



Log In to OTCnet the First Time

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria:

- a. Must be at least 8 characters long
 - b. Must contain at least one uppercase letter
 - c. Must contain at least one lowercase letter
 - d. Must contain at least one numeric character
 - e. Must not have more than two repeating characters
 - f. Must not repeat any of your last ten passwords
 - g. Must not have been your password during the last ten days
 - h. Must not be a word in a language, slang, dialect, or jargon
 - i. Must not be related to personal identity, history, environment, or other personal associations
 - j. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 6. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.



Application Tip

Each response must be at least three characters long and are case sensitive.

7. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.

8. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.



Application Tip

The shared secret phrase must be at least three characters. You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

9. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
10. Click **Logout**.
11. Click **Close Browser**.



Application Tip

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

12. Access OTCnet (<https://otcnet.fms.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
13. The *Security Rules of Behavior* page appears. Read and accept the Security Rules of Behavior by clicking all the check boxes.
14. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.



Application Tip

If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *Security Rules of Behavior* page will appear. You will not be able to proceed to OTCnet until the Rules of Behavior are accepted, and the Challenge questions and Share Secret are set.