



Management Interactive Network Connection (MINC) MA Users Overview Help

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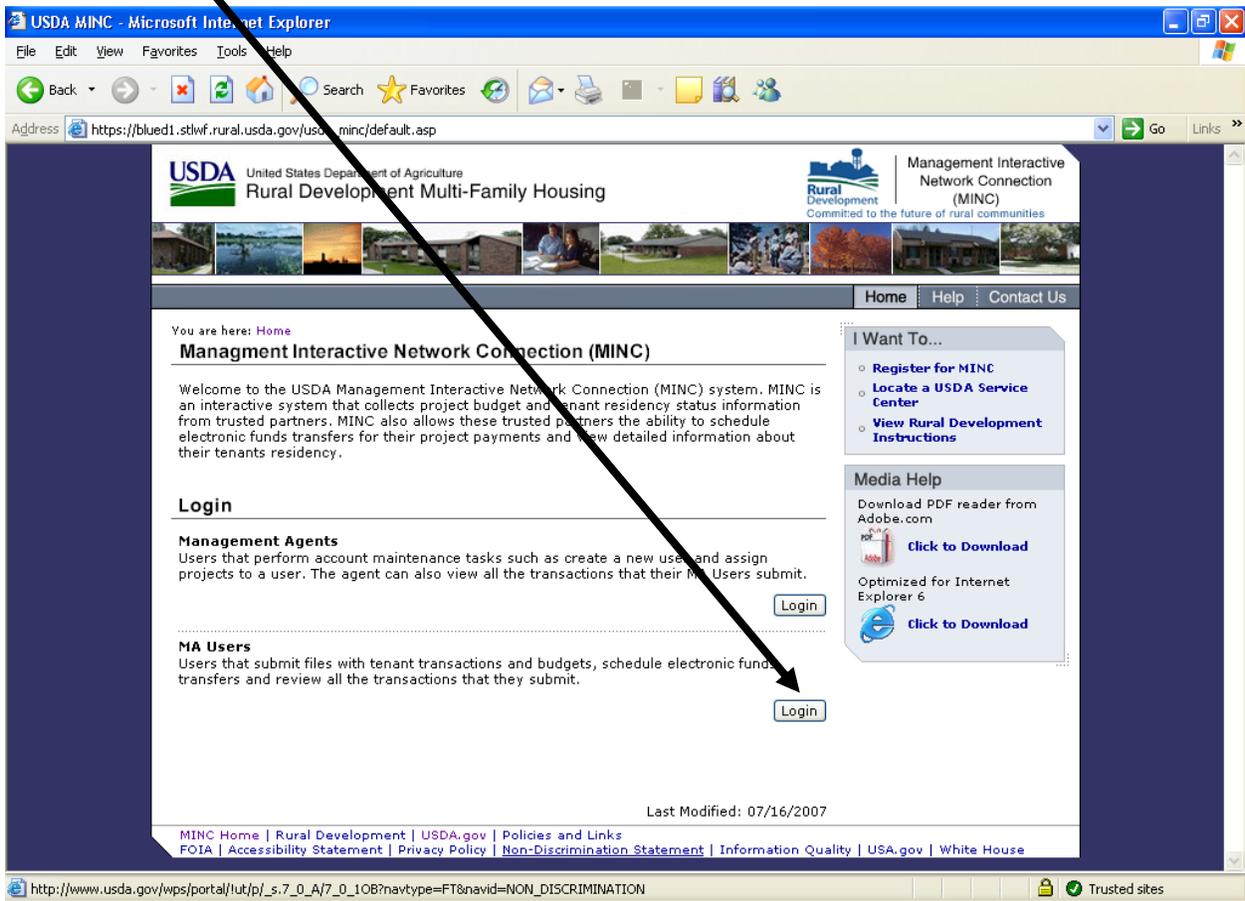
MA Users Overview Help

This document provides a high level overview of the MA Users functionality in the USDA Management Interactive Network Connection (MINC) system. From this document you are able to link to other capabilities provided for MA users including Sending Files to USDA via vendor software, Sending Files to USDA via Fill-a-Form, Reviewing Transactions, and the Processing Project Worksheets.

