

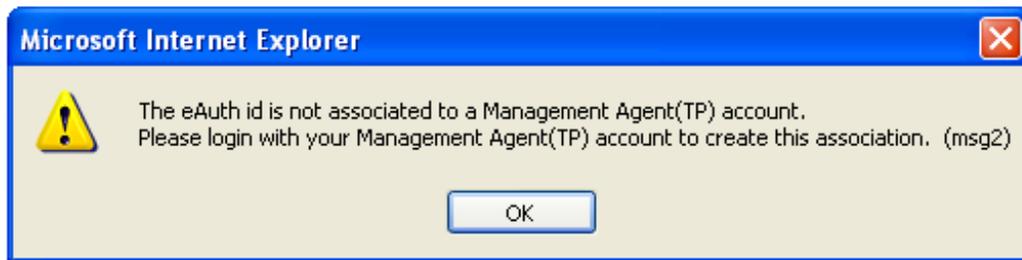
MINC instructions for an new Site Manager  
Using the existing Management Agent number

Two items of information needed from the servicing office

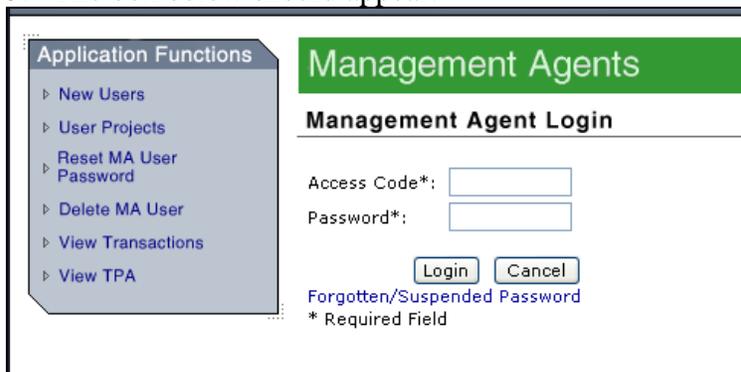
1. Management Agent ID (under projects, customer details, management agent)
2. MINC ID (under payments, schedule)

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 **Login** button under Management Agents.
2. Enter your e-Authentication ID and password.
3. The message below should appear.

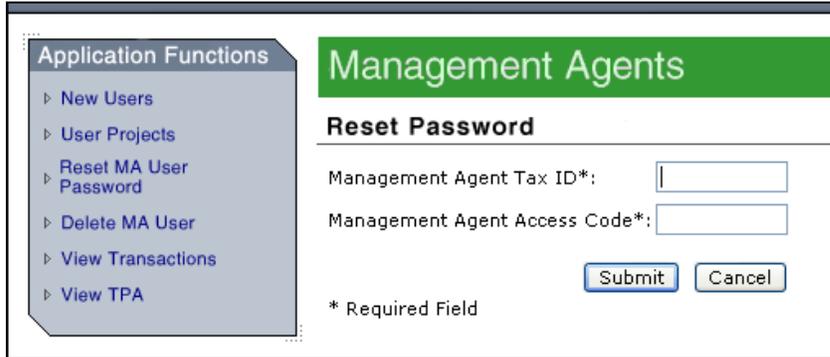


4. Click on OK.
5. The box below should appear.



6. Click on [Forgotten/Suspended Password](#)

7. Enter the Management Agent ID in the Tax ID box and the MINC ID in the Access Code Box. Click Submit



The screenshot shows a web application interface. On the left is a sidebar titled 'Application Functions' with a list of options: 'New Users', 'User Projects', 'Reset MA User Password', 'Delete MA User', 'View Transactions', and 'View TPA'. The main content area has a green header 'Management Agents' and a sub-header 'Reset Password'. Below this, there are two input fields: 'Management Agent Tax ID\*' and 'Management Agent Access Code\*'. Both fields have asterisks indicating they are required. Below the input fields are 'Submit' and 'Cancel' buttons. At the bottom left of the form area, there is a note: '\* Required Field'.

8. 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 Access Code (that is your TP number) and your password. A trading partner agreement may come up for you to review and hit submit or ok.

9. 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.

10. 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 9.

11. If there MA Users listed that is no longer working for the complex please delete them. You do this by clicking on Delete MA user then click on the MA user number.

12. Now hit logoff and click on [Login](#) button under 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.