



## Management Interactive Network Connection (MINC) Management Agents New User Help

### Management Agents User Projects Help

This document provides a high level overview of the New User functionality in the Management Agents area of the USDA Management Interactive Network Connection (MINC) system.

To access this function, click on the New User link in the Application Functions area the Management Agents web page.

## MINC Management Interactive Network Connection

- ▶ **New User:** Use this link to set up the MA User ID for your agency or Service Bureau if you are using one. If you click on this link the system displays the User ID Request webpage.

The screenshot shows the 'User ID Request' page in the MINC system. The page is titled 'New Users' and 'User ID Request'. It contains the following fields and options:

- Management Agent Name: \_\_\_\_\_
- Management Agent TaxID: \_\_\_\_\_
- Online Payment Approval:  (Allows the MAUser to APPROVE project worksheets payments when it is checked.)
- Desired User Password\*:
- Confirm User Password\*:  (Password Requirements)

Buttons: Submit, Cancel

\* Required Field

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Complete the User ID Request page with the new user data. All fields containing an asterisk (\*) must be completed to accomplish this process. The following information is displayed on this page:

**Management Agent Name:** The management agent's name is displayed and cannot be changed.

**Management Agent TaxID:** The management agent's Tax ID is displayed and cannot be changed.

**Online Payment Approval:** If a check mark (√) appears in this box, the MA user you establish is allowed to approve project worksheets. If no check mark appears in this box, the MA user you establish is not allowed to approve project worksheets.

**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. To withdraw authorization, deselect the applicable checkbox.

**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.

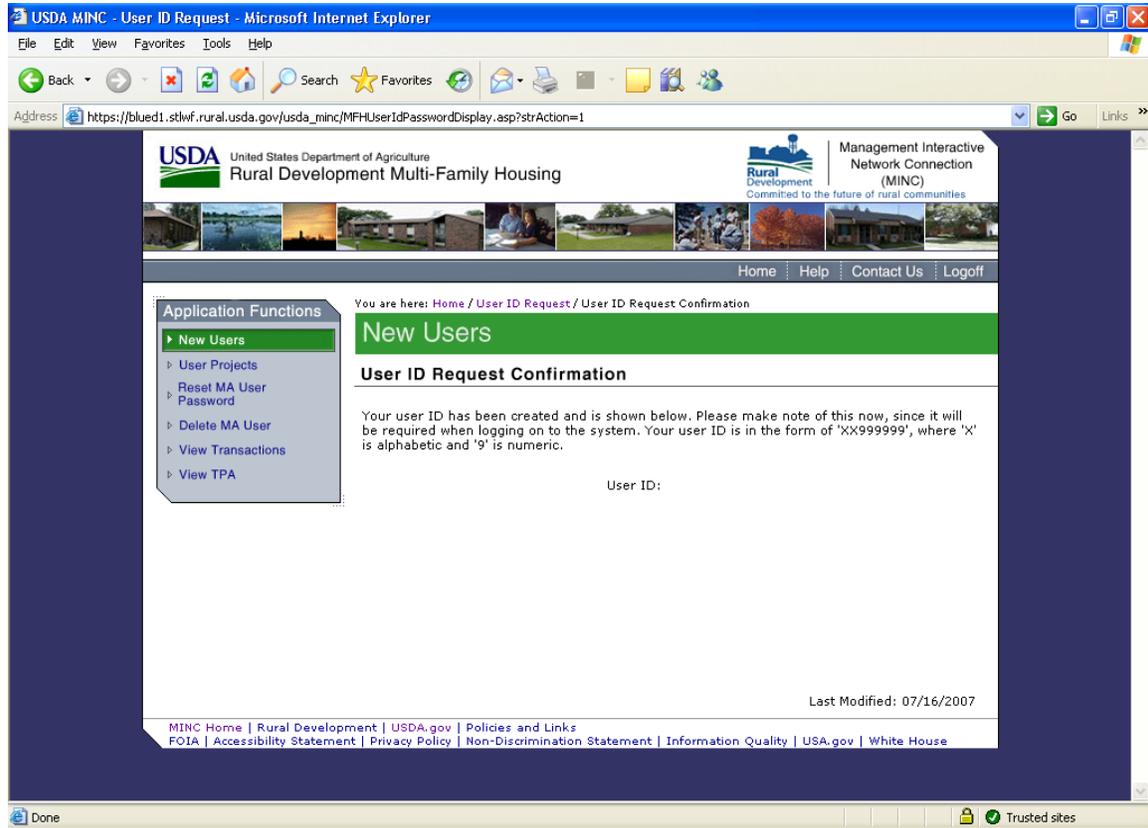
**Desired User Password:** Enter the Desired User Password for this user ID. The new password you create follows the same rules as the password for your eAuthentication User ID. For the password requirements, click on the (Password Requirements) link displayed on the User ID Request webpage.

**Confirm User Password:** Confirm the password you entered in the previous step. It must be EXACTLY the same as entered in the Desired User Password.

When all steps are completed, click on the Submit button or Cancel to return to the Management Agents window.

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After you submit the User ID Request page, a MINC User ID is generated beginning with "MA." The system displays the User ID Request Confirmation window. The User ID is displayed in the center of the page.



On rare occasions the system is unable to generate a unique number. When this happens, the system displays a message that says: **“MA User could not be created. Please try again.”** In the unlikely event this situation occurs, restart the process to create a new MA user ID.

After the User ID Request is confirmed, it is time to associate the user with projects. Refer to the help document on [User Projects](#) for assistance.