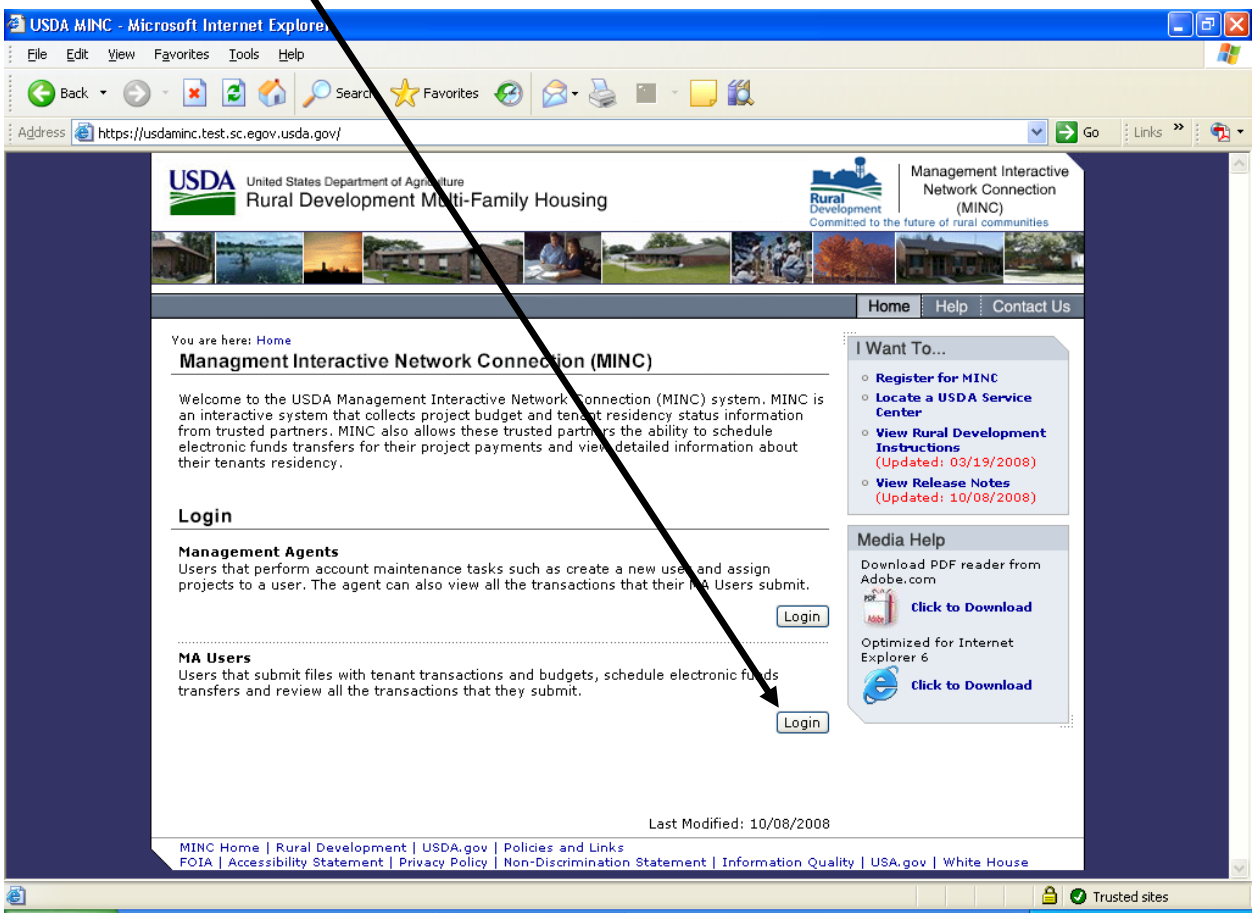
MA Users Overview

This document provides a high level overview of the MA Users function in the MINC system. Within the MA Users function authorized users can submit files with tenant transactions, submit individual tenant transactions, and review all the transactions that they submit.

