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Management Agents Overview Help

This document provides a high level overview of the Management Agents functionality in the USDA Management Interactive Network Connection (MINC) system. It briefly describes the capabilities provided for Management Agent users including Management Agent Maintenance and Viewing Transactions and the Trading Partner Agreement.

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

Management Agents Login: To access the Management Agents function, click on the Management Agents Login button from the MINC home page.

USDA MINC - Microsoft Internet Explorer

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Address https://blued1.stlwf.rural.usda.gov/usda_minc/default.asp Go Links

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

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

Home Help Contact Us

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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](#)

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](#)

I Want To...

- [Register for MINC](#)
- [Locate a USDA Service Center](#)
- [View Rural Development Instructions](#)

Media Help

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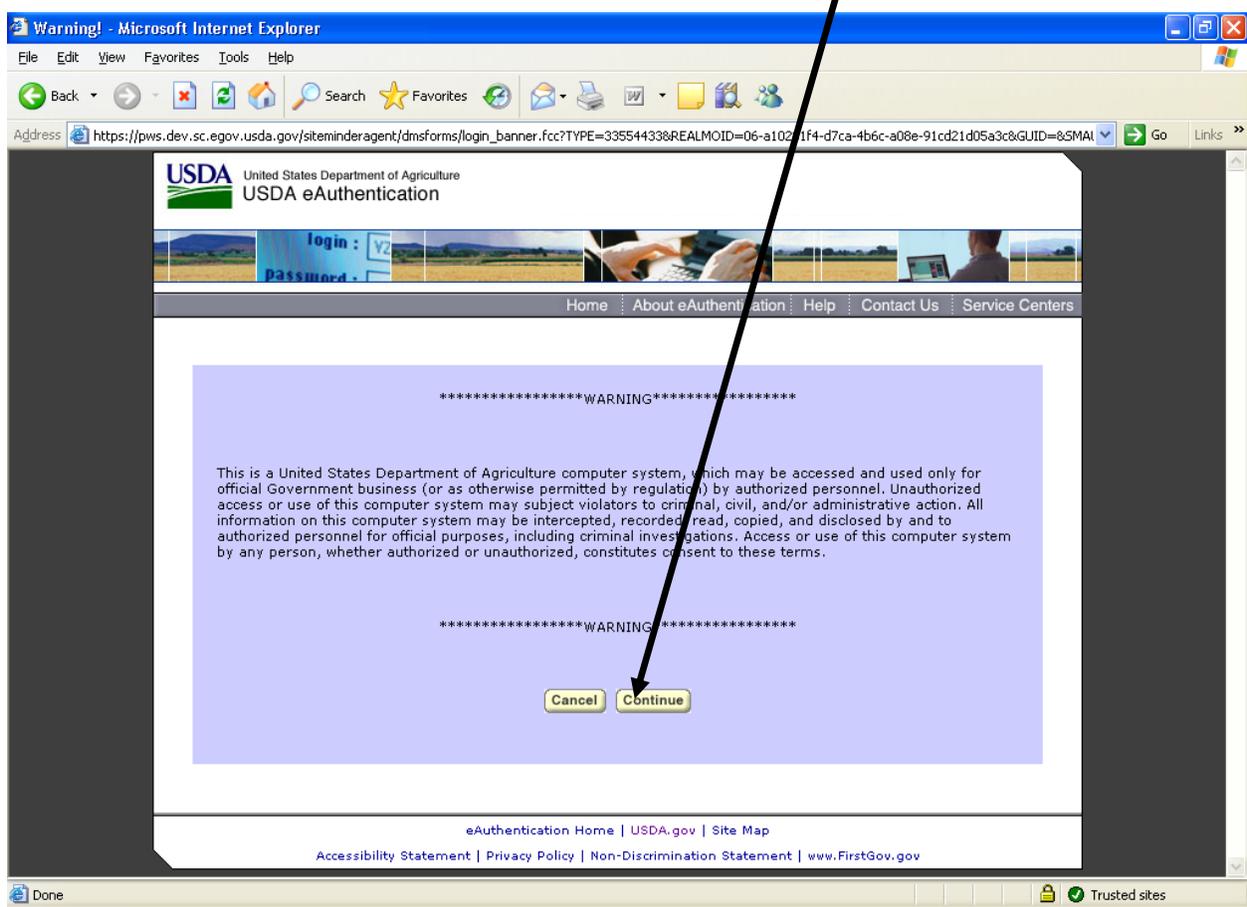
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Optimized for Internet Explorer 6