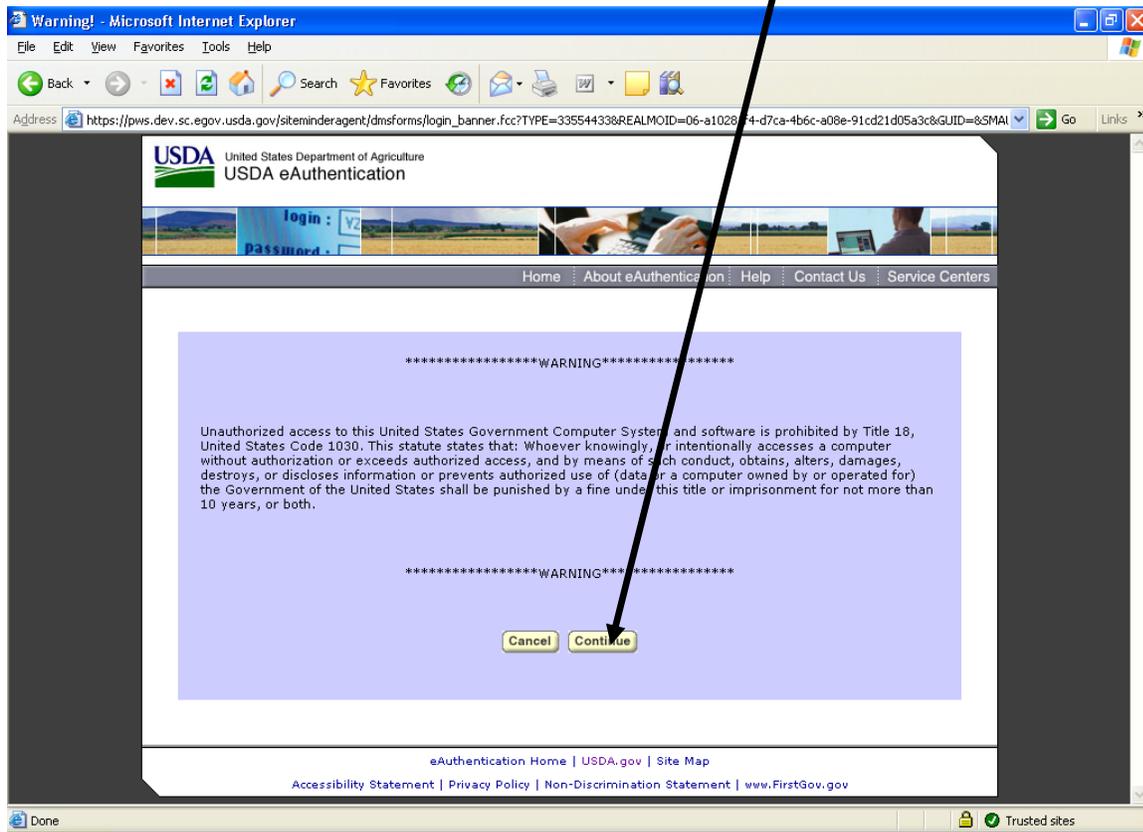
To access this functionality, you must be an MA User certified by a recognized trading partner and you must have an eAuthentication user ID with Level 2 access. If you are an MA User certified by a recognized trading partner and have an eAuthentication user ID with Level 2 access, click on the Management Agents link from the MINC home page.

MINC Management Interactive Network Connection

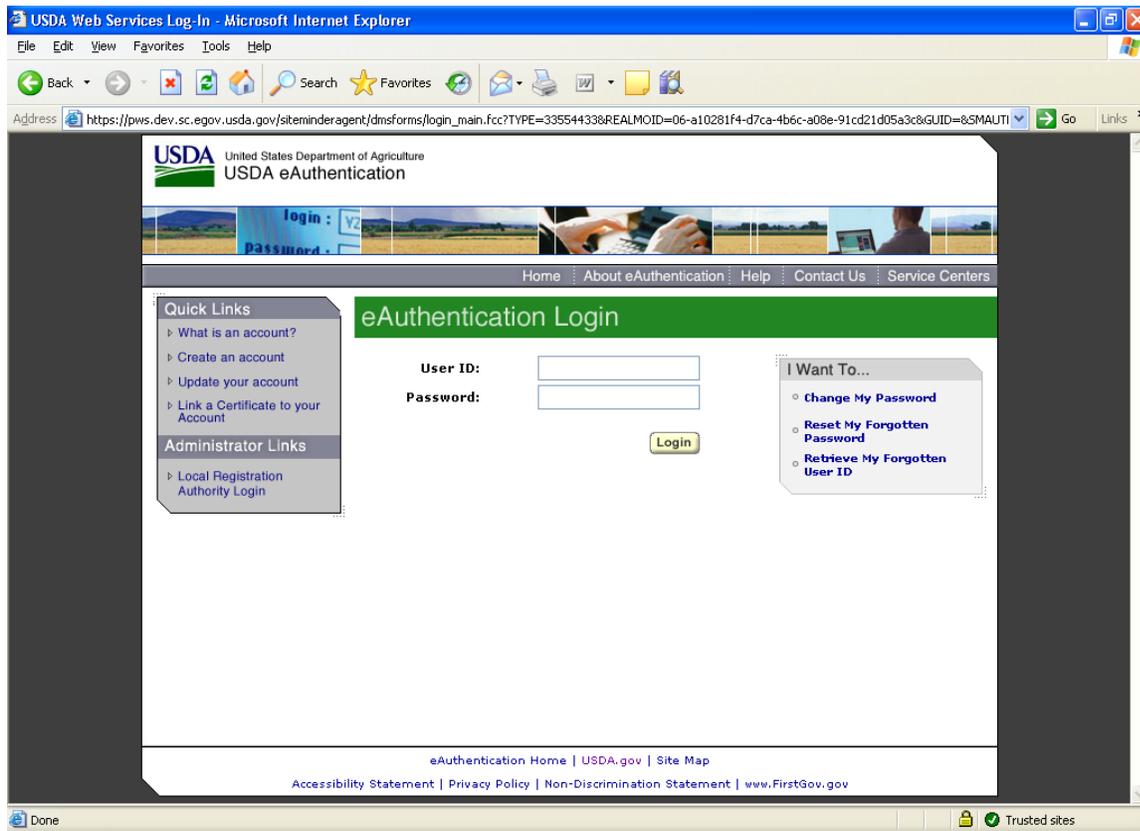
MA Users: To access the MA Users function, click on the MA Users Login button from the MINC home page.