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

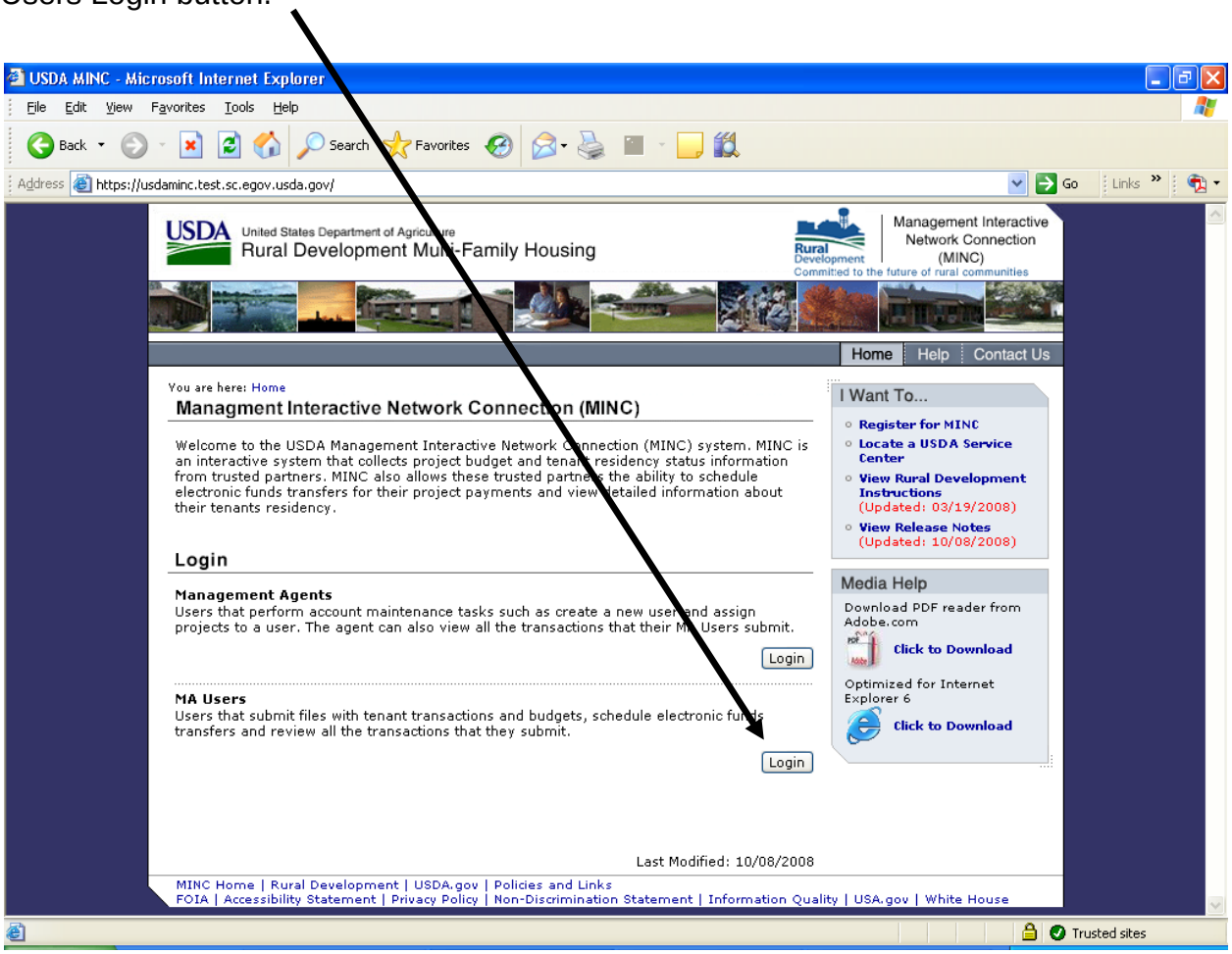


If you have a Level 2 eAuthentication login ID and have never logged onto MINC, please continue to the Associate your MA User ID section.

