



Management Interactive Network Connection (MINC) Management Agents User Projects Help

Management Agents User Projects Help

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

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

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- **User Projects:** Use this link to associate the MA users under your management agency with projects that they will service. If you click on this link the system displays the User ID Request webpage.

Before you attempt to associate MA users with projects, make sure that the user ID request for the user you are trying to associate has been confirmed.

When you click on the User Projects link the system displays the User List web page. The User List web page provides the User IDs and all the current MA Users for this Management Agent or Service Bureau that have been approved by USDA.

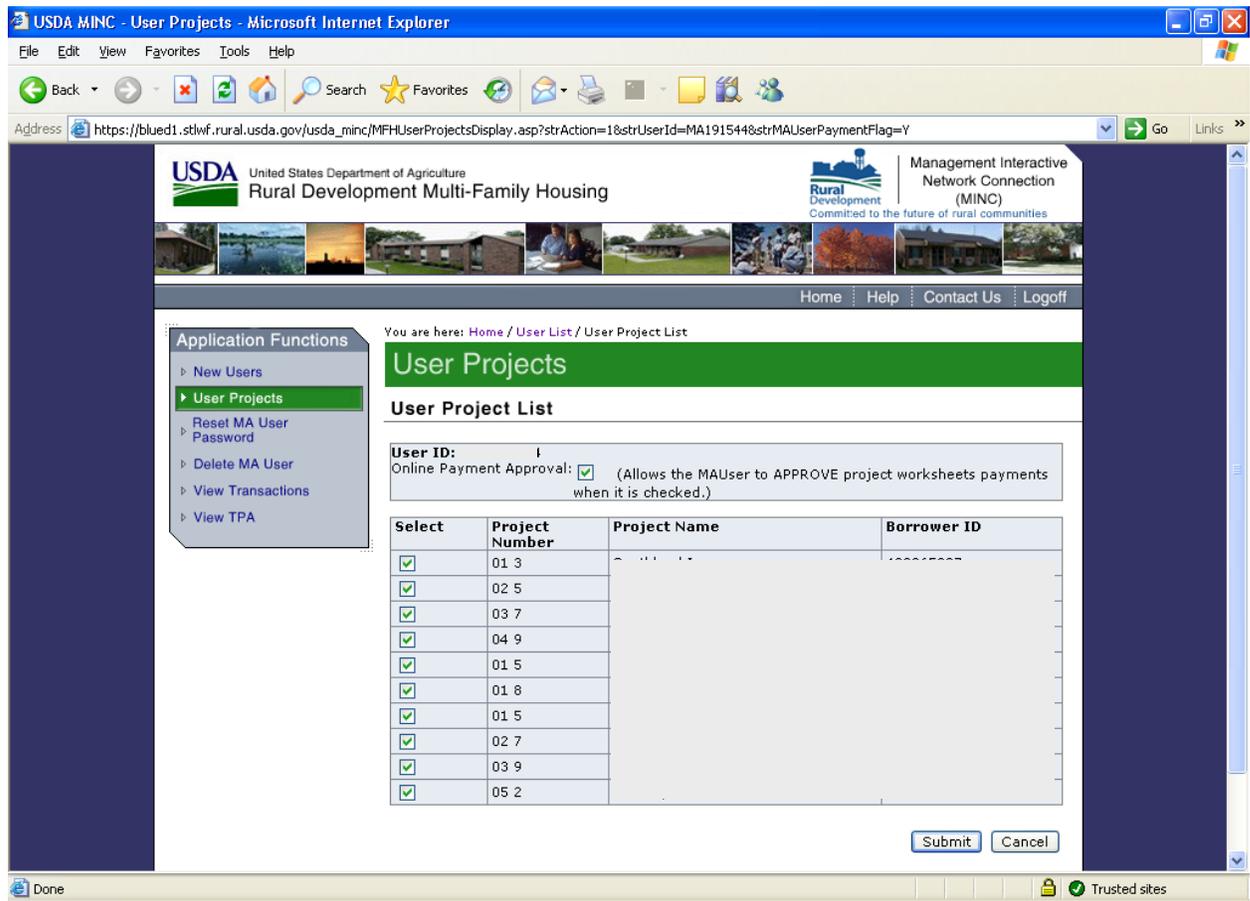
The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA MINC website. The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHLlistUsers.asp?strAction=9&strSource=MA. The page header includes the USDA logo, "United States Department of Agriculture", "Rural Development Multi-Family Housing", and "Management Interactive Network Connection (MINC) Committed to the future of rural communities". A navigation menu contains "Home", "Help", "Contact Us", and "Logoff".