After you select the MA Users link, the system displays a warning page regarding unauthorized access to United States Government Computer Systems. If you are authorized, select Continue; otherwise, select Cancel.



The system displays the eAuthentication Login window.



To login to the eAuthentication system, complete the following fields:

- **User ID:** Enter your User ID.
- **Enter Your User Password:** Enter your Password.

After you enter the required User ID and Password, click on the Login button. If you are successful, the system displays the MA Users home page. Refer to the help for the [MA Users Home Page](#) later in this chapter. If you click on Cancel, the system returns to the USDA MINC home page.

Associate your MA User ID

If you are an MA user and have a Level 2 eAuthentication login ID and have never logged onto MINC, access the MINC home page at <https://usdaminc.sc.egov.usda.gov/> and click on the MA Users Login button.

The screenshot shows the USDA MINC website in Microsoft Internet Explorer. The browser title is "USDA MINC - Microsoft Internet Explorer". The address bar shows "https://blued1.stlwf.rural.usda.gov/usda_minc/default.asp". The website header includes the USDA logo and "United States Department of Agriculture Rural Development Multi-Family Housing". The main content area is titled "Management Interactive Network Connection (MINC)" and contains a welcome message, a "Login" button, and two user categories: "Management Agents" and "MA Users". The "MA Users" section includes a description and a "Login" button. A black arrow points from the text above to the "Login" button under the "MA Users" section. The footer contains navigation links and a "Last Modified: 07/16/2007" timestamp.

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

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

Home Help Contact Us

You are here: Home

Management Interactive Network Connection (MINC)

Welcome to the USDA Management Interactive Network Connection (MINC) system. MINC is an interactive system that collects project budget and tenant residency status information from trusted partners. MINC also allows these trusted partners the ability to schedule electronic funds transfers for their project payments and view detailed information about their tenants residency.

Login

Management Agents

Users that perform account maintenance tasks such as create a new user and assign projects to a user. The agent can also view all the transactions that their MA Users submit.

Login

MA Users

Users that submit files with tenant transactions and budgets, schedule electronic funds transfers and review all the transactions that they submit.

Login

I Want To...

- Register for MINC
- Locate a USDA Service Center
- View Rural Development Instructions

Media Help

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Optimized for Internet Explorer 6

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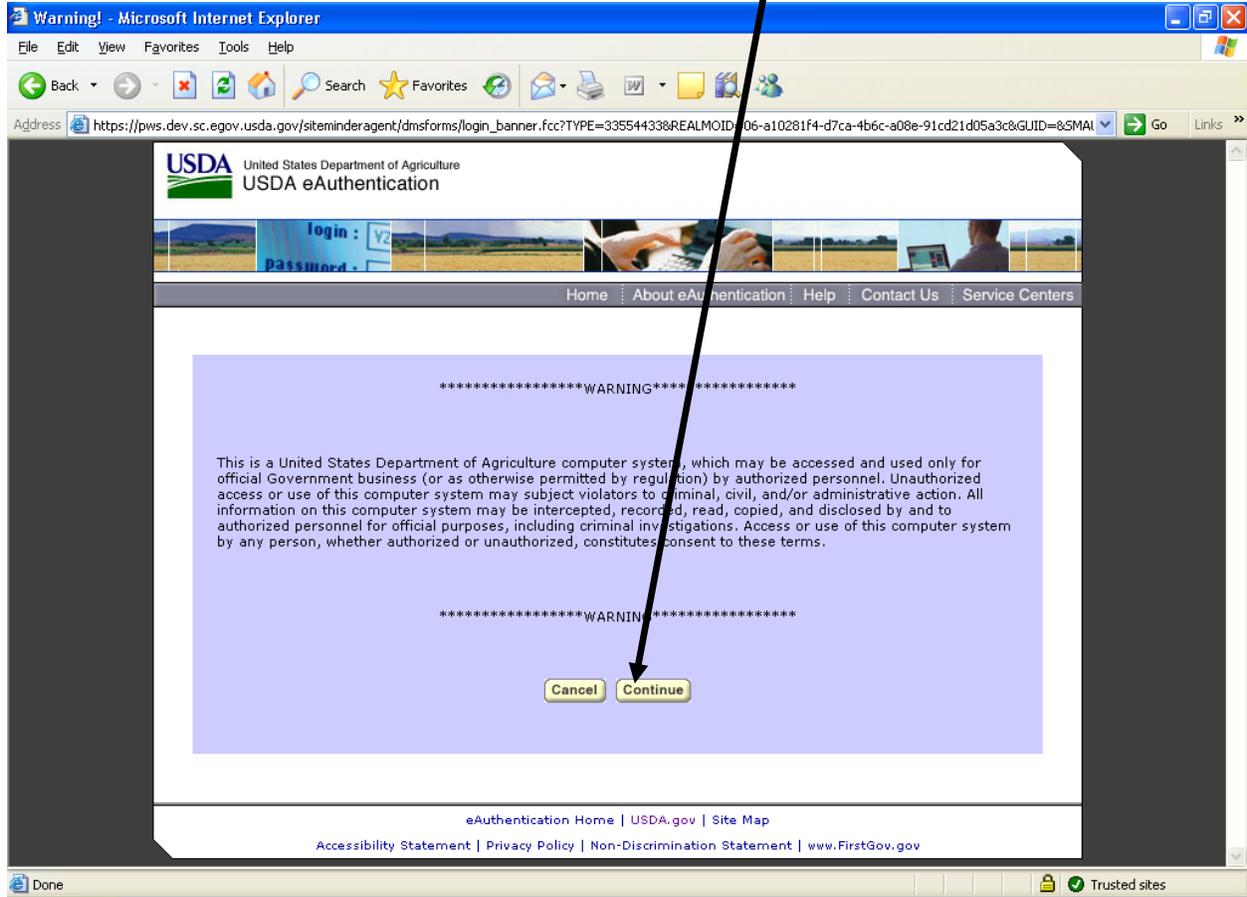
Last Modified: 07/16/2007