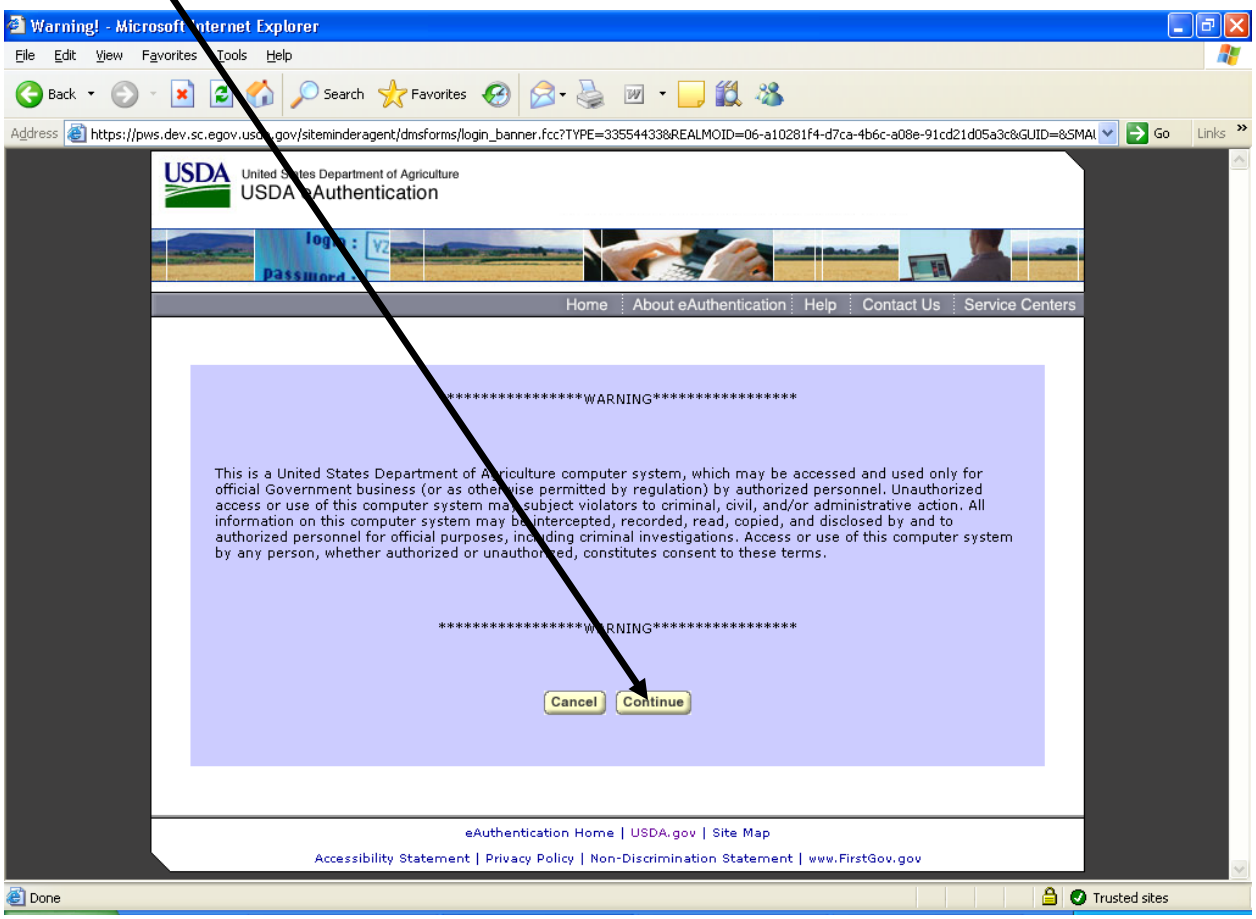
If you have a Level 2 eAuthentication login ID and have associated your MA User ID, please continue to the Logging in as an MA User section.

