OTCnet SM

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Chapter 3: Accessing and Navigating OTCnet

OTCnet Participant User Guide

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TABLE OF CONTENTS

Audience, Overview and Topics 1
Topic 1. Logging In to OTCnet Online/Offline 2
How to Log In for the First Time in OTCnet Online 3
How to Log In to OTCnet Online 10
How to Start the OTCnet Offline Server 13
How to Log In to OTCnet Offline for the First Time 17
How to Log In to OTCnet Offline 22
Topic 2. Accessing a User ID and Resetting Passwords 26
Access a User ID 26
Resetting Passwords 28
Topic 3. Navigating the OTCnet Online/Offline Home Page 33
OTCnet Online Main Menu 33
OTCnet Online Deposit Processing Tab Functionality 34
OTCnet Online Check Processing Tab Functionality 35
OTCnet Online Administration Tab Functionality 36
OTCnet Online Reports Tab Functionality 37
OTCnet Offline Administration Tab Functionality 38
OTCnet Offline Check Processing Functionality 39
Summary 41
Index 42

LIST OF TABLES

Table 1. Main Menu Link Descriptions 33
Table 2. Deposit Processing Tab Descriptions 34
Table 3. Check Processing Tab Descriptions 35
Table 4. Administration Tab Descriptions 36
Table 5. Reports Tab Descriptions 37
Table 6. OTCnet Offline Administration Descriptions 38
Table 7: OTCnet Offline Administration Descriptions 39

LIST OF FIGURES

Figure 1. FMS Single Sign On Page 3
Figure 2. Password Change Page 4
Figure 3. GSS Rules of Behavior Page 5
Figure 4. Need to Change Your Password Challenge Response Page 5
Figure 5. Select and Provide Responses to Questions Page 6
Figure 6. Challenge Shared Secret Page 6
Figure 7. Logout and Close Browser 7
Figure 8. FMS Single Sign On Page 10
Figure 9. OTCnet Home Page 10
Figure 10. OTCnet Home Page 11
Figure 11. OTCnet Offline Icon 13
Figure 12. OTCnet Offline Server Startup 13
Figure 13. OTCnet Offline User Login Page 14
Figure 14: OTCnet Offline Icon 17
Figure 15: OTCnet Offline User Login Page 17

Figure 16: Set Permanent Password....18
Figure 17: Password Reset Confirmation....19
Figure 18: OTCnet Offline Icon....22
Figure 19: OTCnet Offline User Login Page....23
Figure 20. Single Sign On Page (Forgot Your User ID? Link)....26
Figure 21. Treasury Self Service Page (Enter Image of Text)....27
Figure 22. Forgot User ID (Enter Email Address)....27
Figure 23. Single Sign On Page (Forgot Your Password? Link)....28
Figure 24. Forgot Your Password Page....28
Figure 25. Answer Challenge Response Questions - Enter User ID....28
Figure 26. Self-Service Account/Password Reset - Process Initiated....29
Figure 27. Resetting Your Forgotten Password Email....29
Figure 28. Answer Challenge/Response Questions - Provide Responses....30
Figure 29. Answer Challenge/Response Questions - Change Password....30
Figure 30. Answer Challenge/Response Questions - Completed....30
Figure 31. OTCnet Main Menu Page....34
Figure 32. Deposit Processing Tab....35
Figure 33. Check Processing Tab....36
Figure 34. Administration Tab....37
Figure 35. Reports Tab....38
Figure 36: OTCnet Offline Administration....39
Figure 37: OTCnet Offline Check Processing Descriptions....40

Audience, Overview and Topics

Audience

The intended audience for the *Accessing and Navigating OTCnet Participant User Guide* includes:

- All OTCnet Users

Overview

Welcome to *Accessing and Navigating OTCnet*. In this chapter, you will learn:

- How to log in to OTCnet Online/Offline
- How to access your User ID and reset your Password
- How to navigate the OTCnet Online/Offline home page

Topics

This chapter is organized by the following topics:

1. Logging in to OTCnet Online/Offline
2. Accessing a User ID and Resetting Passwords
3. Navigating the OTCnet Online/Offline Home Page

Topic 1. Logging In to OTCnet Online/Offline

To access OTCnet Online you must have your FMS Single Sign On User ID and Password. To obtain your user ID, contact your **Primary Local Security Administrator (PLSA)** or your **Local Security Administrator (LSA)**. After your User ID is created, you will receive an email with a temporary password.

The first time you log in to OTCnet Online Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk. Before accessing OTCnet Online, you must first accept the Rules of Behavior, answer the challenge questions and shared secret.

To log in to OTCnet Offline, you must have your User ID and temporary password. Your User ID is the same User ID you use to log in to OTCnet Online; however, your initial temporary password is different from your permanent password used to access OTCnet Online. To obtain your temporary password, contact your **Check Capture Administrator (CCA)**.

After you obtain your temporary password, you can log in to OTCnet Offline. To log in to OTCnet Offline, double-click the **OTCnet Offline (Production** or **QA)** icon on your terminal's desktop or click **Start** >**Programs**>**OTCnet Offline (Production** or **QA)>Start OTCnet Offline (Production** or **QA)**.

If the icon does not reside in either location, contact your **CCA** to configure the terminal. If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

As an added layer of security, you will need to first start and log in to the OTCnet Offline *server* before accessing the OTCnet Offline *application*. To start the Offline server, enter your User ID and Offline password. If this is the first time you are accessing OTCnet Offline, enter your temporary password. Once you have successfully started up the Offline server, you will be prompted to log in to the OTCnet Offline application.

If the Offline server has already been started, you will skip this step and log directly in to the OTCnet Offline application. The first time you log in to the OTCnet Offline application you will be required to change your password. After your permanent password is set you will use your permanent password to startup the Offline server and/or Offline application.

Note: To stop the OTCnet Offline application, access the Start Menu, then Programs and click **Stop OTCnet Offline**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.

