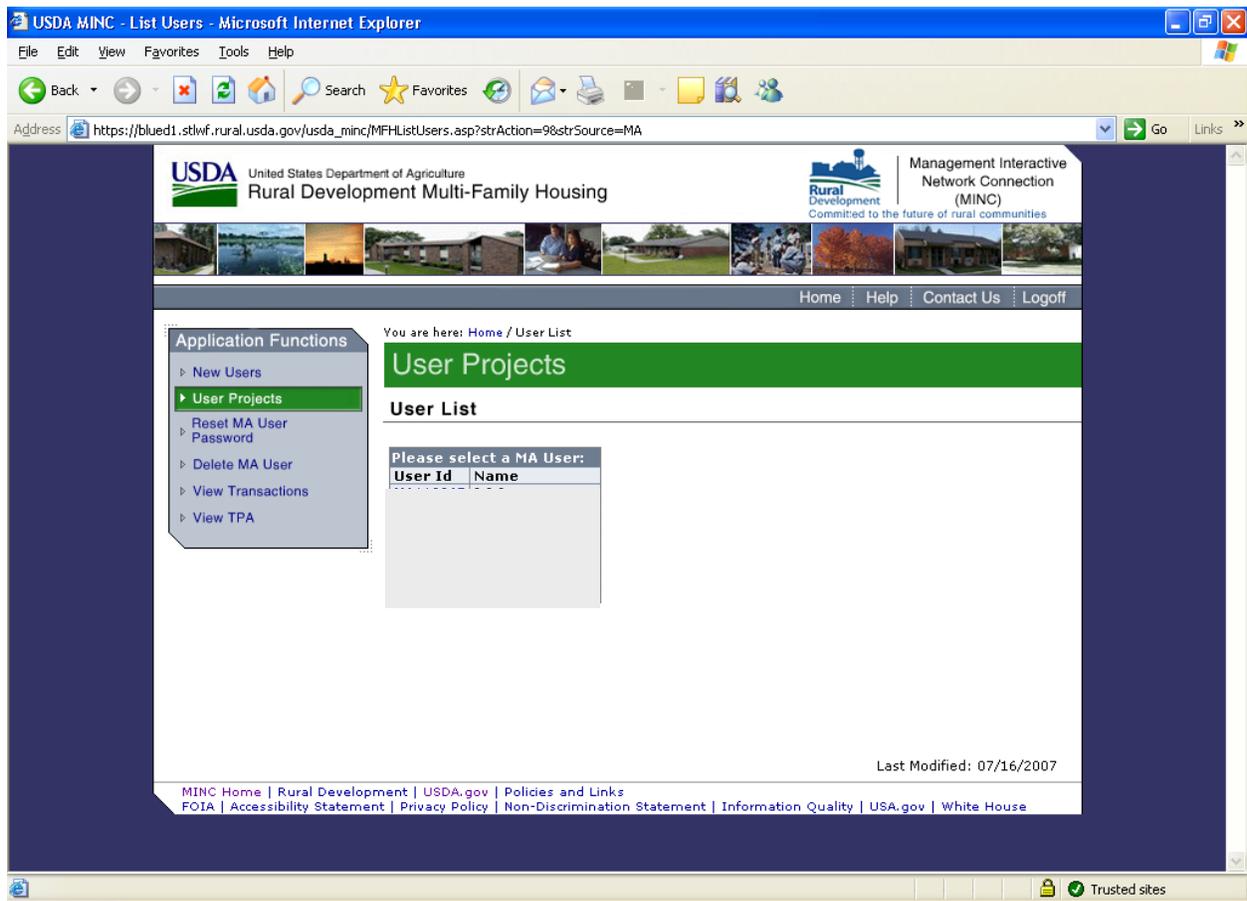


## User Projects

After the User ID Request is confirmed, it is time to associate the user with projects. Click on “User Projects” to verify that all of the projects you manage are listed in your jurisdiction.

1. Click on the link titled “User Projects.” The first page provided is a list of all the current MA Users for this Management Agent or Service Bureau. The system displays the User List which contains the User IDs for users you have established and their names.