Associate your MA User ID

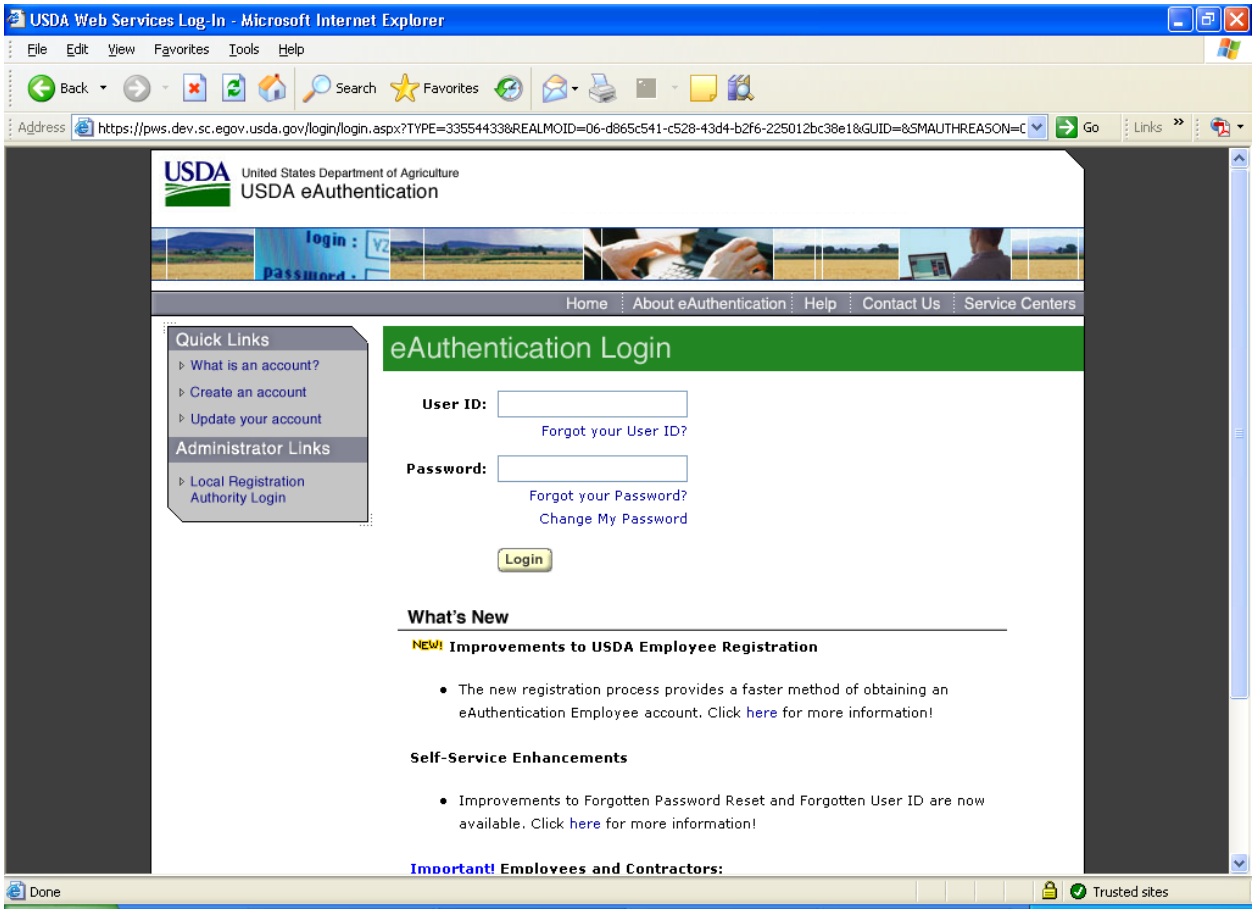
If you have a Level 2 eAuthentication login ID and have never logged onto MINC, access the MINC home page at https://usdaminc.sc.egov.usda.gov/ and click on the MA Users Login button.



The system displays a warning window. Select Continue in the lower center of the window.



The system displays the eAuthentication Login window. If you have an eAuthentication user ID, enter it in the User ID field and enter your password in the Password field. Then, click on the Login button.