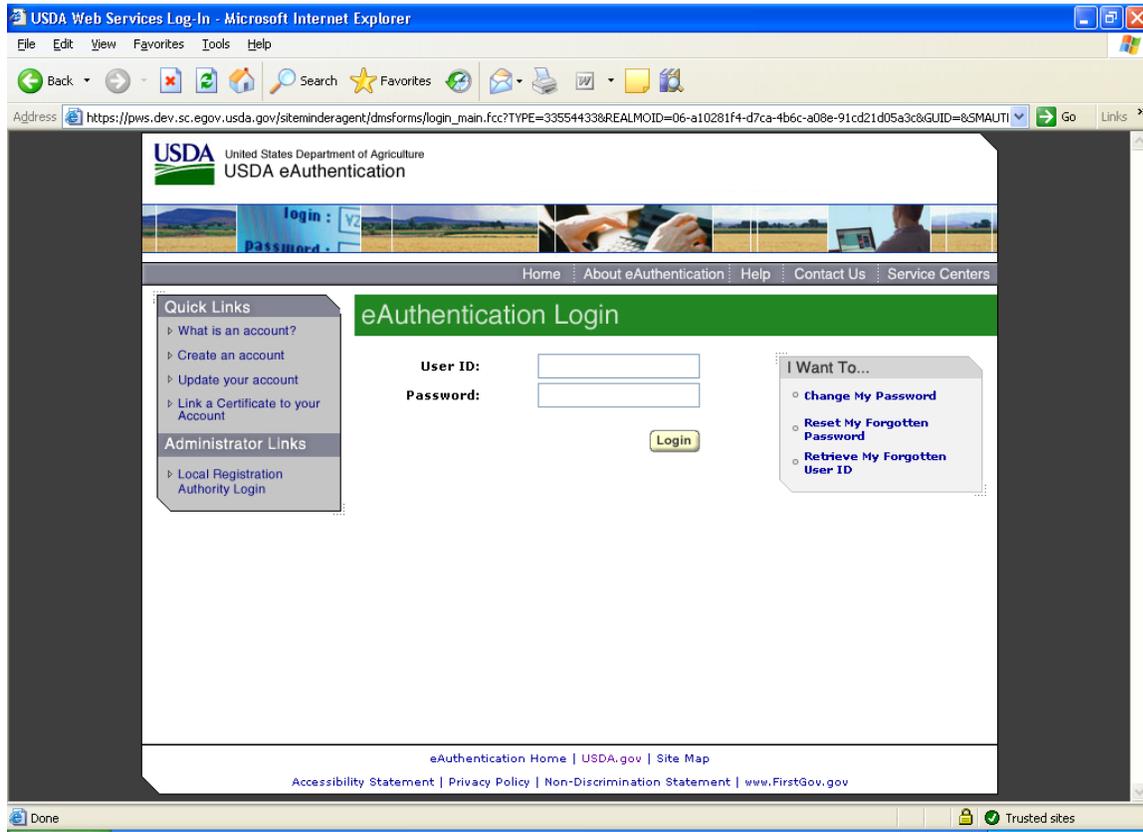
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Trusted sites

After you select the Management Agents 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.



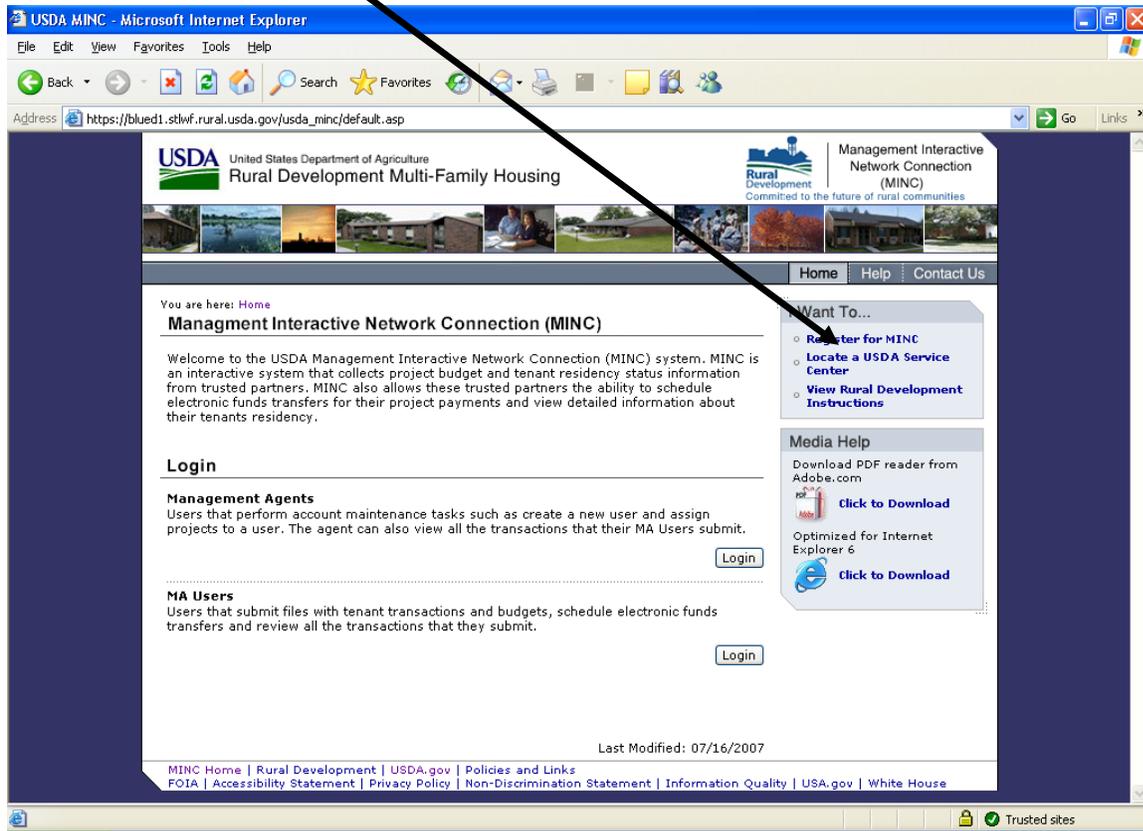
To login to the eAuthentication system, complete the following fields:

- **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 Management Agents page. Refer to the help for the [Management Agents Home Page](#) later in this chapter.