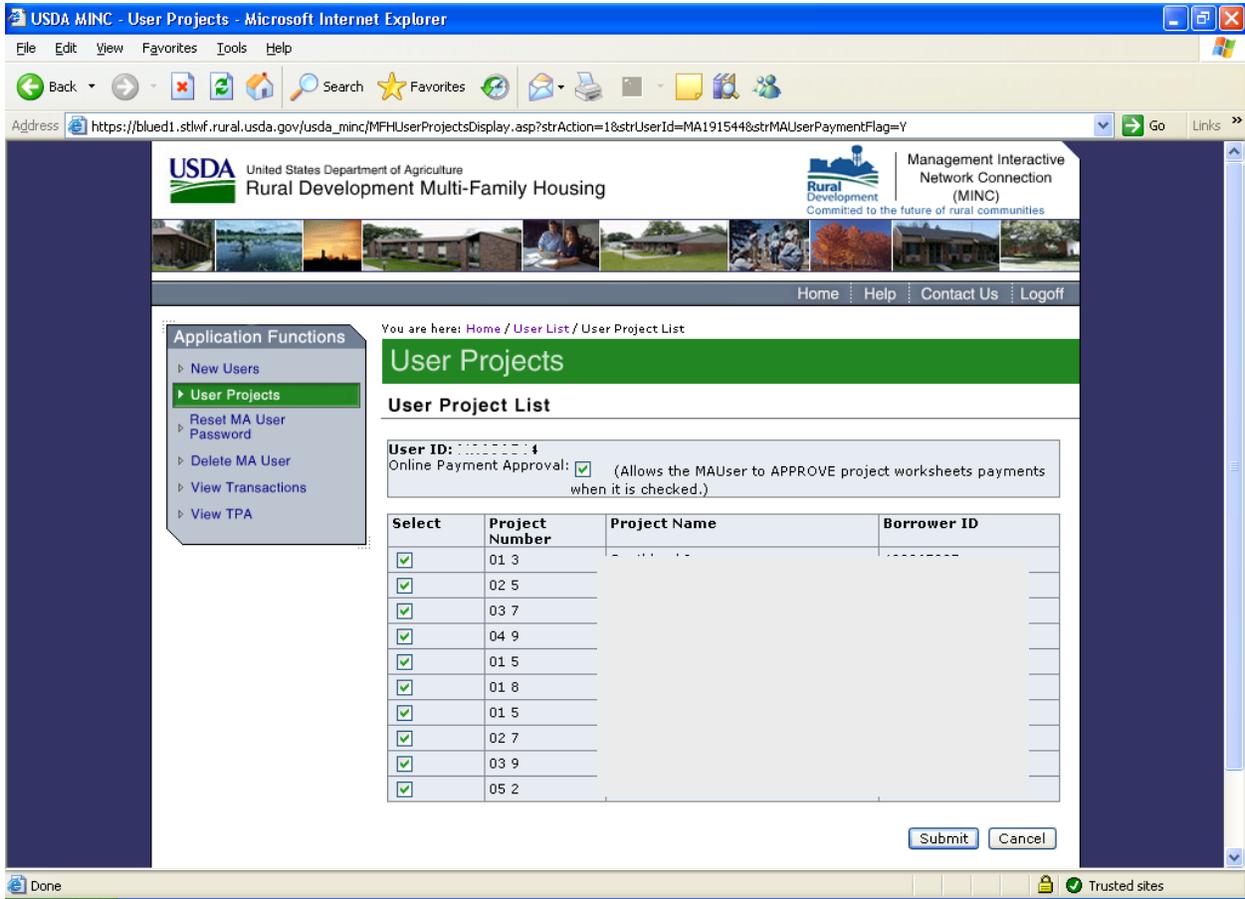


The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA MINC web application. The address bar shows the URL: [https://blued1.stlwf.rural.usda.gov/usda\\_minc/MFHLlistUsers.asp?strAction=9&strSource=MA](https://blued1.stlwf.rural.usda.gov/usda_minc/MFHLlistUsers.asp?strAction=9&strSource=MA). The page header includes the USDA logo and the text "United States Department of Agriculture Rural Development Multi-Family Housing". The navigation menu includes "Home", "Help", "Contact Us", and "Logoff". The main content area is titled "User Projects" and contains a "User List" section. The "User List" section has a dropdown menu labeled "Please select a MA User:" and a table with the following structure:

User Id	Name
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The table is currently empty. The page footer includes the text "Last Modified: 07/16/2007" and a list of links: "MINC Home | Rural Development | USDA.gov | Policies and Links | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House".

- To begin associating users to your projects, click on one of the User IDs in the User List. The system displays the User Projects List containing a listing of all projects managed by your agency.

