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Management Interactive Network Connection (MINC) Overview

This document provides a high level overview of the USDA Management Interactive Network Connection (MINC) system. It briefly describes the functionality that can be accessed from the MINC Home webpage and provides a means to link to other related functionality.

Access to the MINC system requires an approved Level 2 eAuthentication Login ID. If you do not have this Login ID, you CANNOT log in to MINC.

Management Interactive Network Connection (MINC)

The USDA Management Interactive Network Connection (MINC) is an interactive system that collects project budget and tenant residency status information from trusted partners. Management Agencies and service bureaus use software to generate electronic data interchange (EDI) files of project budgets and tenant transactions that are transmitted using this service. Smaller organizations can use this service to directly enter individual budgets and tenant transactions to be transmitted.

If you have Payment or Tenant Certification problems, contact the telephone number displayed on the 'Contact Us' tab on the main toolbar toll free at 1-866-600-7984, Monday through Friday, 7:00 A.M. to 5:00 P.M. or email: multifamily@stl.usda.gov.

Please be prepared to provide the following information:

1. Project Name and Account Number
2. Management Agent name
3. Management Agent ID
4. Contact person
5. Phone number
6. Description of the specific problem

We can assist you with:

Transmission issues regarding Payments or Tenant Certifications
Rental Assistance Checks
Navigating through MINC
Waivers for Late Fees and Overages
PAD/EFT
Account Status' or Delinquencies
Accessing or Releasing Project Worksheets (PWS)
Correcting Social Security Numbers
Problems with eAuth ID's and Passwords

If you have questions about Budget Transmissions, RD Policy or RD-3560 Regulations, please contact your local Servicing Office or State Office.

Please direct any vendor purchased software problems to your vendor.

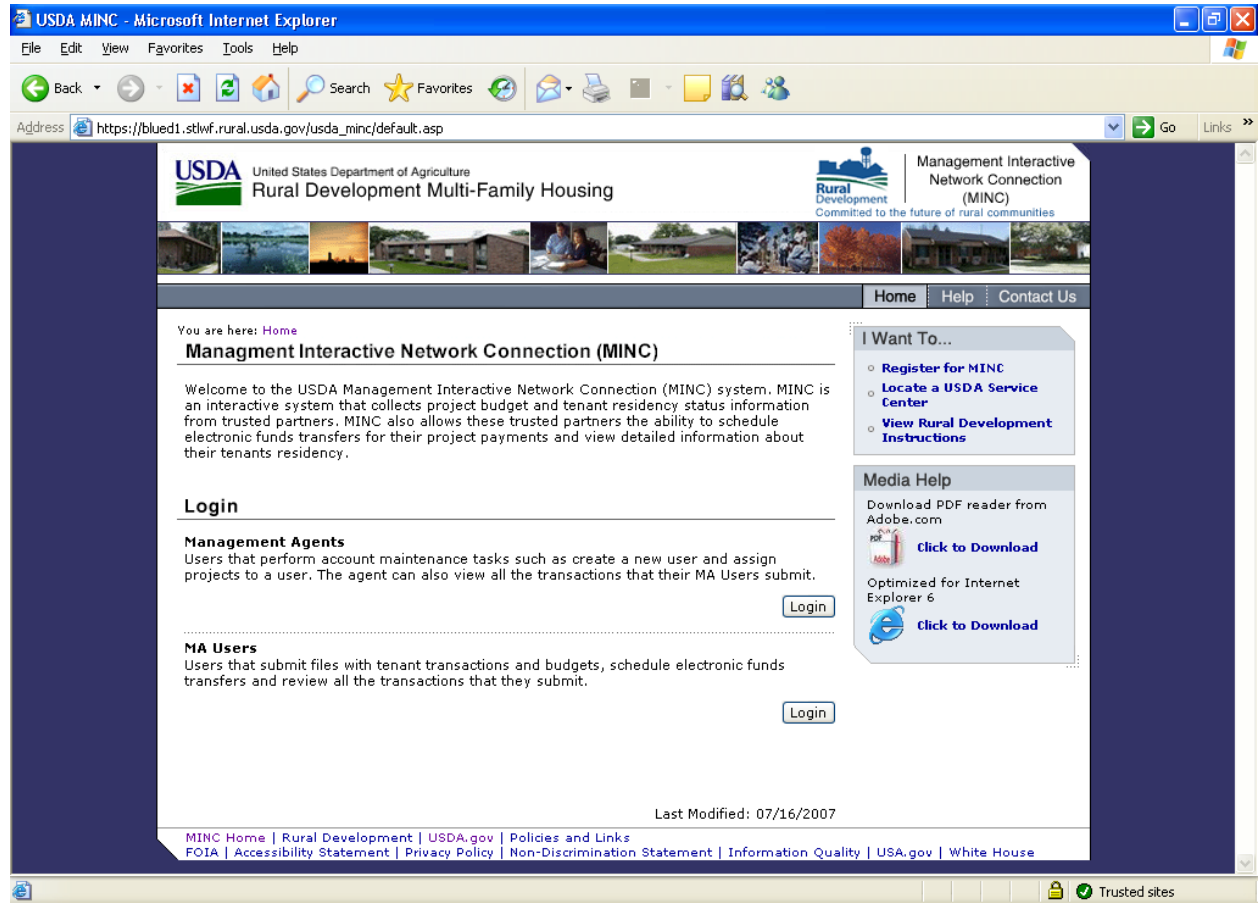
Business Rules for Trading Partners

Trading partners that use the USDA MINC are subject to the following business rules:

- A Management Agent's or Service Bureau's Access Code (TP User ID) is immediately suspended when it is no longer associated to any project.
- All Access Codes (MA User ID) belonging to a suspended Management Agent or Service Bureau are also suspended.
- An Access Code that has been suspended for 45 days is deleted.
- Management Agents and Service Bureaus are able to delete obsolete users within their own agency through the MINC application.
- All Access Codes that have not been used for a year are deleted.

Links:

USDA MINC Home: The USDA MINC home page is the default displayed upon entry to USDA MINC.



Management Agents Login: Use this link to connect to the Management Agent Login page. For further information, refer to [MINC Management Agent Overview](#) Help.

MA Users Login: Use this link to connect to the MA Users Login page. For further information, refer to [MINC MA Users Overview](#) Help.

MINC Management Interactive Network Connection

When the USDA MINC home page is loaded, links to Home, Help, and Contact Us are displayed in the toolbar on the upper right side of the page. These links are common to most pages within the USDA MINC.

- **Home**: Use this link to return to the USDA MINC home page or before logging in to Management Agents or MA Users functionality.
- **Help**: Displays the text appropriate to the screen on which **HELP** is requested.
- **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.