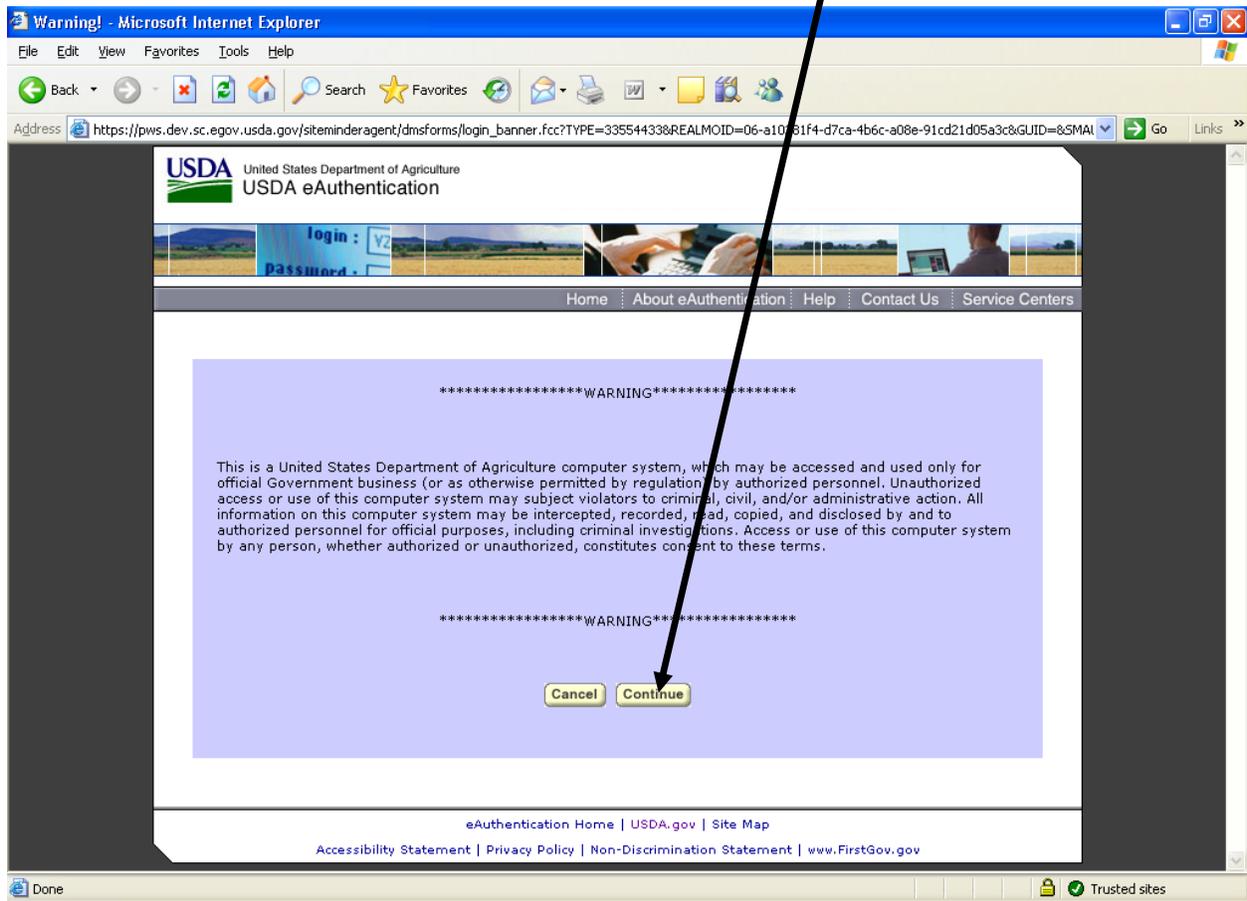
Request an eAuthentication Login ID

If you do not have an eAuthentication Login ID and have not contacted Rural Development to request a MINC ID, you need to register for an eAuthentication Login. The MINC home page provides assistance for accessing the main eAuthentication window. To be redirected to the main eAuthentication window, access the MINC home page at <https://usdaminc.sc.egov.usda.gov/> and choose Register for MINC in the top right selection bar.

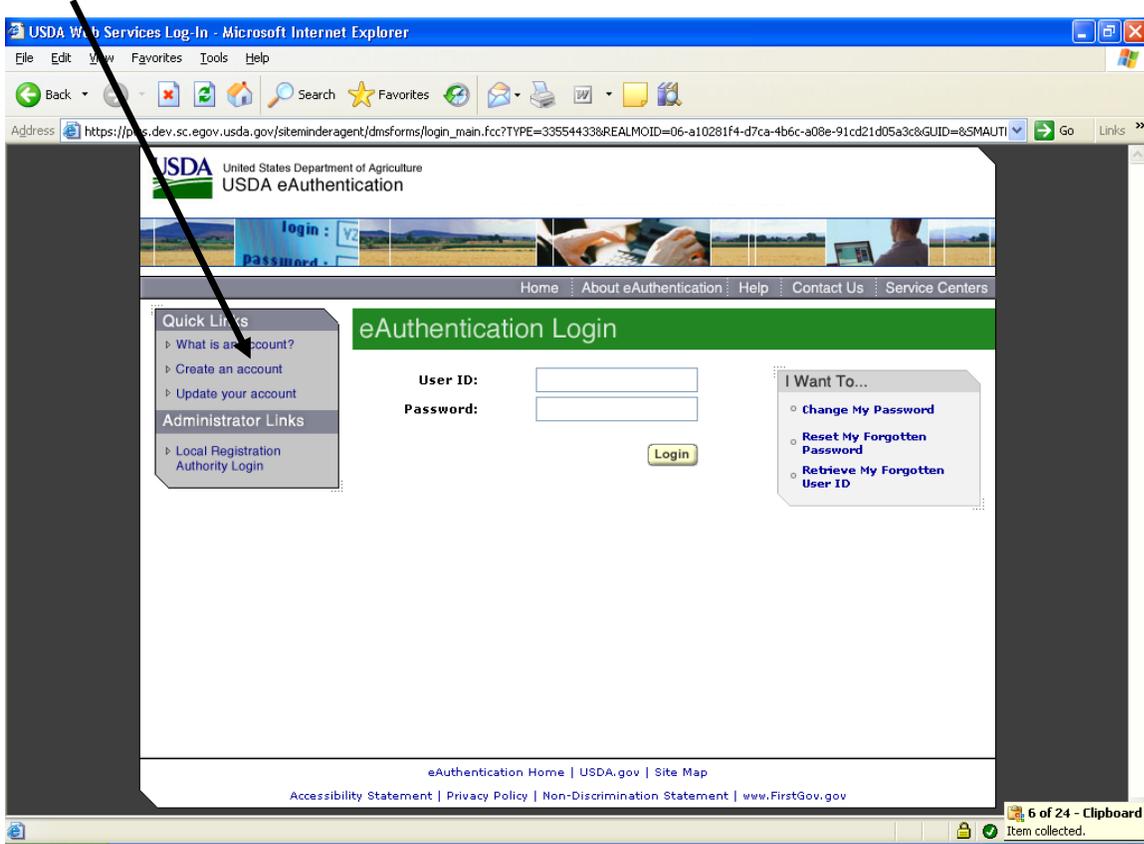


MINC Management Interactive Network Connection

After you select the Management Agents 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.