The main content area is titled "User Projects" and "User List". It features a sidebar with "Application Functions" including "New Users", "User Projects", "Reset MA User Password", "Delete MA User", "View Transactions", and "View TPA". The "User List" section contains a table with the heading "Please select a MA User:" and columns for "User Id" and "Name". The table is currently empty. A "Last Modified: 07/16/2007" timestamp is visible at the bottom right of the content area.

The footer contains 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".

To begin associating users to your projects, click on one of the User IDs in the User List.

The system displays the User Project List containing a listing of all projects managed by your agency.



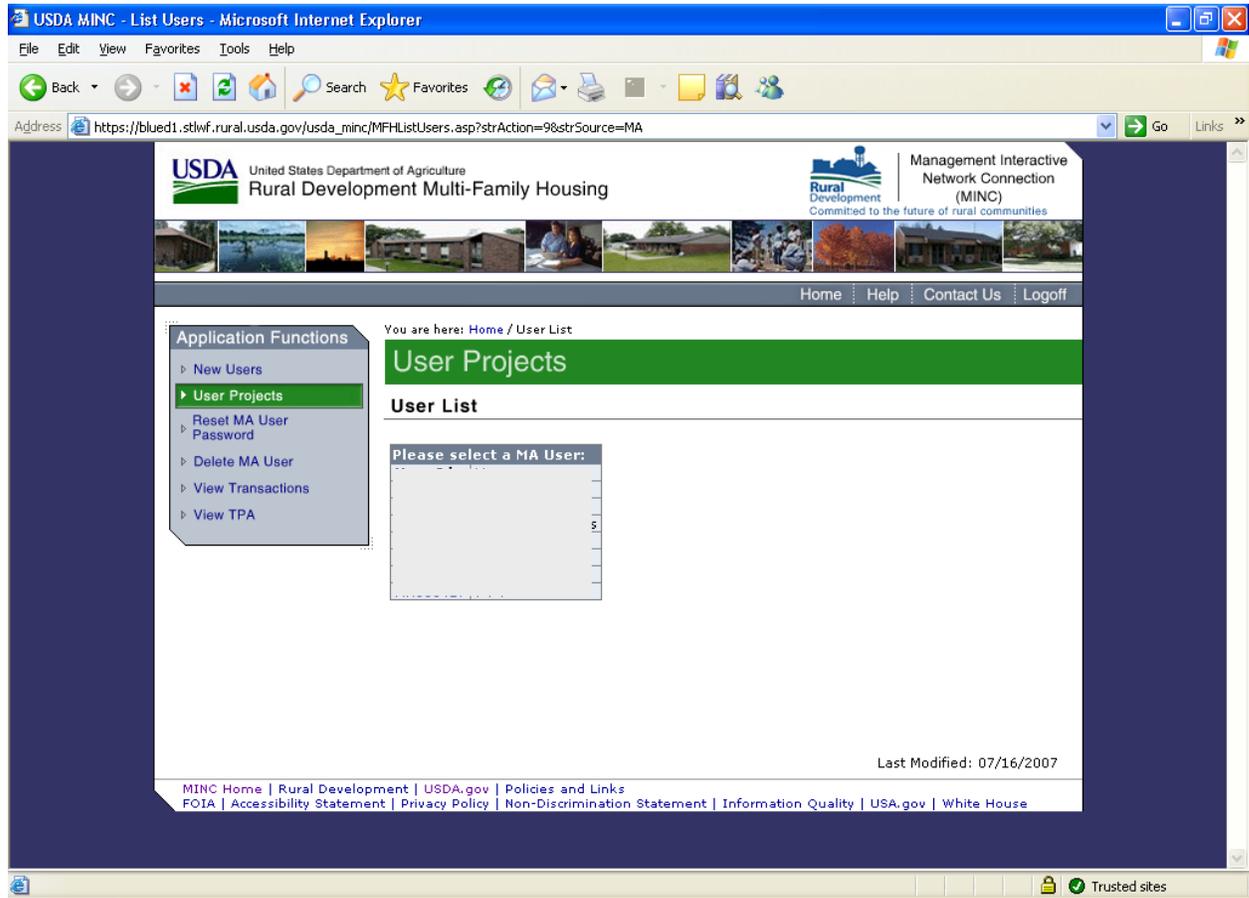
For Management Agent Company users: Note that there is a check mark (✓) in the Online Payment Approval checkbox. This indicates that the user is authorized to approve online payments through Pre-Authorized Debit (PAD) transactions. By default, the user is authorized. Also, note in the Select column that 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.

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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.

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



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.

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 the Logoff link on the upper right toolbar.