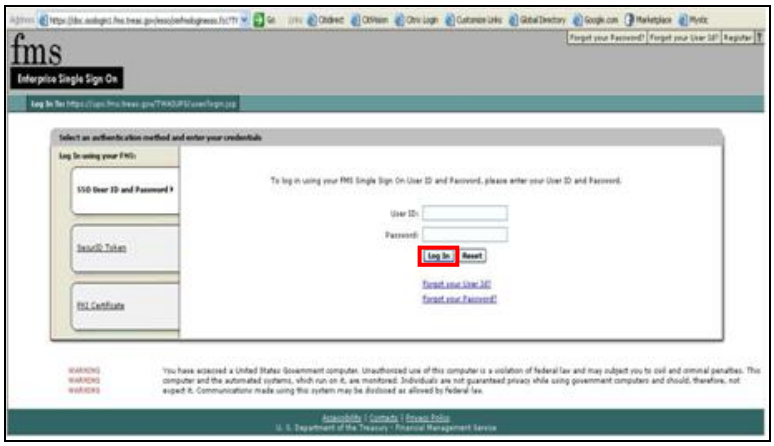
How to Log In for the First Time in OTCnet Online

Once you have received your User ID and generic password, you will want to access the OTCnet application to create a permanent password.

To log in for the first time in OTCnet Online, complete the following steps:

1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 1.

Figure 1. FMS Single Sign On Page



2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 2 below.

   Password Criteria
   a. Must be at least 8 characters long
   b. Must contain at least one upper case letter
   c. Must contain at least one lower case letter
   d. Must contain at least one numeric character
   e. Must not repeat any of your last ten passwords.
   f. Must not have been your password during the last ten days
   g. Must not be a word in a language, slang, dialect, or jargon
   h. Must not be related to personal identity, history, environment, or other personal associations
   i. Must not be shared or displayed in plain view.

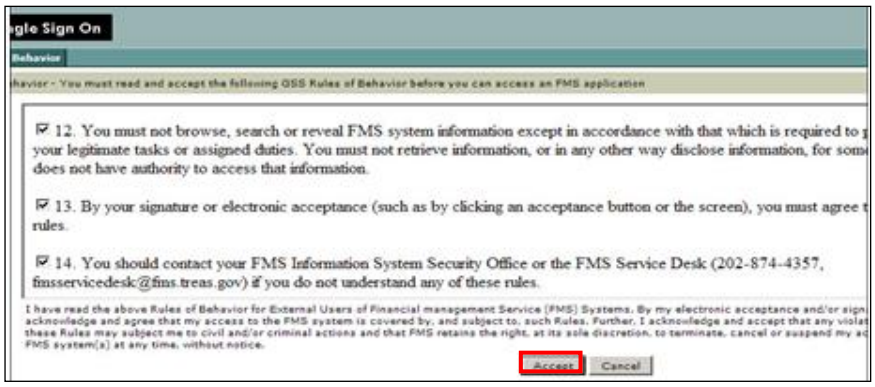
   Click **Change Password**. A confirmation page appears stating your new password has been set. Click **Continue**.

Figure 2. Password Change Page

3. The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all 29 of the check boxes. Click **Accept** or **Cancel** as shown in Figure 3.

   If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *GSS Rules of Behavior* page appears.

Figure 3. GSS Rules of Behavior Page



4. The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 4 below.

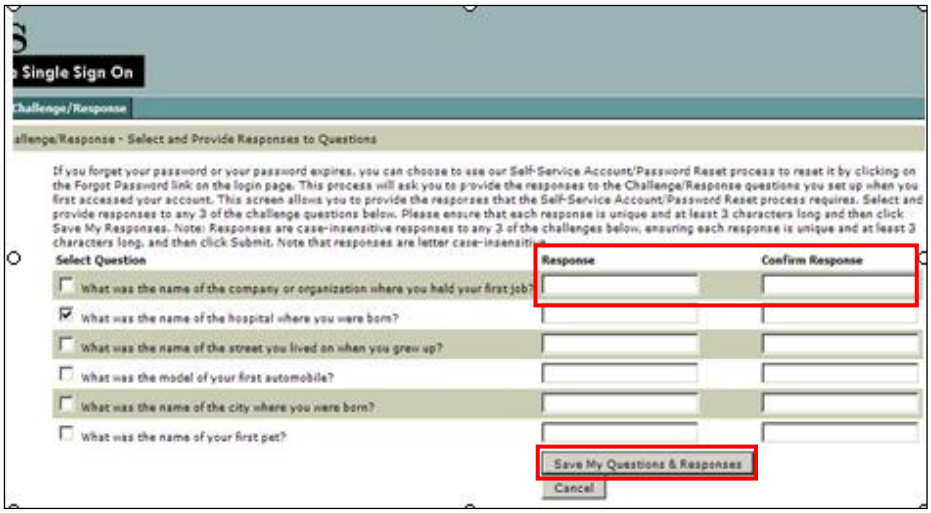
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 4. Need to Change Your Password Challenge Response Page

5. The *Change Challenge/Response – Select and Provide Reponses to Questions* page appears. Select any three challenge questions you want to response to by clicking the check boxes next to the questions.

   Provide your responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 5 below.

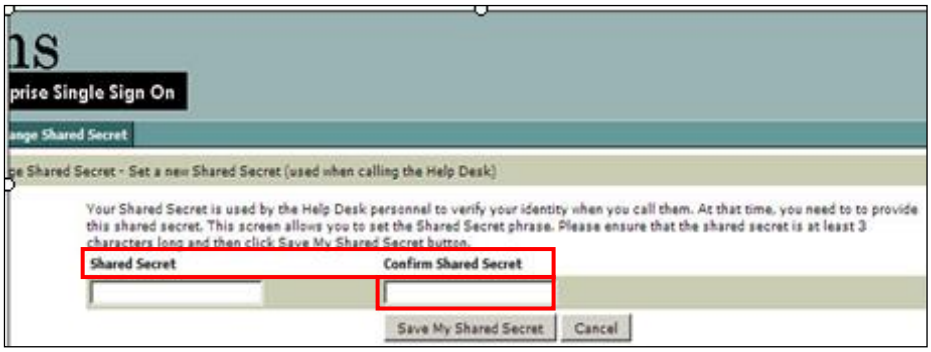
Figure 5. Select and Provide Responses to Questions Page



6. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 6). The shared secret phrase must be at least three characters.