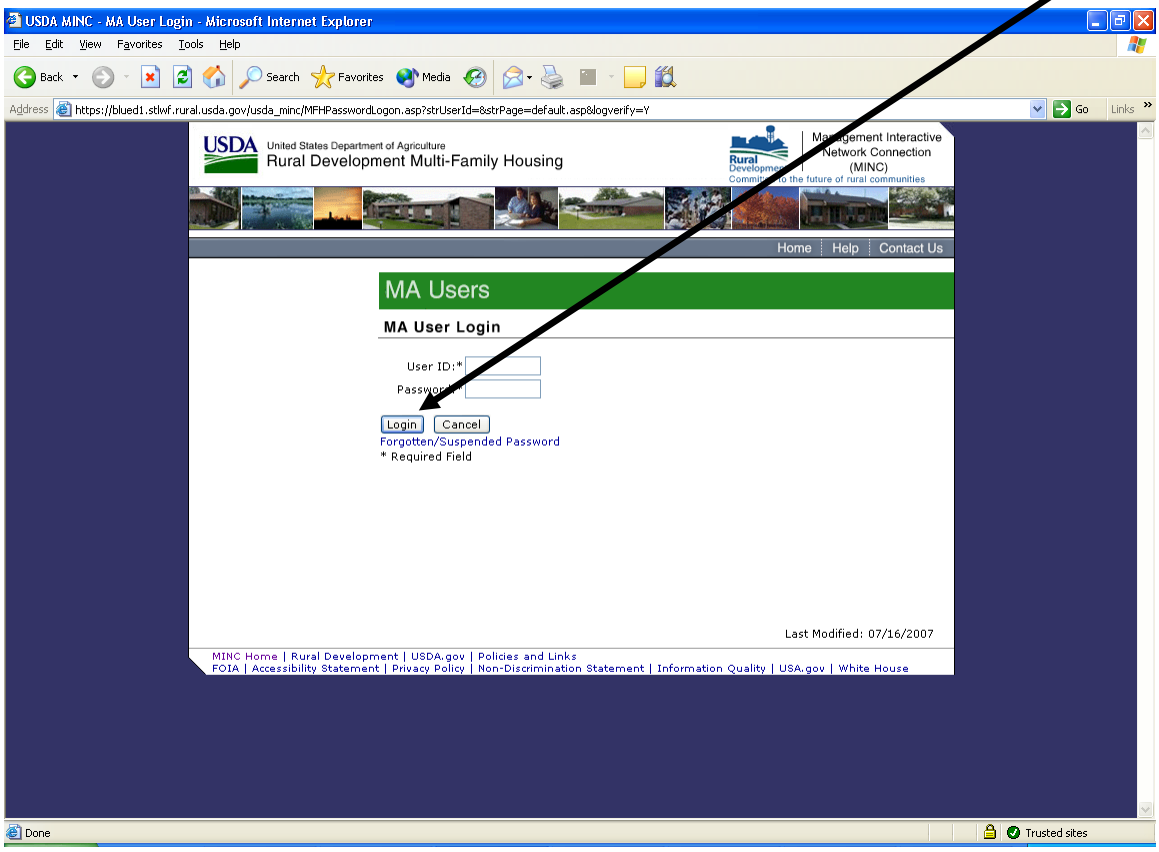


The system displays a warning message informing you that you must associate your eAuthentication user ID to your MA User account. To continue, click on the OK button in the warning message.

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.

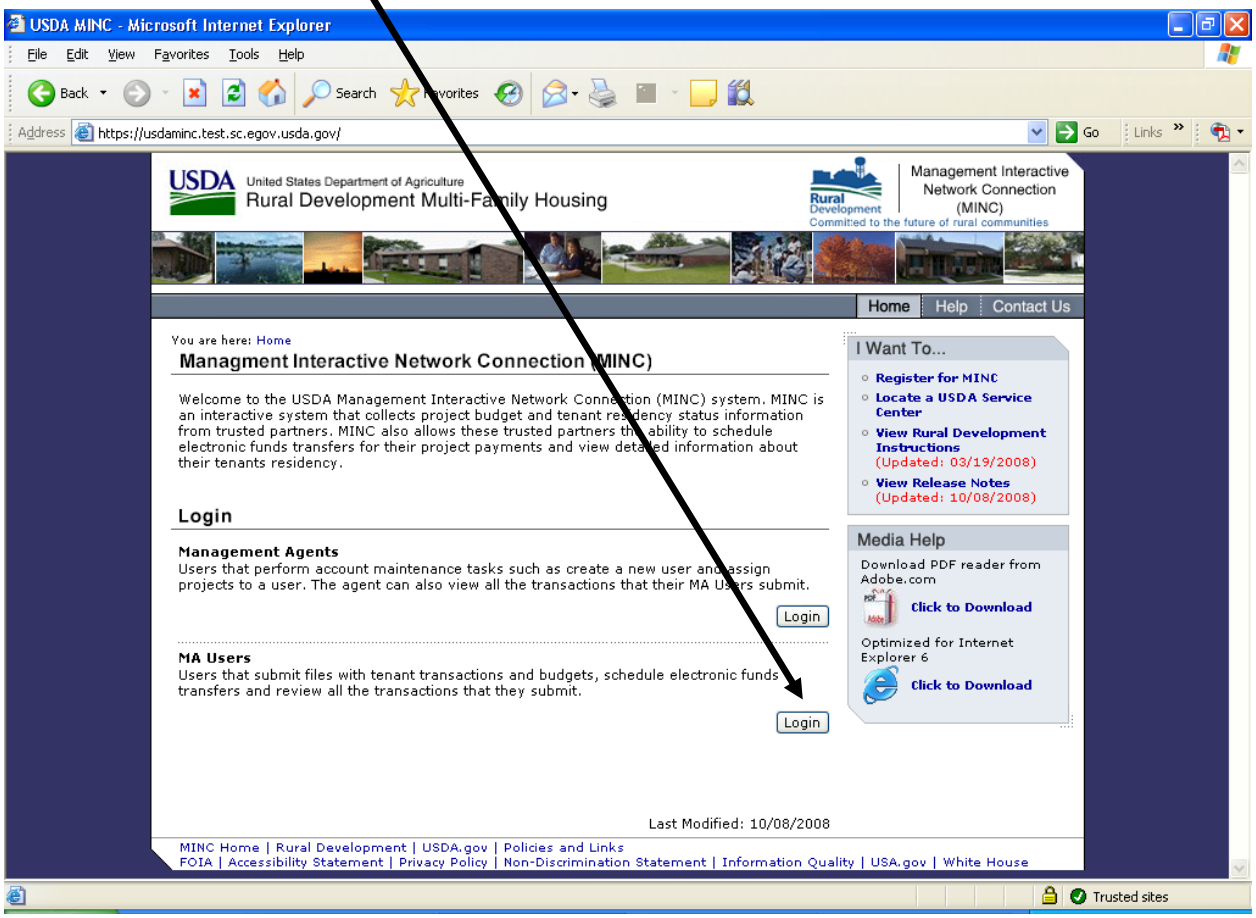
The system displays the MA Users Login page. Enter your MA User ID in the User ID field and your password in the Password field. Then click on the Login button.