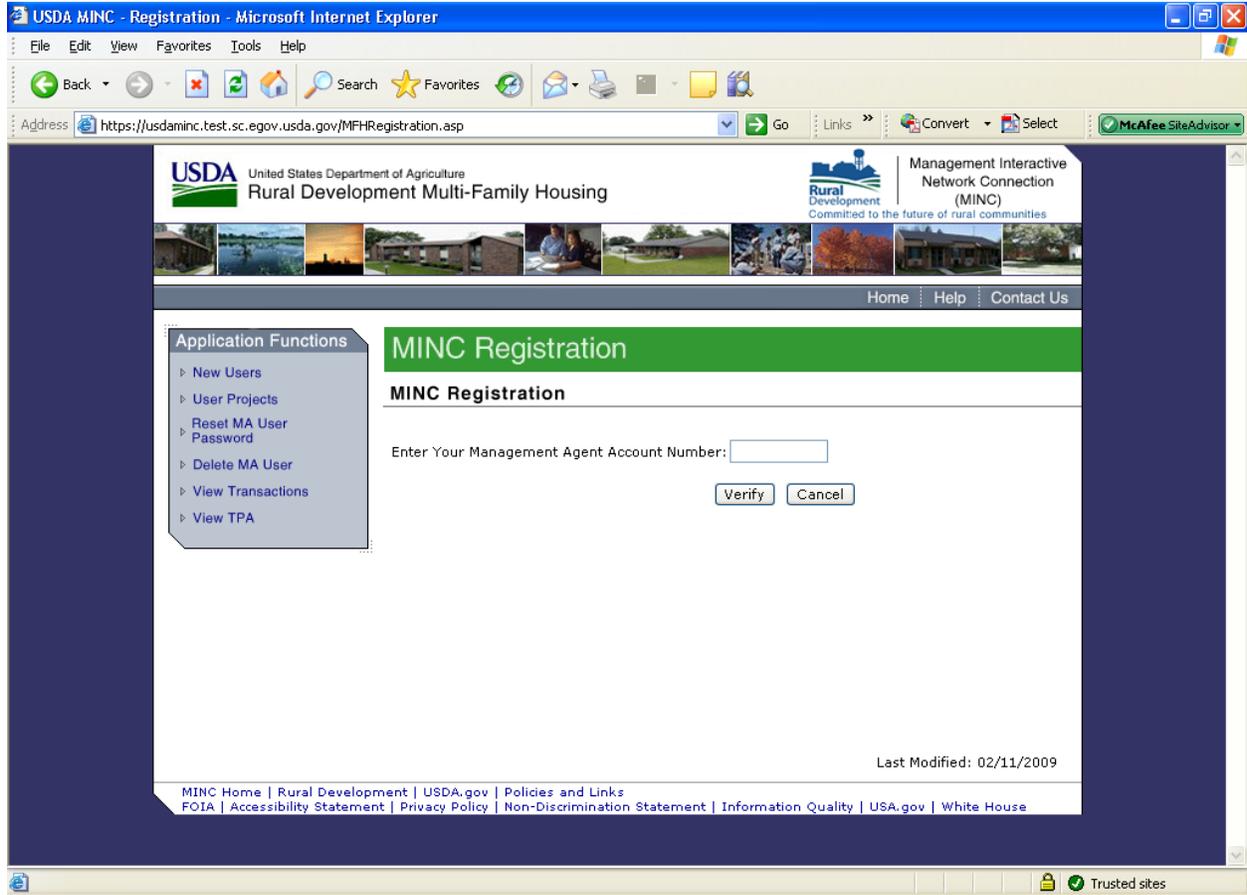


The system displays the eAuthentication Login window. Click on the Create an Account link.



Follow the instructions provided on the “Create an Account” eAuthentication page. When you receive a Level 2 eAuthentication Login ID, you may restart the Register for MINC ID process.