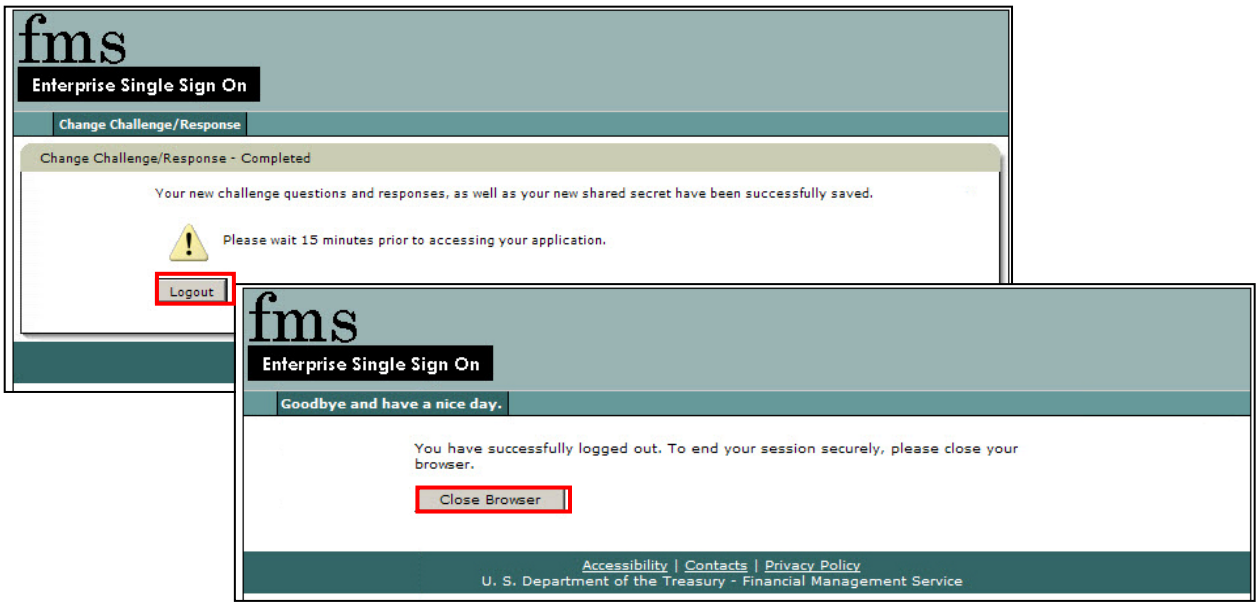
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 6.

Figure 6. Challenge Shared Secret Page



7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 7.

Figure 7. Logout and Close Browser



After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

Log In to OTCnet Online the First Time

To log in to FMS 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 upper case letter
   c. Must contain at least one lower case letter
   d. Must contain at least one numeric character
   e. Must not repeat any of your last ten passwords
   f. Must not have been your password during the last ten days
   g. Must not be a word in a language, slang, dialect, or jargon
   h. Must not be related to personal identity, history, environment, or other personal associations
   i. 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 *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. 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 *GSS 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.

8. Click **Continue**. The *Change Challenge/Response – Select and Provide Reponses to Questions* page appears.

9. 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.

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

11. 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.

12. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.

13. Click **Logout**.

> **Application Tip**
>
> After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

14. Click **Close Browser**.

How to Log In to OTCnet Online

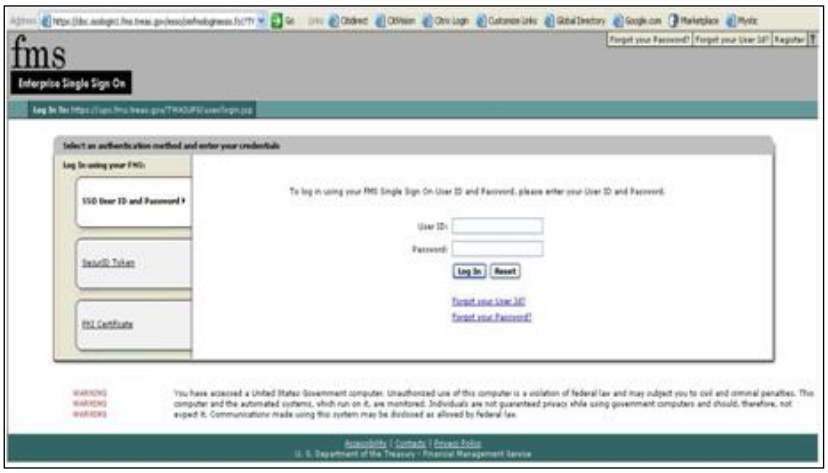
Once you have changed your password, responded to the challenge questions, and established a shared secret, you can log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Access User Identity (ID) and Reset Password

To log in to OTCnet Online, complete the following steps:

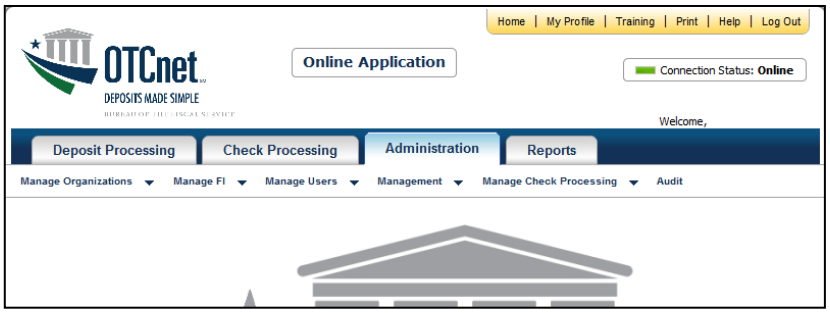
1. Access https://otcnet.fms.treas.gov and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 8.

