

MINC instructions for a new borrower
Using a new tax ID number

After going through the e-Authentication process and being in contact with your area servicing office.

1. Go to the MINC website <https://usdaminc.sc.egov.usda.gov/> click on **Register for MINC**.
2. Enter your e-Authentication ID and password.
3. It will then ask for your Tax ID number. (This is the assigned number under Management Agent in MFIS)
4. This should result in you receiving an ID with the letters TP and a 4 digit number (This is referred to as your TP number) and a password that is a mixture of letters and numbers, for example AB1CD2EF (This is not case sensitive). Please write down this set of numbers. If you ever have a new site manager you will need this information.
5. At this point in time it may log you out. Click on “Management Agents” and enter your e-Authentication Id and password, it will ask for your Management Agent ID (that is your TP number) and your password. A trading partner agreement may come up for you to review and hit submit or ok.
6. Next you will need to set yourself up as an MA user by clicking on “New Users”. This will ask for a password, which you have to make up. It must be 8 characters; however it is not case sensitive. See password requirements to get instructions on how to choose your password. Also on this screen you can decide if you want to be able to approve the project worksheets.
7. Upon hitting submit you should receive a number with the letters MA and a 4 digit number. This is referred to as your MA ID. Please write down this ID and the password you made up in step 6.
8. Now hit logoff and click on MA users. After entering your e-Authentication it will ask you to enter your MA ID and password. The first time you enter is the only time it will ask for these two items. On the left are the menu items to get you started. On the help page there is also a training handbook if you would like to print that out for additional information.

If you have any situation that does not fit this process please feel free to contact Rachel Hartman the USDA RD State Office at 573-876-9307.