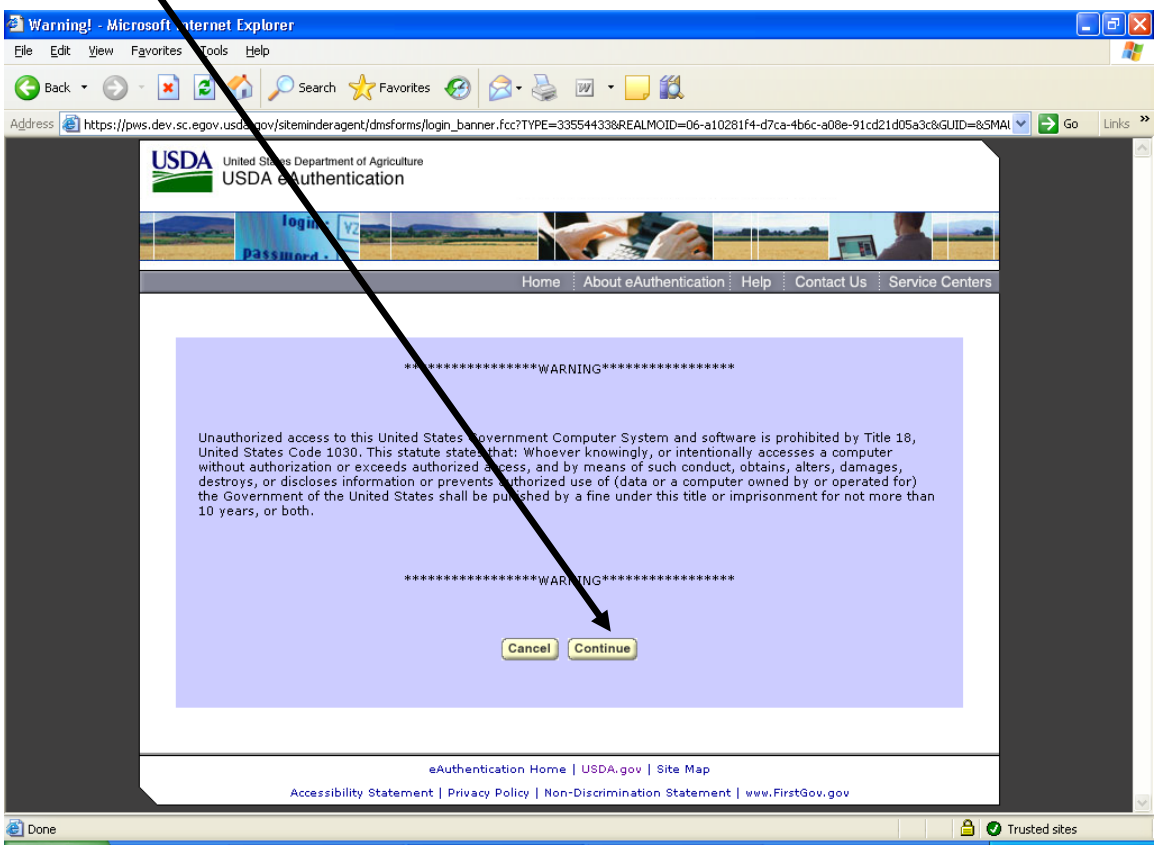
The system displays the following warning message after you successfully login.