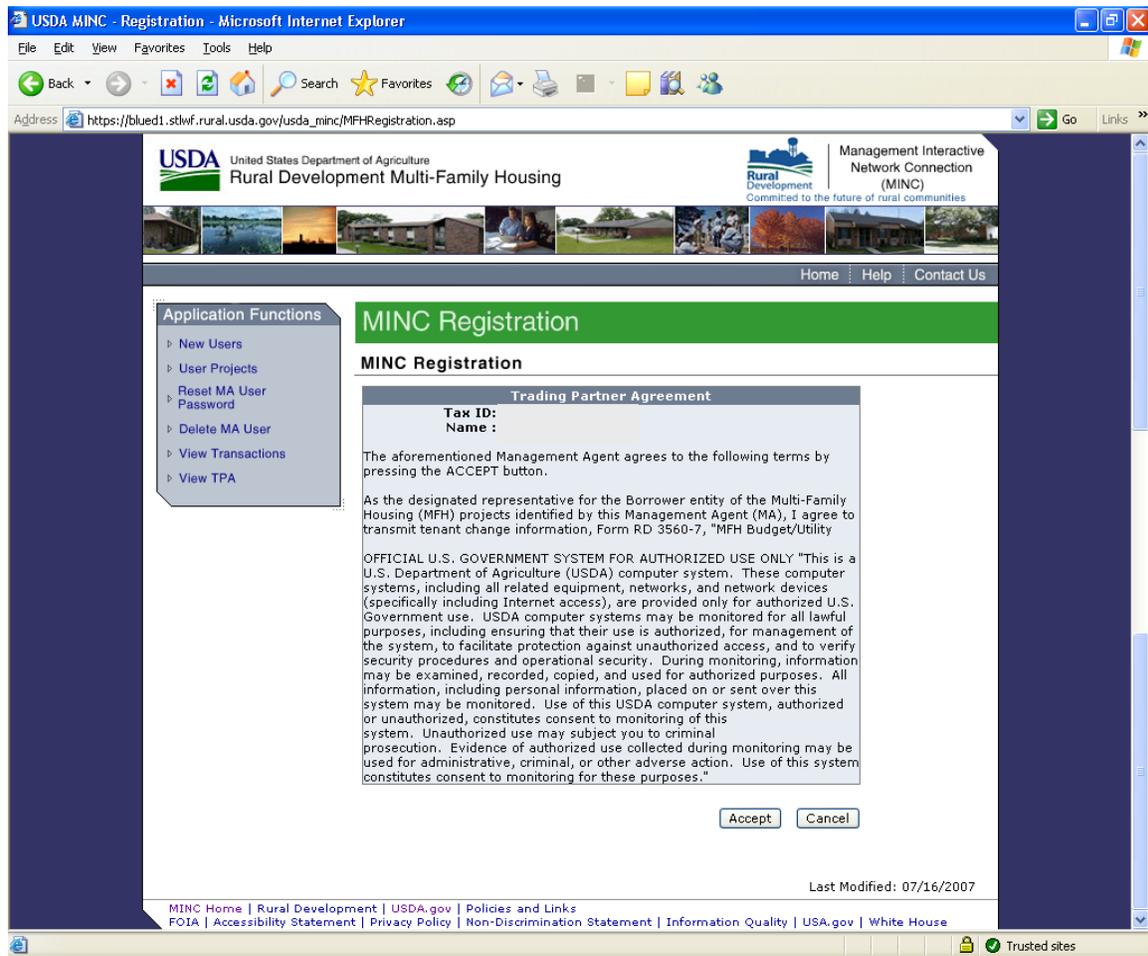
Register for MINC: Use this link to complete the MINC Registration process or to confirm that you previously completed the registration process. The system displays a MINC Registration page that allows you to enter your 9-digit Account Number. After you enter your Account Number, click on Verify or Cancel. If you click on Cancel, you are returned to the MINC Home Page.



If you click on Verify and the system does not recognize the Account Number that you enter, the system returns a message indicating that you are not a recognized user. Verify and resubmit your Account Number, or if you received the message in error, contact the telephone number displayed on the 'Contact Us' tab on the main toolbar for assistance.

If you click on Verify and the system recognizes you as a user, and you have previously utilized the system, you receive a confirmation message that indicates that you are a registered user.

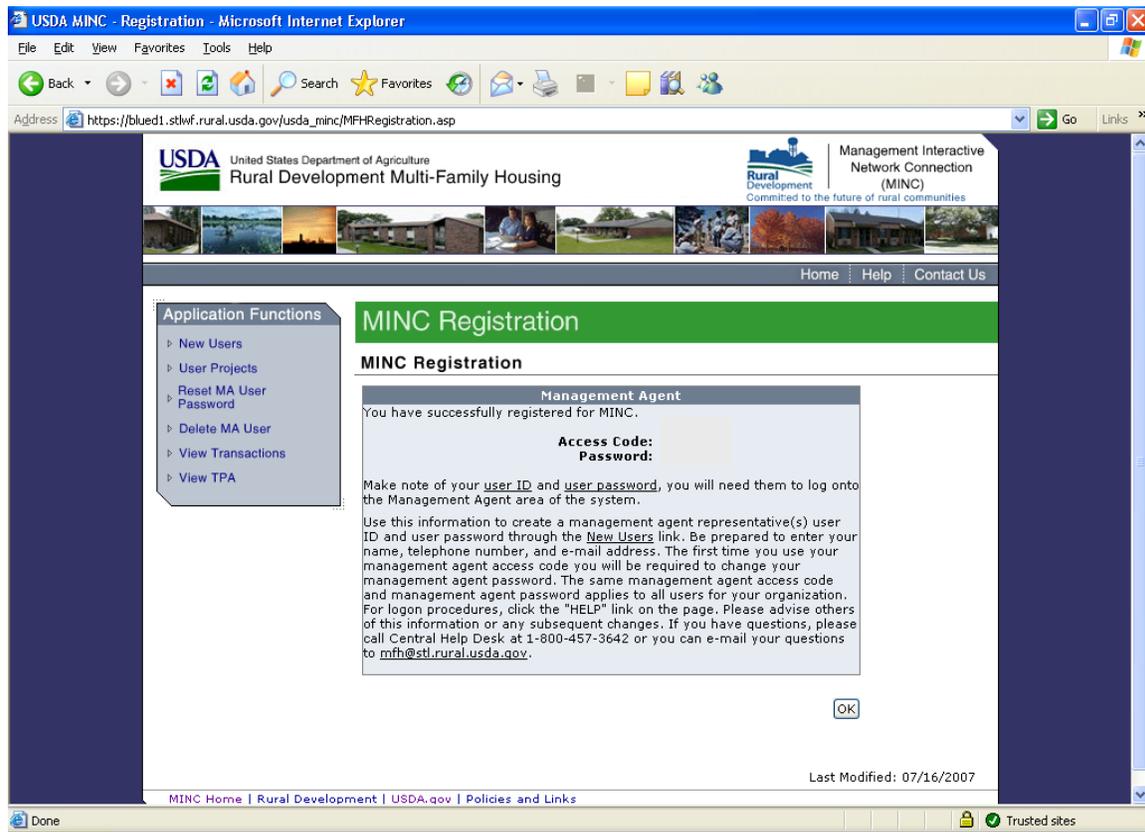
If you click on Verify and the system recognizes you as a user, and you are a first-time user, the system displays the Trading Partner Agreement. Click on the Accept button to accept the Trading Partner Agreement.