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

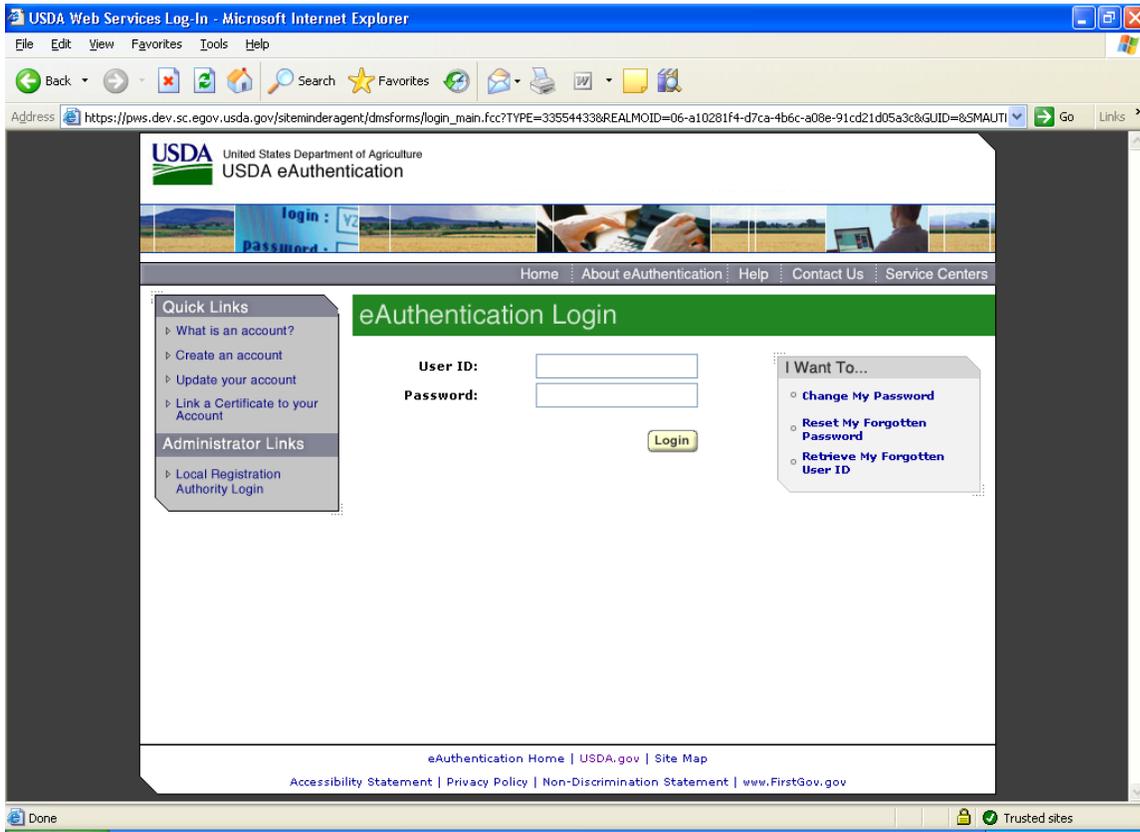
http://www.usda.gov/wps/portal/!ut/p_s.7_0_A/7_0_10B?navtype=FT&navid=NON_DISCRIMINATION

MINC Management Interactive Network Connection

After you select the MA Users link, the system displays a warning page regarding unauthorized access to United States Government Computer Systems. If you are authorized, select Continue; otherwise, select Cancel.



The system displays the eAuthentication Login window.



To login to the eAuthentication system, complete the following fields:

- **User ID:** Enter your User ID.
- **Enter Your User Password:** Enter your Password.

The system displays a warning message informing you that you must associate your eAuthentication user ID to your MA User account. To continue, click on the OK button in the warning message.