Figure 8. FMS Single Sign On Page



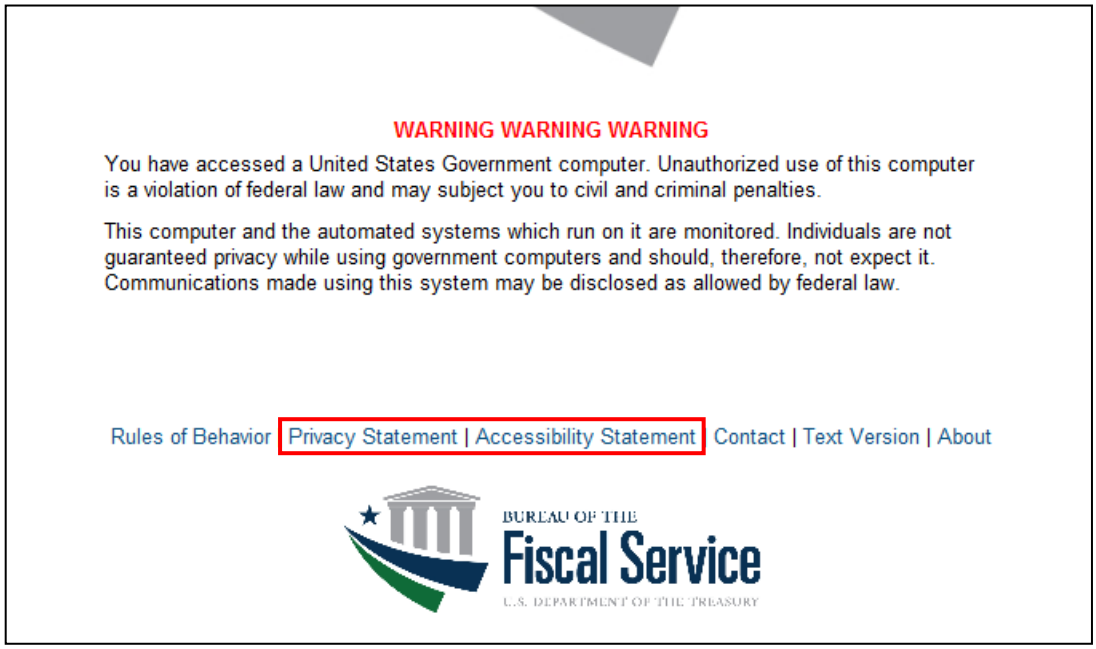
2. The *OTCnet Home Page* appears. See Figure 9 below.

Figure 9. OTCnet Home Page



Once you have logged in to OTCnet, you can review the Privacy Statement link at the bottom of the page, as well as the Accessibility Statement link (see Figure 10 below for location).

Figure 10. OTCnet Home Page



Log In to OTCnet Online

To log in to FMS Single Sign On (OTCnet Online), 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 *OTCnet Home Page* appears.

How to Start the OTCnet Offline Server

As part of the logging in process, you will need to start the OTCnet Offline server. If the Offline server has already been started, you will skip this step and log directly in to the OTCnet Offline application. You can identify the Offline Server log in page, as it is smaller in size and the Retrieve Admin Profile link does not appear on the page.

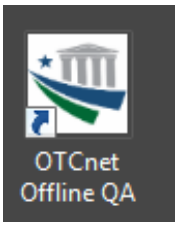
To log start the OTCnet Offline server, complete the following steps:

1. Double-click the **OTCnet Offline (Production** or **QA)** icon located on your terminal's desktop or click **Start** >**Programs**>**OTCnet Offline (Production** or **QA)>Start OTCnet Offline (Production** or **QA)** (see Figure 15 below).

   If the icon does not reside in either location, contact your **CCA** to configure the terminal.

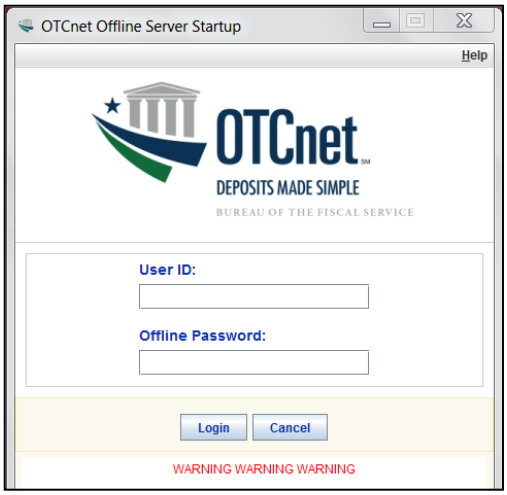
   If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Figure 11. OTCnet Offline Icon



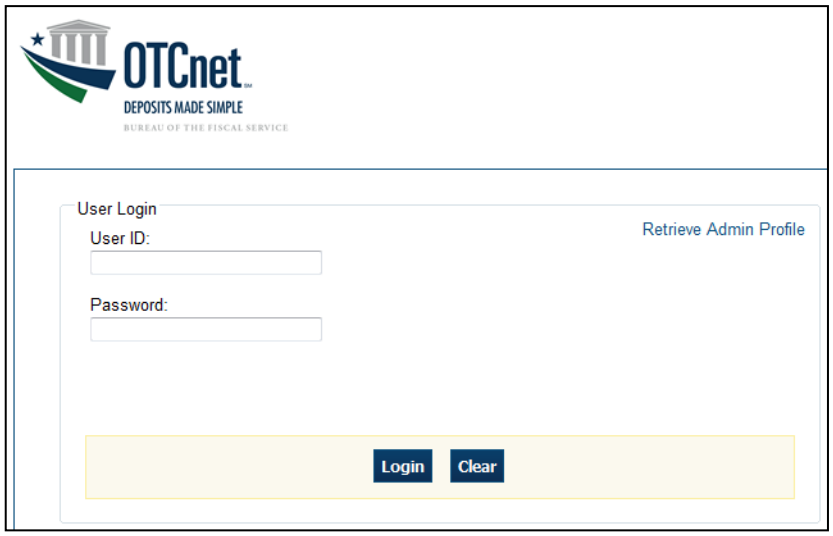
2. The *OTCnet Offline Server Startup* page appears. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**.

Figure 12. OTCnet Offline Server Startup



3. The *OTCnet User Login* page appears.

Figure 13. OTCnet Offline User Login Page



Start the OTCnet Offline Server

To start the OTCnet Offline server, complete the following steps:

1. Double-click the **OTCnet Offline** (**Production** or **QA**) icon located on your terminal's desktop.

   Or

   Click **Start**>**Programs**>**OTCnet Offline** (**Production** or **QA**)>**Start OTCnet Offline** (**Production** or **QA**).

> **Application Tip**
>
> If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the offline terminal.

> **Application Tip**
>
> If a terminal has more than one OTCnet Offline application installed (Production or QA (training environment)), do not run both at the same time as running more than one offline client at a time will cause errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Login* page appears.

> **Application Tip**
>
> The *Offline Server Startup* prompt appears as a standalone prompt, outside of the browser.

> **Application Tip**
>
> If you are a CCA and this is the first time starting the OTCnet Offline *server* and logging in to OTCnet, enter the temporary password you created when you created your CCA Offline Logon Profile.

Application Tip

If you are a non-CCA user and this is the first time starting the OTCnet Offline *server* and logging in to OTCnet, enter your temporary password.