The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA MINC Registration page. The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHRegistration.asp. The page header includes the USDA logo and the text "United States Department of Agriculture Rural Development Multi-Family Housing". The main content area is titled "MINC Registration" and features a "Trading Partner Agreement" section. The agreement text reads: "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 3560-7, '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 this 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.'" Below the agreement text are "Accept" and "Cancel" buttons. The footer of the page includes links for "MINC Home", "Rural Development", "USDA.gov", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House". The page was last modified on 07/16/2007.

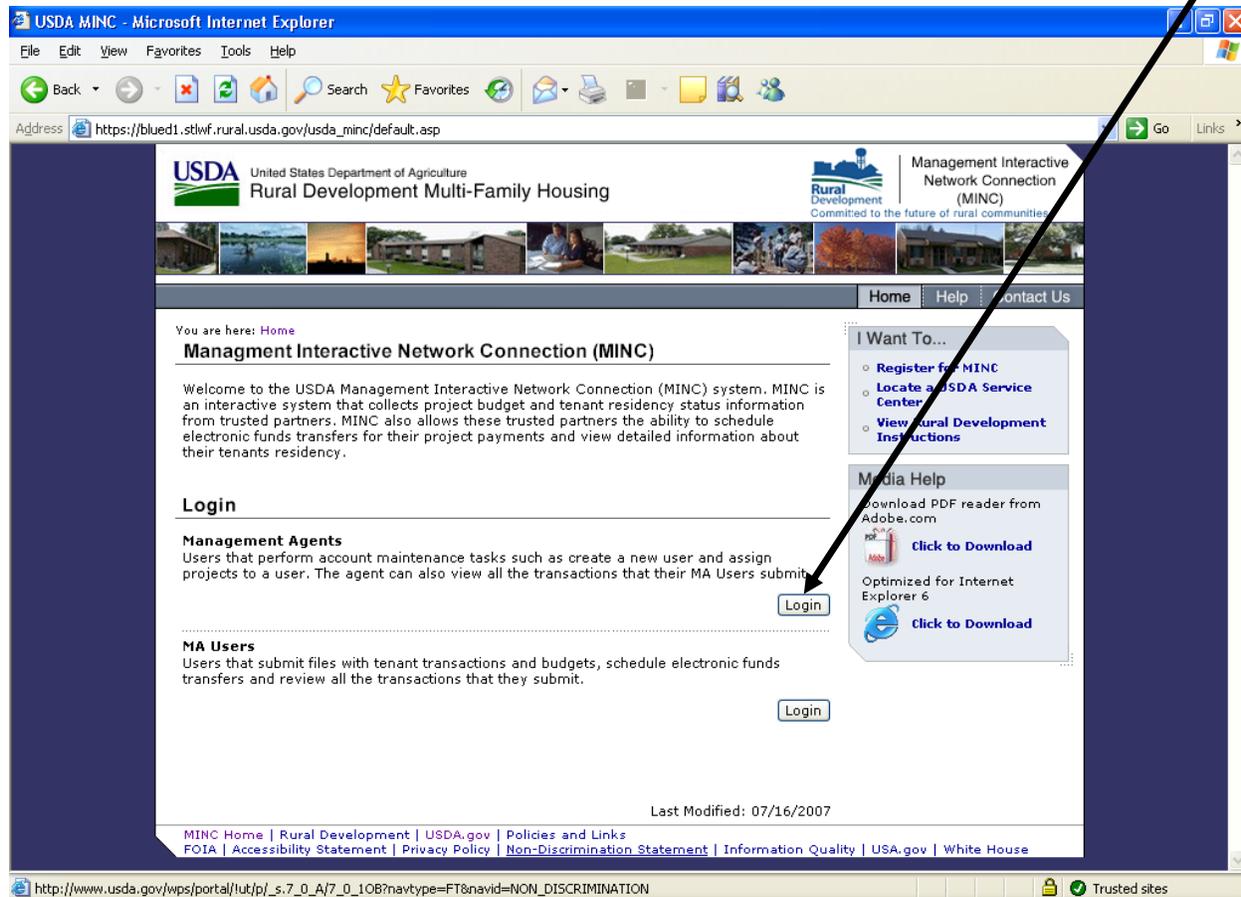
NOTE: The Trading Partner Agreement must be Accepted before you are allowed further access to the MINC system.

After you accept the Trading Partner Agreement, the system displays a message indicating that you have successfully registered for MINC. **Make note of the Access Code (User ID) and password displayed on this page.**



Login 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.