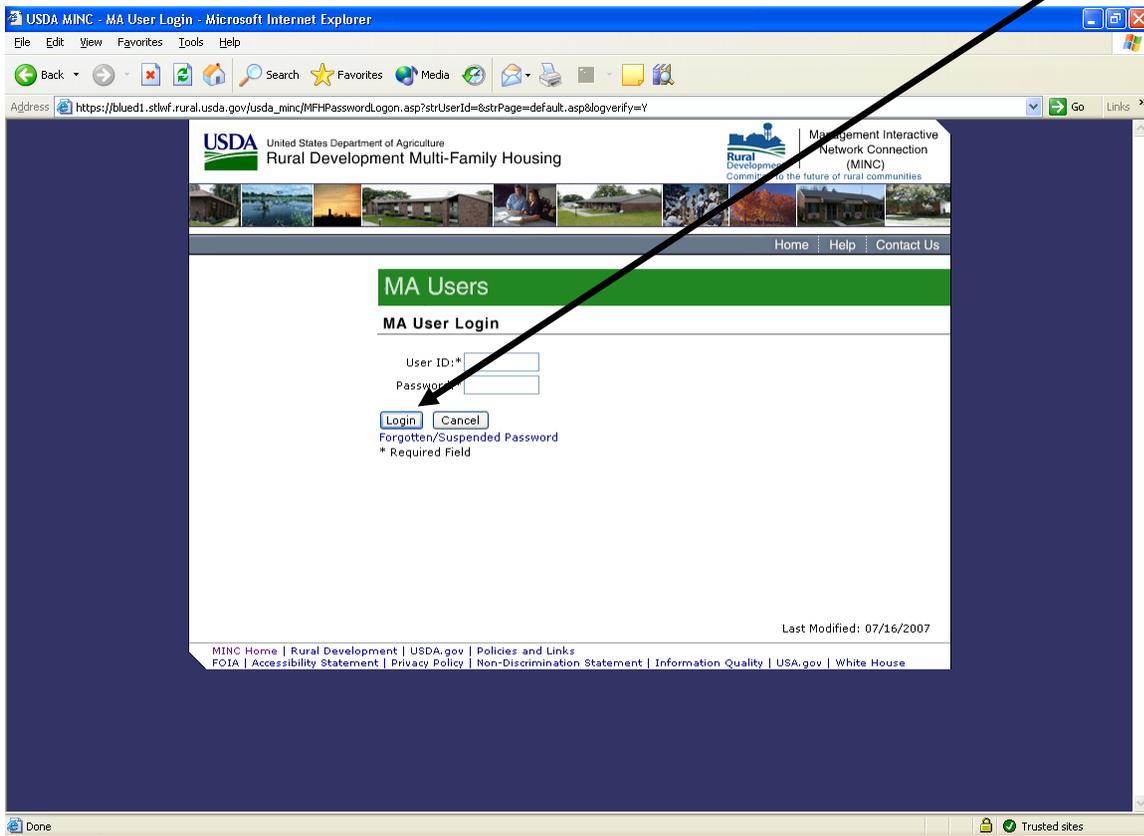


NOTE: If you do NOT have an eAuthentication user ID, you cannot go any further. Click on the Help tab and refer to the documents on eAuthentication for setup instructions, common questions, and how eAuthentication interacts with MINC or refer to Requesting an eAuthentication Login ID.

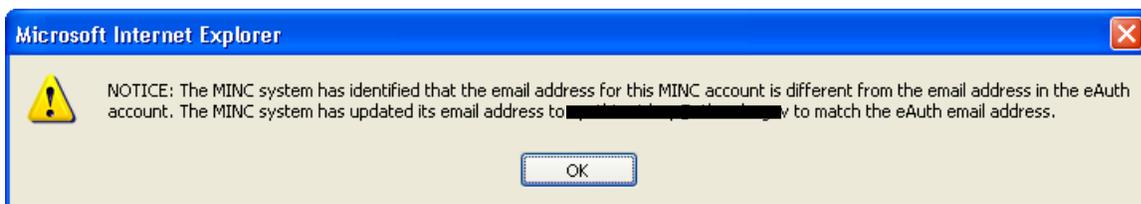
You may restart the login process after you have a Level 2 eAuthentication login ID.

MINC Management Interactive Network Connection

The system displays the MA Users Login page. Enter your MA User ID in the User ID field and your password in the Password field. Then click on the Login button.

