



Create a Check Capture Administrator Offline Logon Profile

To create a Check Capture Administrator (CCA) Offline Logon Profile:

1. Log into **OTCnet Online** from the workstation that will be using the OTCnet Offline application and click the **Administration** tab, select **Manage Users** click **Create User Logon Profile**. The *Create User Logon Profile* page appears.



Application Tip

Before creating a Check Capture Administrator logon profile consider the following information:

- To create a CCA Offline user logon profile you will need CCA privileges
- The CCA Offline Logon Profile is necessary for starting the Offline server, and updating pre-existing non-CCA Offline user profiles during upgrade
- If your Agency is upgrading an existing OTCnet Offline version (1.3.3 or older) to a newer version (1.4 or higher), you must first create a CCA Offline user logon profile
- Every time a CCA Offline user logon profile is created using OTCnet Online, you will need to download your CCA admin profile in OTCnet Offline

2. Select **Prior to Release 2.0.1** or **Release 2.0.1 or higher** based on the version of the OTCnet Offline application that you wish to install.

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Online Application Connection Status: Online

Welcome,

Check Processing Administration Reports

Manage Organizations Manage Users Manage Check Processing Audit

Location: Home » Administration » Manage Users » Create User Logon Profile

Create User Logon Profile

Enter Offline Password

* Denotes required fields.

User ID:

Application Version

Prior to Release 2.0.1

Release 2.0.1 or higher

Please note that selecting an incorrect Offline Application Version may result in offline application not working properly

Offline Password*

Confirm Offline Password*

Clear Cancel Submit



Application Tip

- Selecting an incorrect Offline **Application Version** may result in the Offline application not working properly.

3. Enter your **Offline Password** and **Confirm Offline Password** and click **Submit**.

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Create User Logon Profile

Enter Offline Password

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Offline Password*

Confirm Offline Password*

Clear Cancel Submit



Application Tip

If you forget your Offline password and the OTCnet Offline server is not available, you must log in to OTCnet Online from your OTCnet Offline workstation and create a new Offline Logon Profile. You must be logged into your OTCnet workstation as a CCA to create your Offline logon profile again.



Application Tip

If you have an existing CCA account from a 1.3.3 or older version of OTCnet Offline installed, it is recommended that you set your CCA's Offline Logon Profile password to the **same** password used for logging in to the Offline application.

4. A *Confirmation* page appears stating your Offline Logon Profile has been successfully created.
5. After you have successfully created your CCA Offline Logon Profile, log in to OTCnet Offline to download your Admin profile and set your permanent Offline password.



Application Tip

Ensure the upgraded OTCnet Offline Check Capture Software version (1.4 and above) is downloaded and installed on each terminal before retrieving your Admin profile.

6. Restart the workstation to ensure that all OTCnet security features are fully enabled.