Application Tip

After your credentials are successfully authenticated, *the Offline Check Capture* application log in page is displayed.

Application Tip

If the Offline server was previously started, you will skip this step and log in to the OTCnet Offline application. Refer to the *Log In to OTCnet Offline for the First Time* and *Log In to OTCnet Offline* printable job aids for more details. If the Offline server was not been previously started, you will need to enter your credentials to start up the Offline server.

Application Tip

If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your **Check Capture Administrator** to reset/create your offline password.

How to Log In to OTCnet Offline for the First Time

Once you have received your User ID and temporary password from your **CCA**, you will want to access the OTCnet Offline application to create a permanent password.

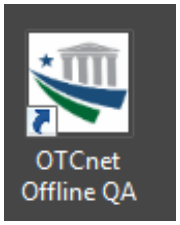
To log in to OTCnet Offline for the first time, complete the following steps.

1. Double-click the **OTCnet Offline (Production** or **QA)** icon located on your terminal's desktop or click **Start** >**Programs**>**OTCnet Offline (Production** or **QA)>Start OTCnet Offline (Production** or **QA)** (see Figure 11 below).

   If the icon does not reside in either location, contact your **CCA** to configure the terminal.

   If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

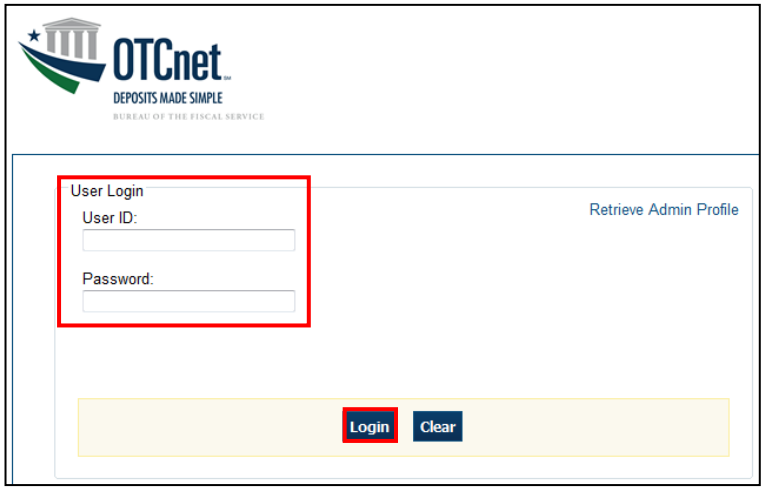
Figure 14: OTCnet Offline Icon



2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In** (see Figure 12 below).

   If you are a **CCA** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

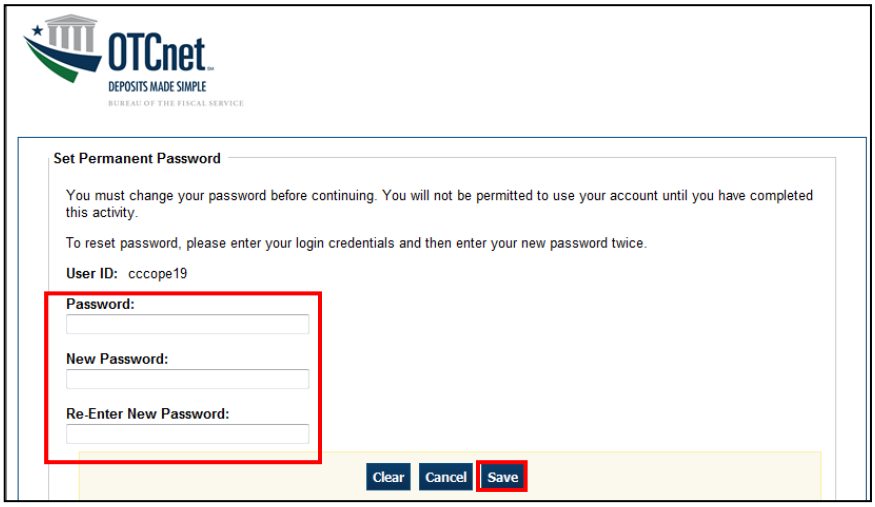
Figure 15: OTCnet Offline User Login Page

3. 

3. The *Set Permanent Password* page appears. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password** and click **Save** (see Figure 13 below).

   Password Criteria
   a. Must be at least 8 characters long
   b. Must contain at least one upper case letter
   c. Must contain at least one lower case letter
   d. Must contain at least one numeric character
   e. Must not repeat any of your last ten passwords.
   f. Must not have been your password during the last ten days
   g. Must not be a word in a language, slang, dialect, or jargon
   h. Must not be related to personal identity, history, environment, or other personal associations
   i. Must not be shared or displayed in plain view.

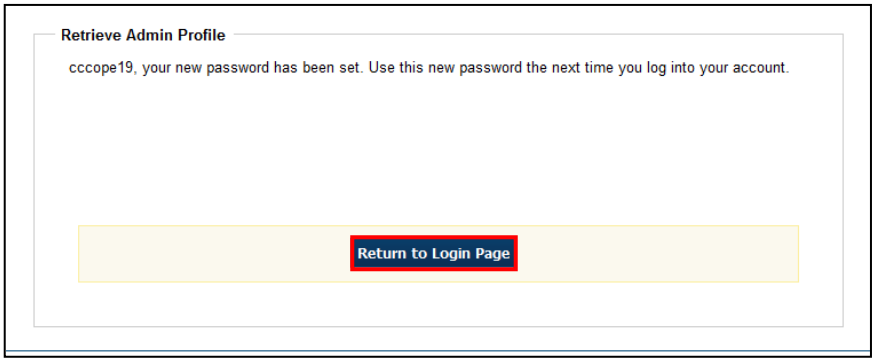
Figure 16: Set Permanent Password



4. A *Confirmatio*n page appears stating your new password has been set.

   After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password. Click **Return to Login Page** to login to the OTCnet Offline.

Figure 17: Password Reset Confirmation



To stop the OTCnet Offline application, click **Start** Menu>**Programs**> **OTCnet Offline** (**Production** or **QA**)>**Stop OTCnet Offline** (**Production** or **QA**). Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production** or **QA**).

