Management Interactive Network Connection (MINC) Management Agents Overview Help

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.
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.
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.

**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.
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 the [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.