Logging in as an MA User

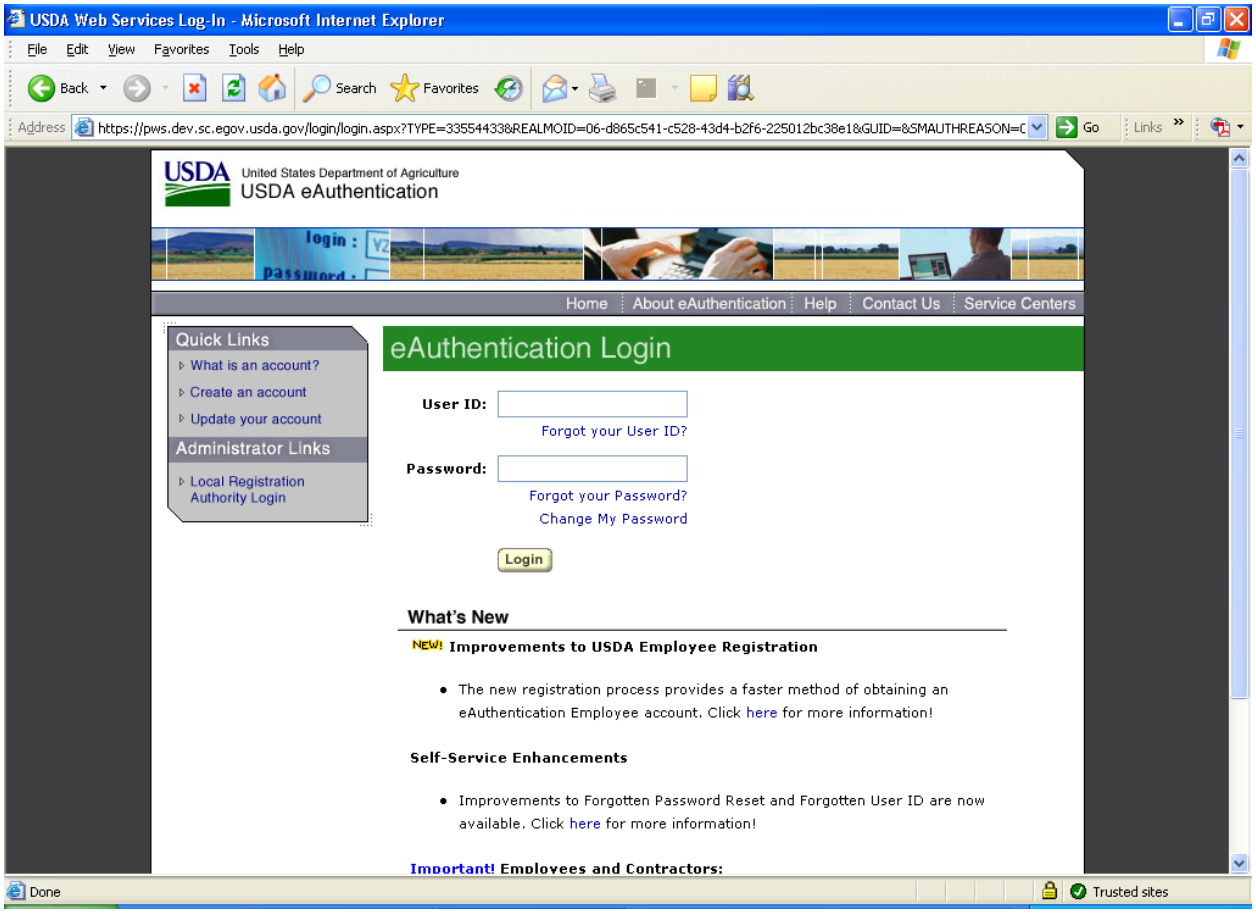
If you have a Level 2 eAuthentication login ID and have associated your MA User ID, access the MINC home page at https://usdaminc.sc.egov.usda.gov/ and click on the MA Users Login button.