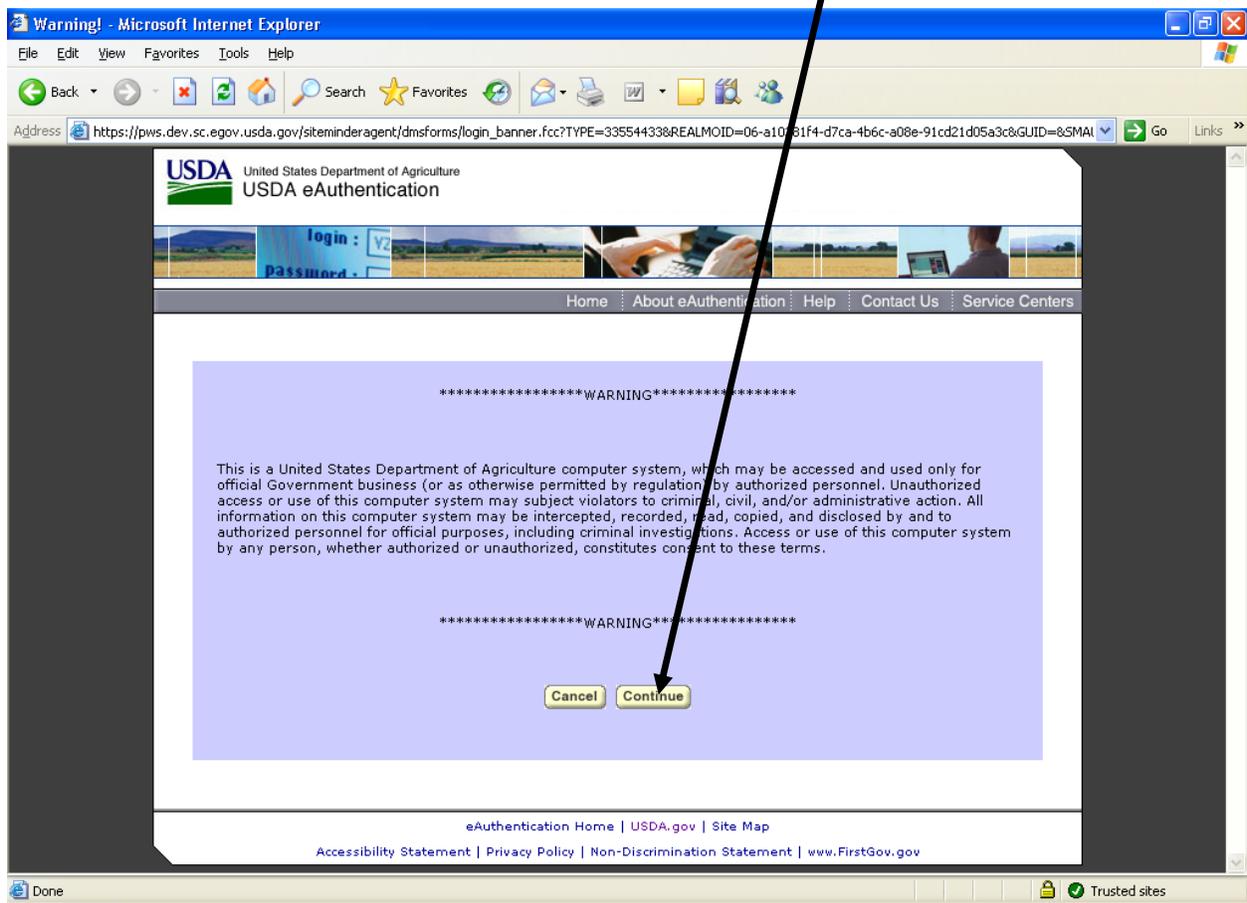


NOTE for FIRST-TIME USERS: You MUST complete the MINC Registration process before you can transmit or exchange information with USDA. The MINC Registration process consists of the following steps:

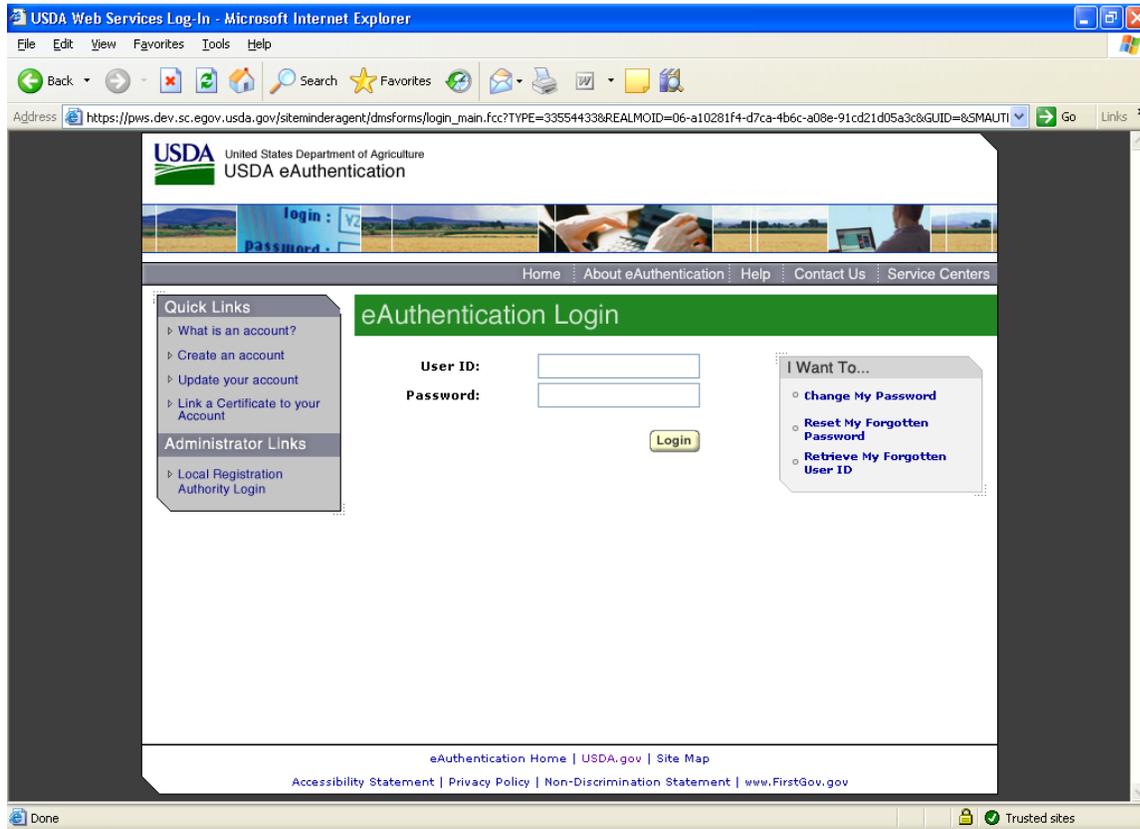
1. Click on the [Register for MINC](#) link on the MINC Home page.
2. Accept the Trading Partner agreement.
3. Receive the system-generated Access Code (User ID) and Password.
4. Log in to the Management Agents area of the MINC using the system-generated Access Code (User ID) and Password.
5. Create and establish management agent representative users Access Codes and Passwords under your authority by using the New Users link.