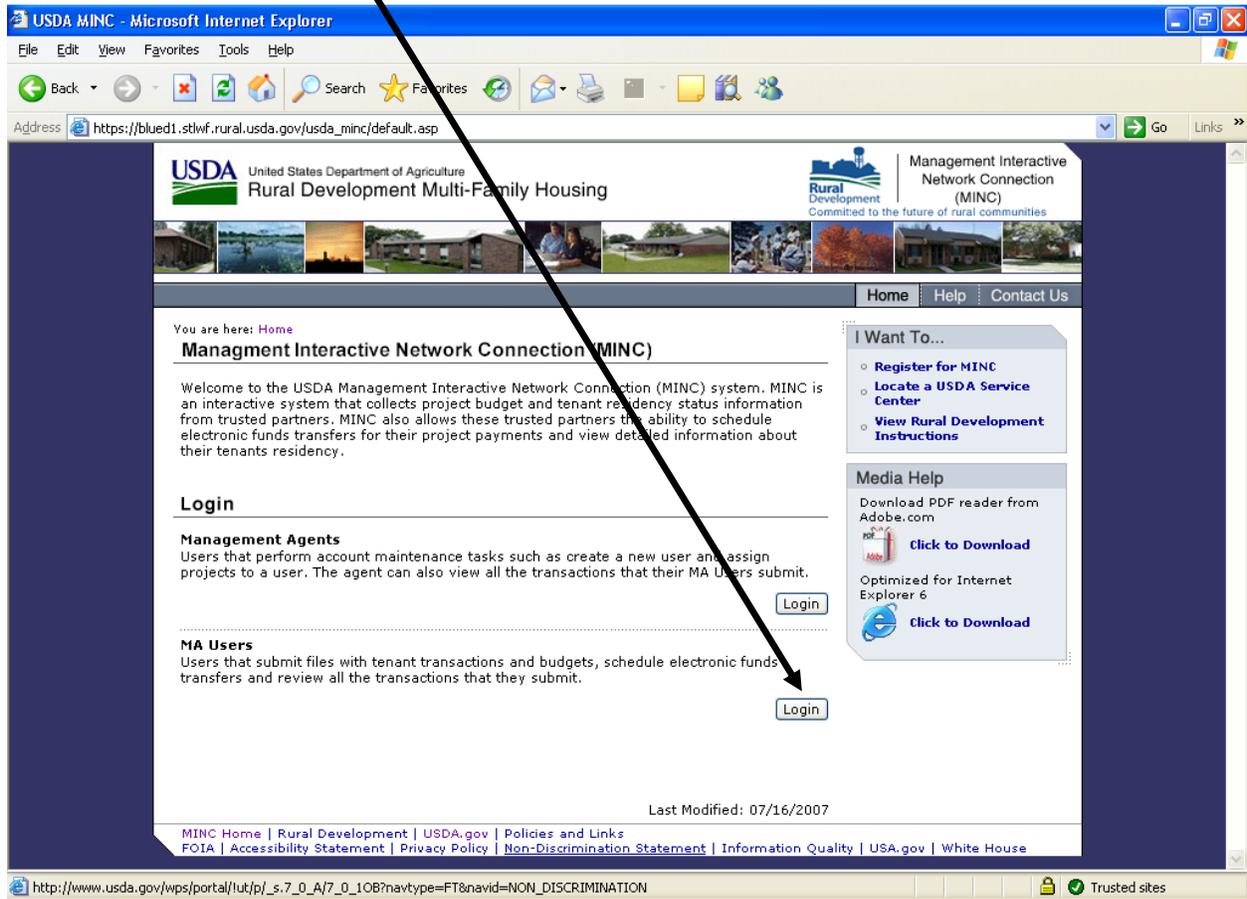


The system displays the following warning message after you successfully login.