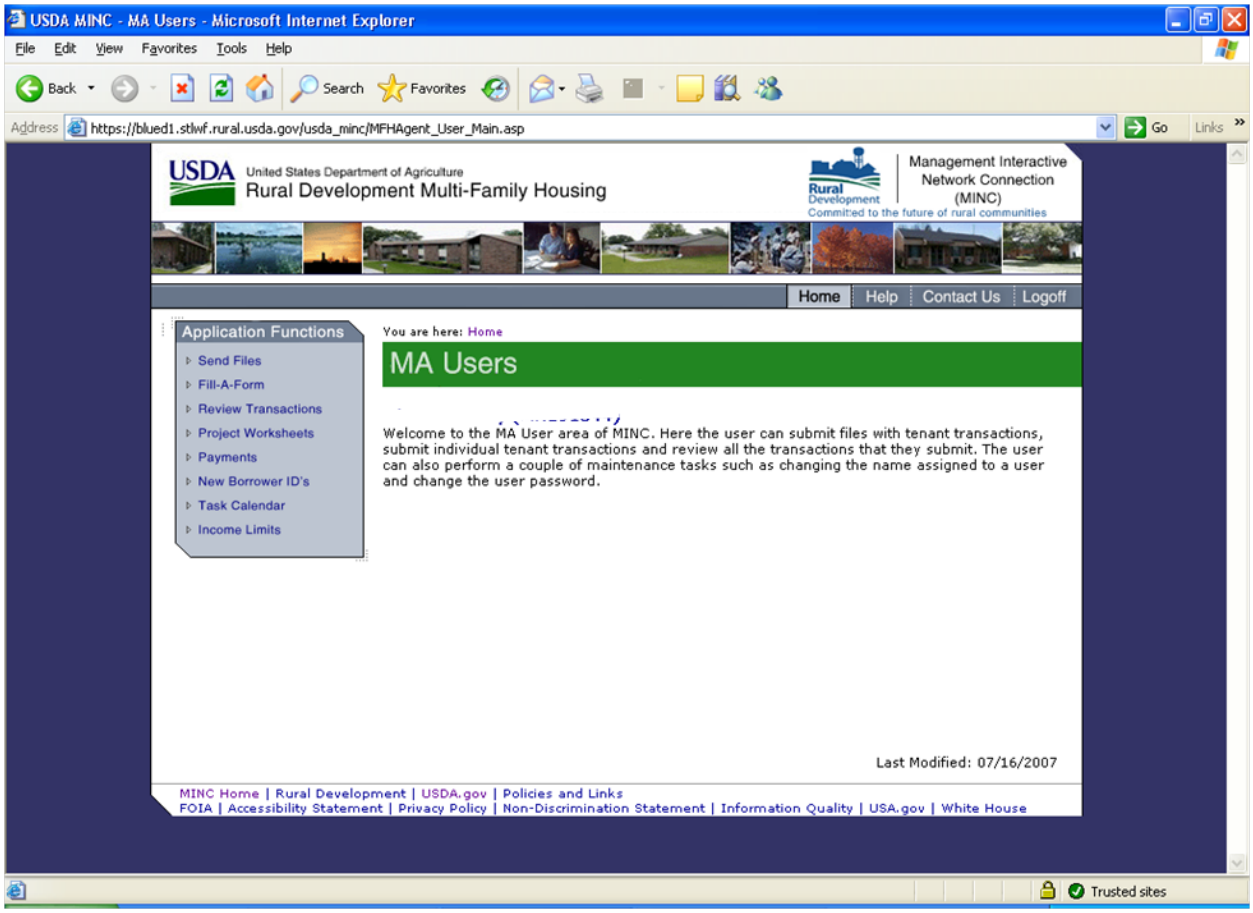
The system displays a warning window. Select Continue in the lower center of the window.



The system displays the eAuthentication Login window. If you have an eAuthentication user ID, enter it in the User ID field and enter your password in the Password field.



After you enter the required User ID and Password, click on the Login button. If you are successful, the system displays the MA Users page. If you click on Cancel, the system returns to the USDA MINC home page.



Application Functions: The following Application Functions are available to users from the MA Users home page.

- **Send Files**: Use this link to send files to USDA. For more information, refer to the help for Send Files to USDA.
- **Fill-A-Form**: Use this link to send or remove project budgets and/or tenant certifications. For more information, refer to the help for Fill-a-Form for USDA.
- **Review Transactions**: Use this link to review and/or correct transactions that were previously submitted. For more information, 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, 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.
- **New Borrower ID's**: Use this link to view new borrower ID's for projects within your user authority. For more information, refer to the help for New Borrower ID's.
- **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.