Log In to OTCnet Offline for the First Time

To log in OTCnet Offline for the first time, complete the following steps:

1. Double-click the **OTCnet Offline** (**Production** or **QA**) icon located on your terminal's desktop.

   Or

   Click **Start**>**Programs**>**OTCnet Offline** (**Production** or **QA**)>**Start OTCnet Offline** (**Production** or **QA**).

Application Tip

If the icon does not reside in either location, contact your **Check Capture Administrator** (**CCA)** to configure the terminal.

Application Tip

If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Application Tip

If the Offline server was not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to the *Start up the OTCnet Offline Server* printable job aid for more details.

2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In**. The *Set Permanent Password* page appears.

Application Tip

If you are a **Check Capture Administrator** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

3. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password**.

Application Tip

Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters.
- Must not repeat any of your last ten passwords.
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view.

4. Click **Save**. A *Confirmation* page appears stating your new password has been set.

Application Tip

After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password.

Application Tip

To stop the OTCnet Offline application, click **Start** Menu>**Programs**> **OTCnet Offline** (**Production** or **QA**)>**Stop OTCnet Offline** (**Production** or **QA**). Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.

Application Tip

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production** or **QA**).

How to Log In to OTCnet Offline

After you have reset your temporary password, you can log in to OTCnet Offline. You can click the **Return to Login Page** to be returned to the Login Page. If you choose not to immediately access OTCnet Offline after resetting you temporary password, you can double-click the OTCnet Offline icon or access your Start Menu under Programs.

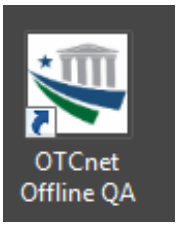
To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start** >**Programs**>**OTCnet Offline (Production or QA)**>**Start OTCnet Offline (Production or QA)** (see Figure 15 below).

   If the icon does not reside in either location, contact your **CCA** to configure the terminal.

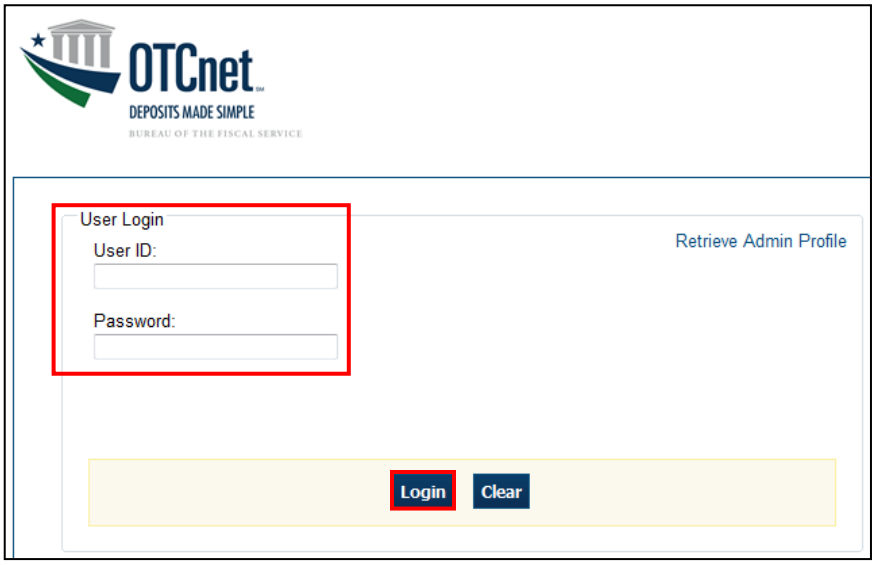
   If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Figure 18: OTCnet Offline Icon



2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (see Figure 16 below).The *OTCnet Home Page* appears.

Figure 19: OTCnet Offline User Login Page



To stop the OTCnet Offline application, access the Start Menu, select **Programs>OTCnet Offline** and click **Stop OTCnet Offline**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.

Log In to OTCnet Offline

To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline** (**Production** or **QA**) icon located on your terminal's desktop.

   Or

   Click **Start**>**Programs**>**OTCnet Offline** (**Production** or **QA**)>**Start OTCnet Offline** (**Production** or **QA**).

> **Application Tip**
>
> If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.

> **Application Tip**
>
> If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

> **Application Tip**
>
> If the Offline server was not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to the *Start up the OTCnet Offline Server* printable job aids for more details.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Home Page* appears.

> **Application Tip**
>
> To stop the OTCnet Offline application, click **Start**>**Programs**>**OTCnet Offline** (**Production** or **QA**)>**Stop OTCnet Offline** (**Production** or **QA**). Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.

Application Tip

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production** or **QA**).

Topic 2. Accessing a User ID and Resetting Passwords

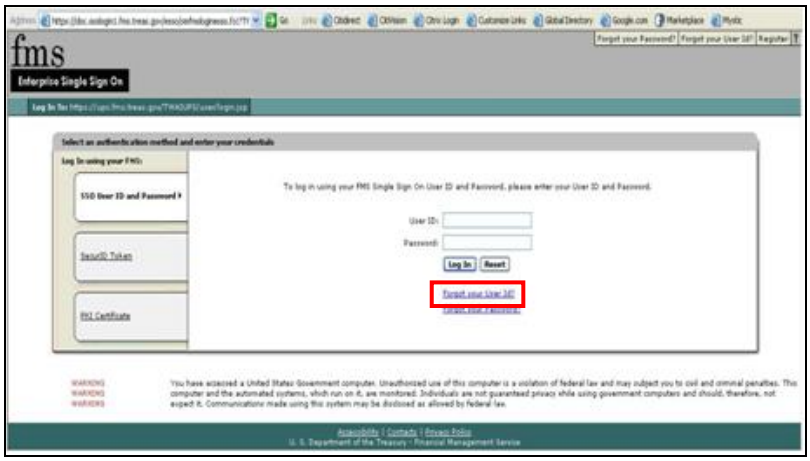
If you forget your Single Sign On User ID for OTCnet Online, you can have your User ID emailed to you. If you forget your online password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

To access a user ID, complete the following steps:

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 17 below.