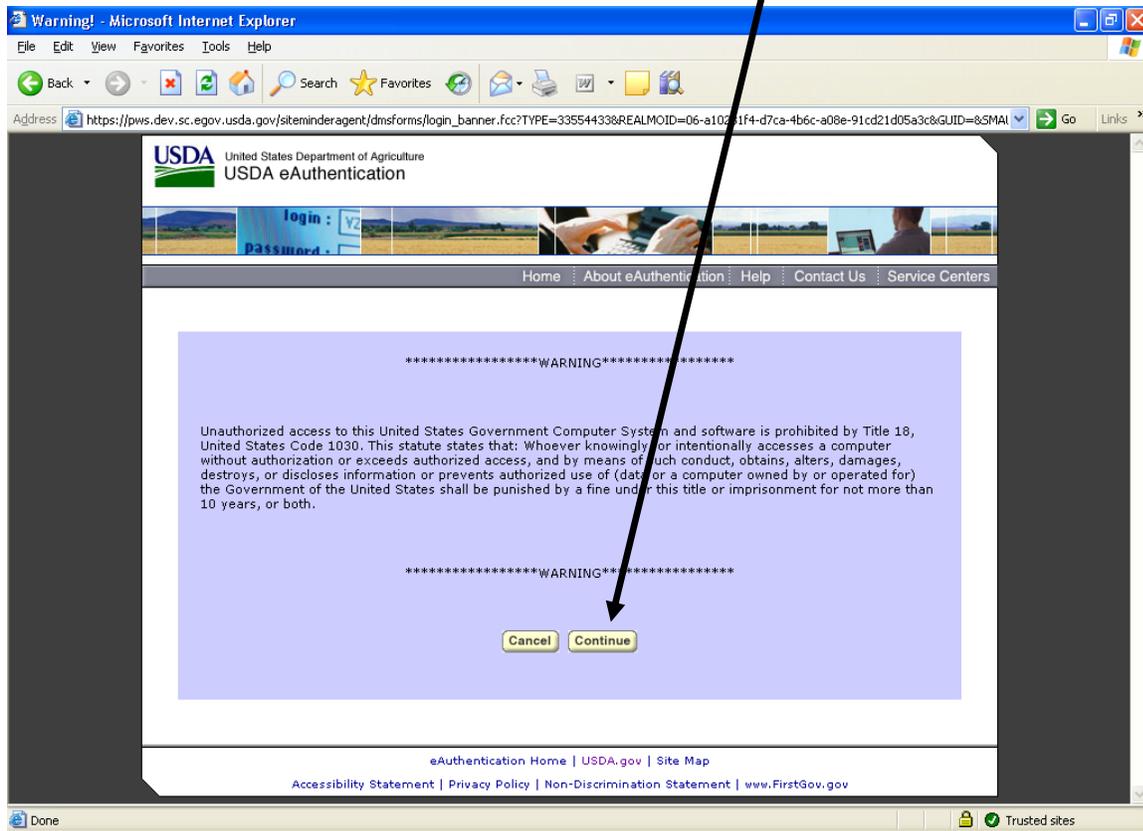
Log in as an MA User

If you have a Level 2 eAuthentication login ID and have associated your MA User ID, access the MINC home page at <https://usdaminc.sc.egov.usda.gov/> and click on the MA Users Login button.