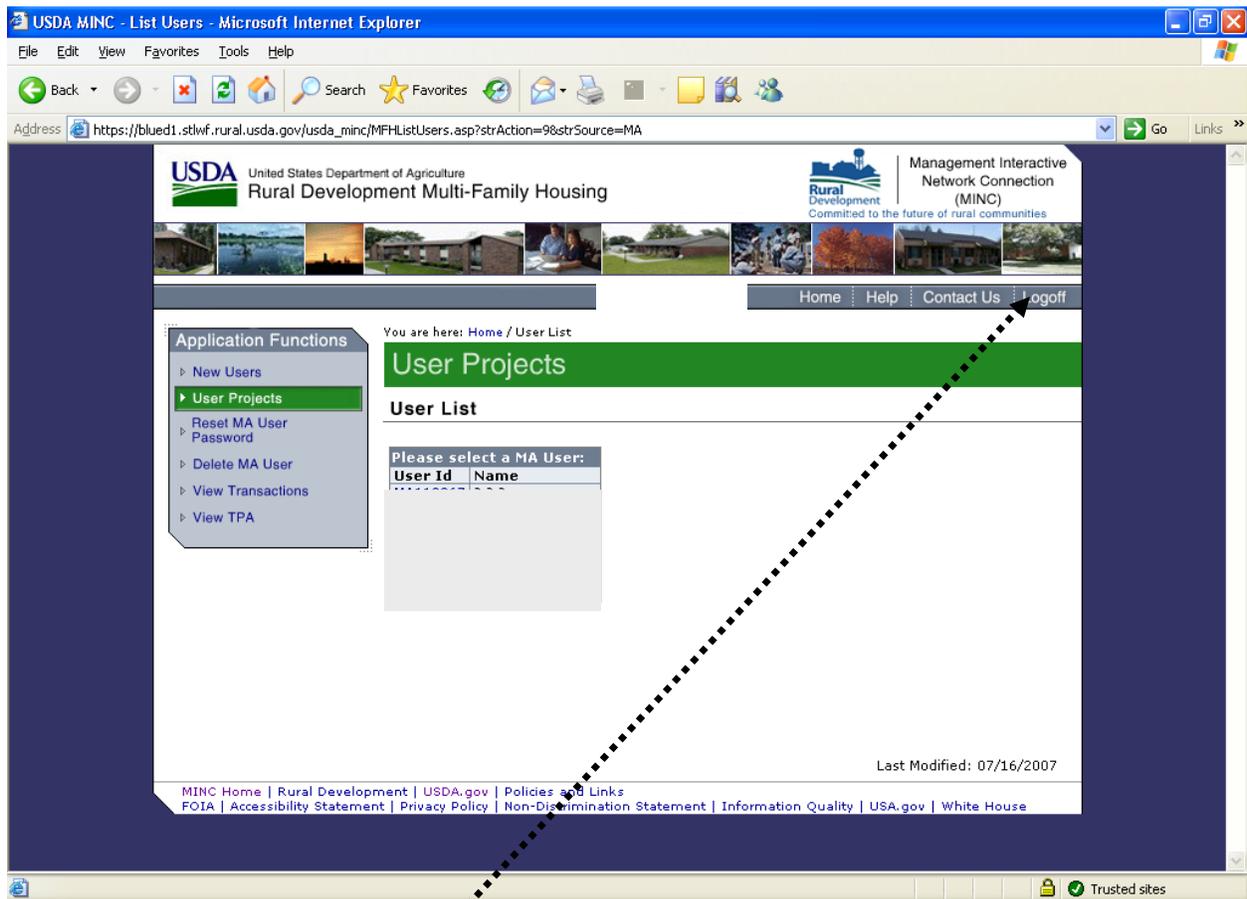


**For Management Agent Company users:** Note that there is a check mark (✓) in the Online Payment Approval checkbox. This indicates that the user is authorized to approve online payments through Pre-Authorized Debit (PAD) transactions. By default, the user is authorized. Also, note in the Select column that the user is authorized to submit transactions for all projects. To withdraw authorization, deselect the applicable checkbox. For authorizations withdrawn, the check mark disappears and the user is not authorized for that project and is also not authorized to approve PAD payments.

**For Service Bureau users:** By default, the user is **NOT** authorized to approve online payments through PAD, and is also **NOT** authorized to submit transactions for any project. To authorize the user to approve PAD transactions, select the Online Payment Approval checkbox. This option is not available unless the Service Bureau is authorized in MFIS for MINC Payment Approval. To authorize the user to submit transactions, click in the checkbox under the Select column.

A user is only able to transmit data for projects that have a check mark in the "Select" column. Select the projects to which this particular MA user should have access.

3. Click on the Submit button. The system displays the User List.



4. Verify the projects for all users that are on the system – each must have their own MA User ID.
  - Multiple Users may be associated to one project.
  - One user may be associated to multiple projects.
5. Once you have established the MA User IDs and selected the projects for each, it is normally time to logoff as Management Agent and logon on as a MA User. Click on Logoff.