Figure 20. Single Sign On Page (Forgot Your User ID? Link)



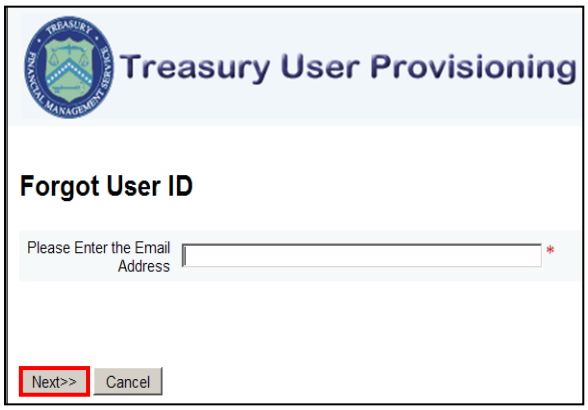
2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 18).

If you want to receive a new image of the text, click on **New Image**. To hear the set of words and enter them in the text box, click **Audio Test**. You can click on **Help** to receive detailed instructions.

Figure 21. Treasury Self Service Page (Enter Image of Text)

3. Enter your email address and click **Next** (shown in Figure 19 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 22. Forgot User ID (Enter Email Address)



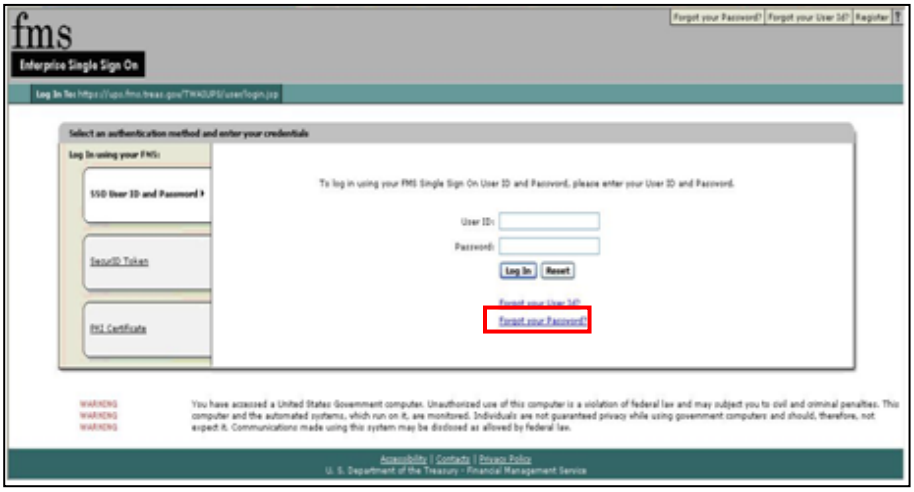
Click **Cancel** to return to the Single Sign On page. No data will be saved.

Resetting Passwords

To reset a password, complete the following steps:

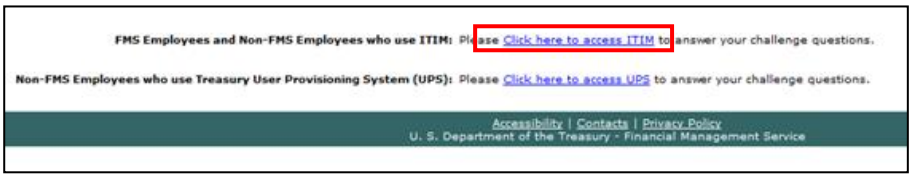
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 20 below.

Figure 23. Single Sign On Page (Forgot Your Password? Link)



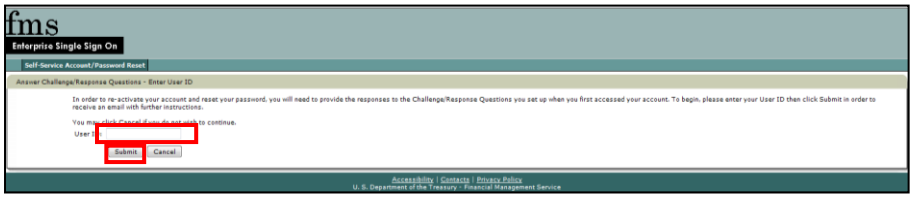
2. The *Forgot your Password* page appears. Click **Click here to access ITIM** for FMS Employees and Non-FMS Employees who use ITIM. (see Figure 21 below).

Figure 24. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 22 below).

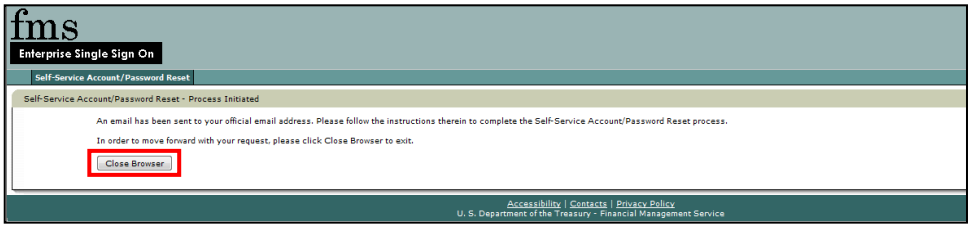
Figure 25. Answer Challenge Response Questions - Enter User ID



4. Click **Close Browser**.(see Figure 23 below).

   You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

Figure 26. Self-Service Account/Password Reset - Process Initiated

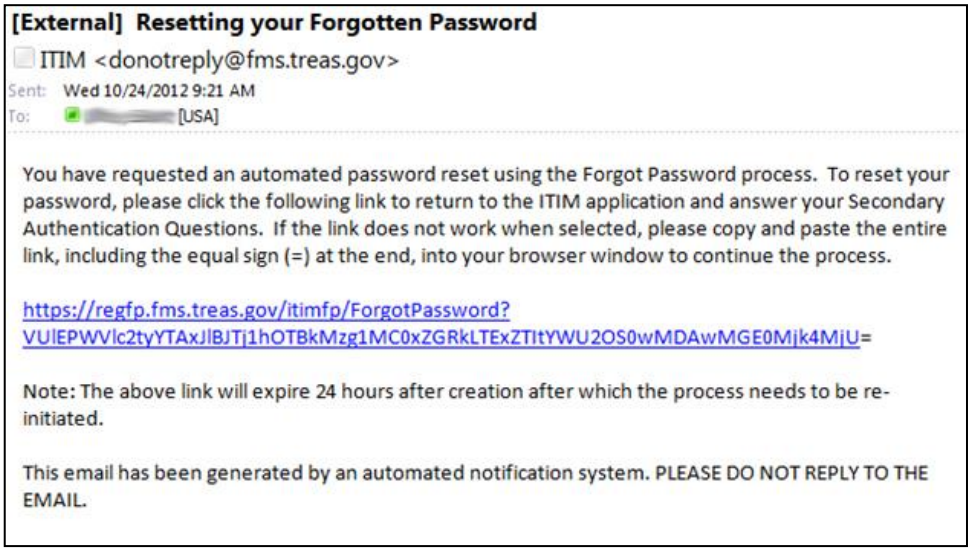


5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser.