MINC Management Interactive Network Connection

After you select the Management Agents 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.



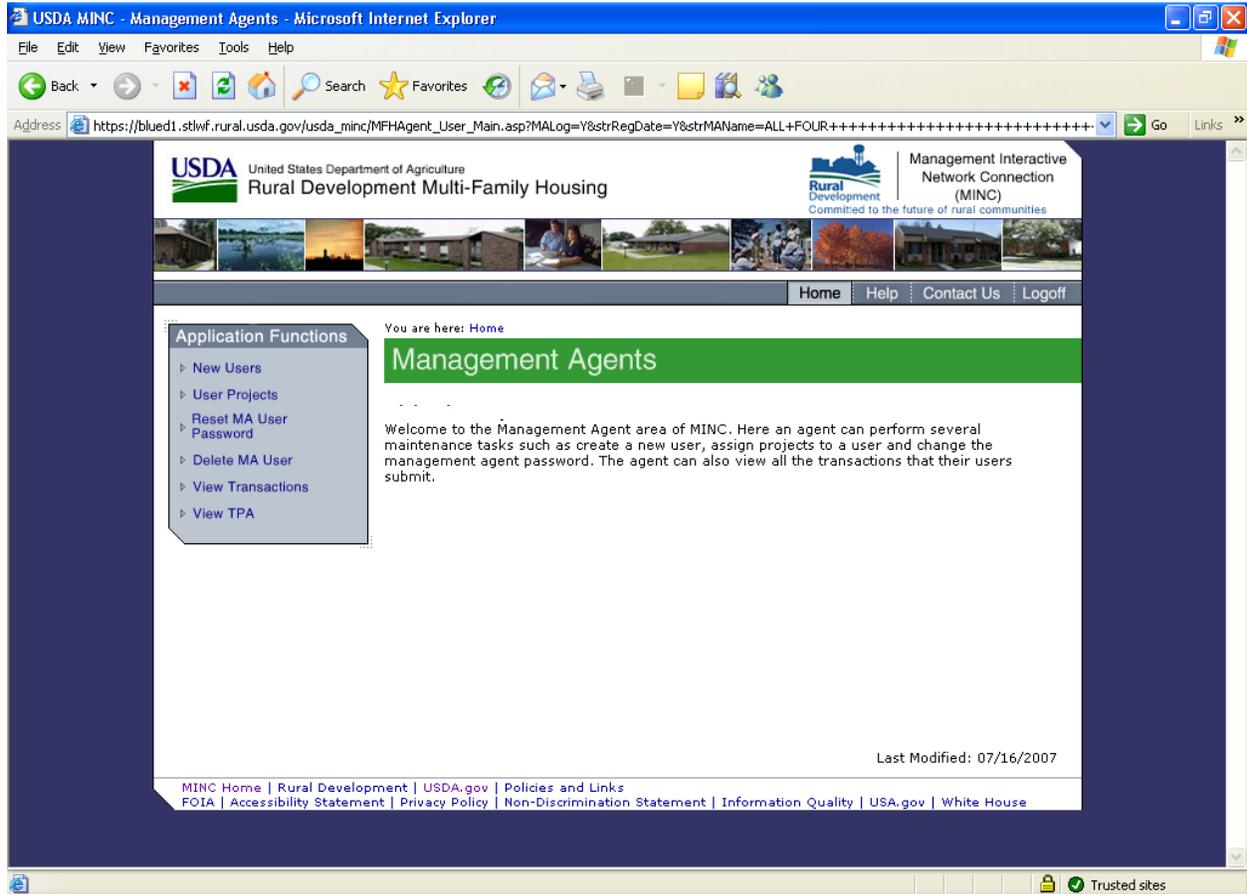
To login to the eAuthentication system, complete the following fields:

- **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 Management Agents home page. Refer to the help for the [Management Agents Home Page](#) later in this chapter.

Management Agents Home Page

From the Management Agents home page, a user can perform several maintenance tasks such as create a new user, assign projects to a user, reset the password of their users, delete obsolete users, and change the management agent password. The agent can also view all the transactions that their users submit and their Trading Partner Agreement (TPA).



The Application Functions area contains additional links to New Users, User Projects, Reset MA User Password, Delete MA User, View Transactions, and View TPA. The Navigation Bar in the upper right corner contains additional links to Home, Help, Contact Us, and Logoff.

Application Functions

- **New Users**: Use this link to create a new MA User within your management agency or service bureau. For more information, refer to [New Users](#) help contained elsewhere.
- **User Projects**: Use this link to assign projects to an MA User within your management agency or service bureau. For more information, refer to the [User Projects](#) help contained elsewhere.
- **Reset MA User Password**: Use this link to create reset the password of an MA User within 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 Management Agent to the MA User.**
- **Delete MA User**: Use this link to delete an obsolete MA User from within your management agency or service bureau. Refer to the help at [Deleting an Obsolete User](#) contained elsewhere.
- **View Transactions**: Use this link 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. For more information, refer to the help for [Management Agent View Transactions](#) Help.
- **View TPA**: Use this link to view the Trading Partner Agreement. For more information, refer to the help for [Management Agent View TPA](#).

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.