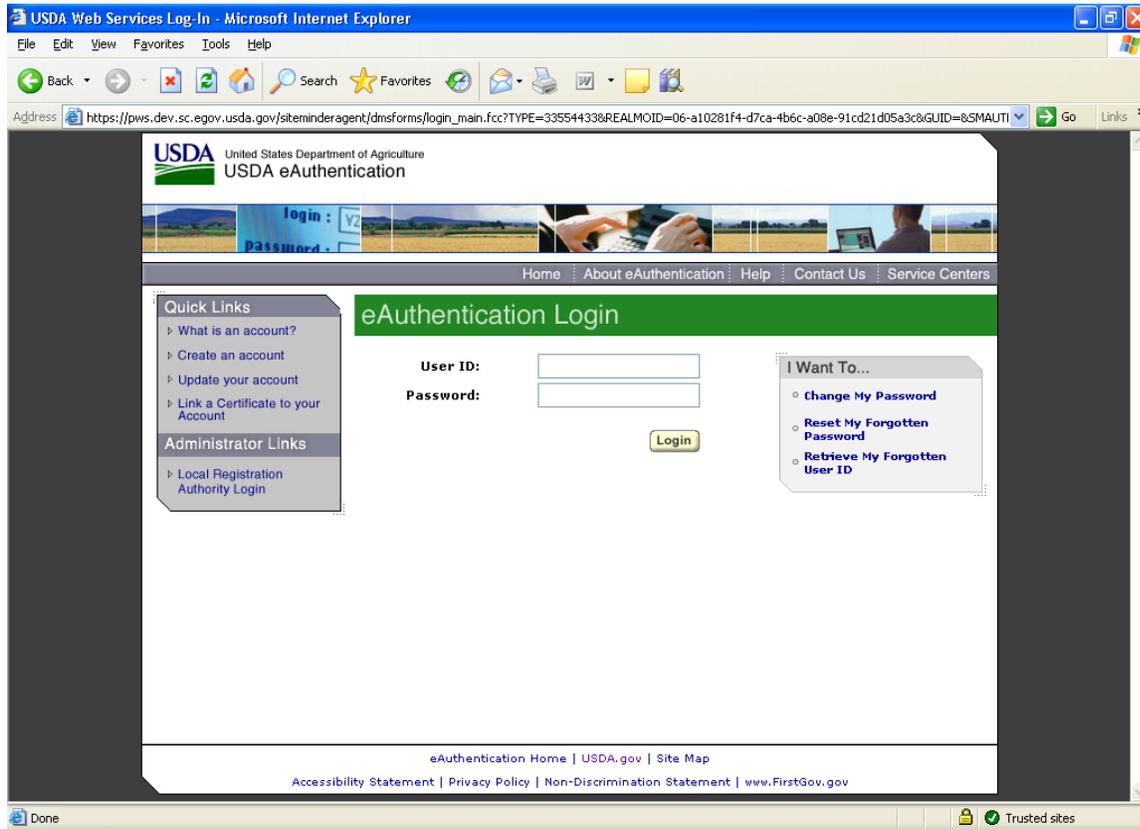


MINC Management Interactive Network Connection

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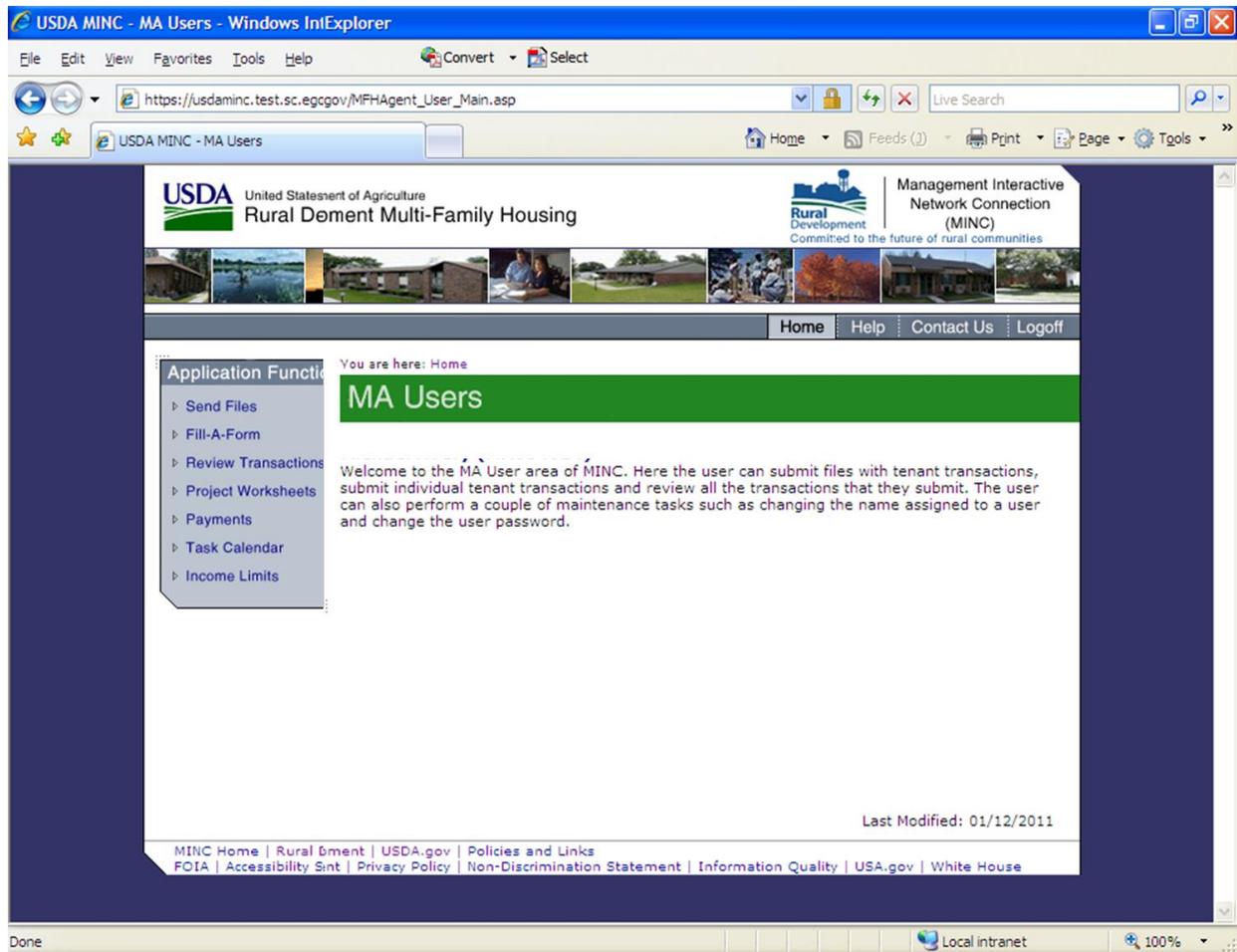
To login to the eAuthentication system, complete the following fields:

- **User ID:** Enter your User ID.
- **Enter Your User Password:** Enter your Password.

After you enter the required User ID and Password, click on the Login button. If you are successful, the system displays the MA Users home page. Refer to the help for the [MA Users Home Page](#) later in this chapter. If you click on Cancel, the system returns to the USDA MINC home page.

MA Users Home Page

From the MA Users home page, the user can submit files with budget and tenant transactions, submit individual budget and tenant transactions and review all the transactions that they submit. The Application Function area of the page contains links to Send Files, Fill-A-Form, Review Transactions, Project Worksheets, Payments, and New Borrower ID's. The Navigation Bar in the upper right corner contains additional links to Home, Help, Contact Us, and Logoff.



Application Functions

- **Send Files**: Use this link to send files to USDA. For more information on this functionality, refer to the help for [Send Files](#).
- **Fill-A-Form**: Use this link to send or remove project budgets and/or tenant certifications. For more information on this functionality, refer to the help for [Fill-a-Form](#).
- **Review Transactions**: Use this link to review and/or correct transactions that were previously submitted. For more information on this functionality, refer to the help for [Review Transactions](#).
- **Project Worksheets**: Use this link to review project worksheets for projects within your user authority. For more information on this functionality, refer to the help for [Project Worksheets](#).
- **Payments**: Use this link to submit staged payments for projects within your user authority. For more information, refer to the help for [Payments](#).
- **Task Calendar**: Use this link to view Supervisory Activities, Tenant Certifications, and/or Project Findings for a single project or All projects, with a current status of Due and/or Overdue or within a specified date range. For more information, refer to the help for [Task Calendar](#).
- **Income Limits**: Use this link to view county income limits. County income limits are displayed for Very Low, Low, and Moderate income levels for households of 1-8+ total members. For more information, refer to the help for [Income Limits](#).

Navigation Bar Functions

- **Home**: This link is displayed any time the system operates within the Management Agents functionality. Use this link to return to the MINC home page.
- **Help**: Displays general MINC help with access to common questions, contact information, and other information and help documents.
- **Contact Us**: The page contains information on contacting the Rural Development Help Desk and an email link to USDA St. Louis. To exit this page, click on one of the links elsewhere on the page.
- **Logoff**: Use this link to log off from the Management Agents area of the MINC system. If you click on this link, the system displays the USDA MINC home page.