   Each reset password web link is unique. The link shown below is for example purposes only.

Figure 27. Resetting Your Forgotten Password Email

6.



[External] Resetting your Forgotten Password

ITIM <donotreply@fms.treas.gov>

Sent: Wed 10/24/2012 9:21 AM

To: [redacted] [USA]

You have requested an automated password reset using the Forgot Password process. To reset your password, please click the following link to return to the ITIM application and answer your Secondary Authentication Questions. If the link does not work when selected, please copy and paste the entire link, including the equal sign (=) at the end, into your browser window to continue the process.

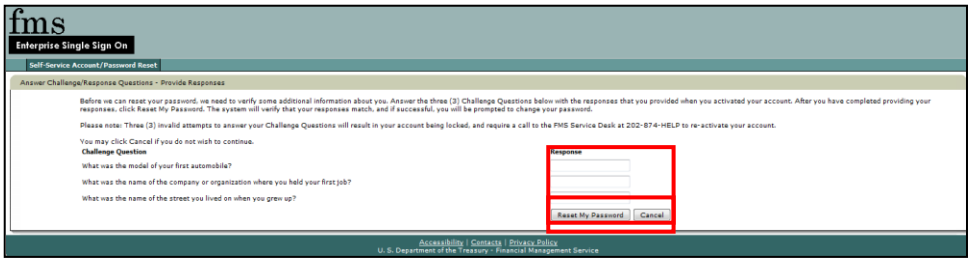
https://regfp.fms.treas.gov/itimfp/ForgotPassword?
VUlEPWVlc2tyYTAxJlBJTj1hOTBkMzg1MC0xZGRkLTExZTItYWU2OS0wMDAwMGE0Mjk4MjU=

Note: The above link will expire 24 hours after creation after which the process needs to be re-initiated.

This email has been generated by an automated notification system. PLEASE DO NOT REPLY TO THE EMAIL.

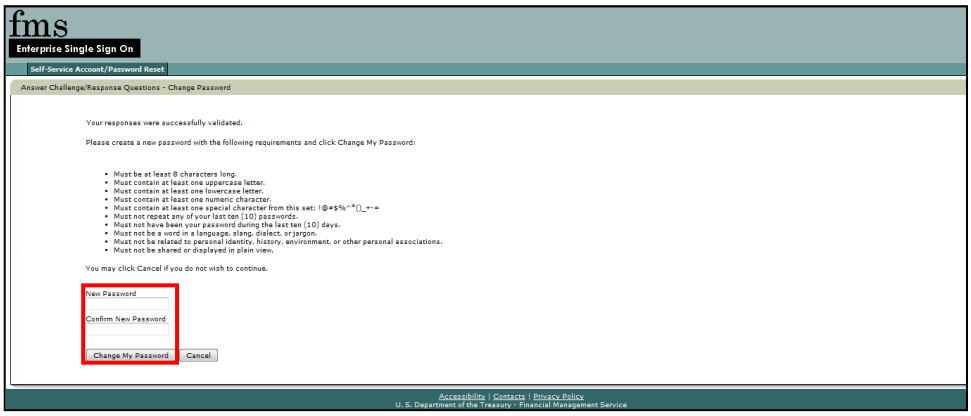
6. The *Answer Challenge/Responses Questions Provide Responses* page appears. Enter your answers for the challenge questions and click **Reset My Password**.

Figure 28. Answer Challenge/Response Questions - Provide Responses



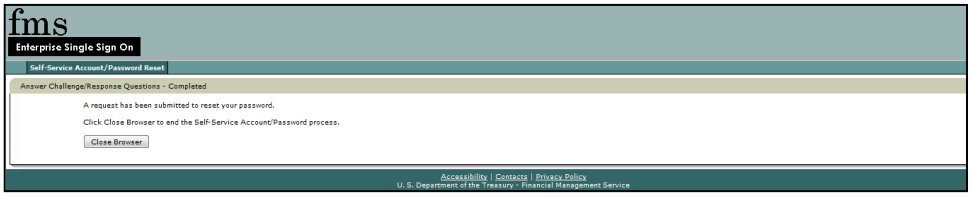
7. The *Answer Challenge/Response Questions – Change Password* page appears. Enter your **New Password** and **Confirm New Password** and click **Change My Password**.

Figure 29. Answer Challenge/Response Questions - Change Password



8. The *Challenge/Response Questions – Completed* page appears. Click **Close Browser**.

Figure 30. Answer Challenge/Response Questions - Completed



Reset Password

To reset your password, complete the following steps:

1. From the FMS Single Sign On page, click **Forgot your Password?**. The *Forgot your Password* page appears.

2. Click **Click here to access ITIM** for FMS Employees and Non-FMS Employees who use ITIM. The *Self-Service Account/Password Reset* page appears.

3. Enter your **User ID** and click **Submit**.

4. Click **Close Browser**.

> **Application Tip**
>
> You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "**=**") in the web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.

> **Application Tip**
>
> Check your **Junk E-mail** folder if you do not receive an email with your password. It is recommended that you add itim@fms.treas.gov to **your Safe Senders** or **Safe Recipients** list.

> **Application Tip**
>
> The email is generated by an automated notification system. The link expires 24 hours after creation after which the process needs to be reinitiated.

6. Enter your answers for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.

Application Tip

Three invalid attempts to answer your challenge questions will result in your account being locked. If your account is locked, call the Customer Support at 866-984-7920 or DSN 510-428-6824, Options 1, 2, 4 to re-activate your account.

7. Enter your **New Password** and **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.

8. Click **Close Browser**.

Topic 3. Navigating the OTCnet Online/Offline Home Page

The OTCnet Online home page allows a user to process deposits, capture checks, process checks, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and update their profiles. The OTCnet Online home page is accessible by users who can either view or perform any of the functionality above.

The OTCnet Offline home page allows a user to capture checks along with transaction data, perform administrative functions and access information for help. The OTCnet Offline home page is accessible by users who can either view or perform any of the functionality above.

OTCnet Online Main Menu

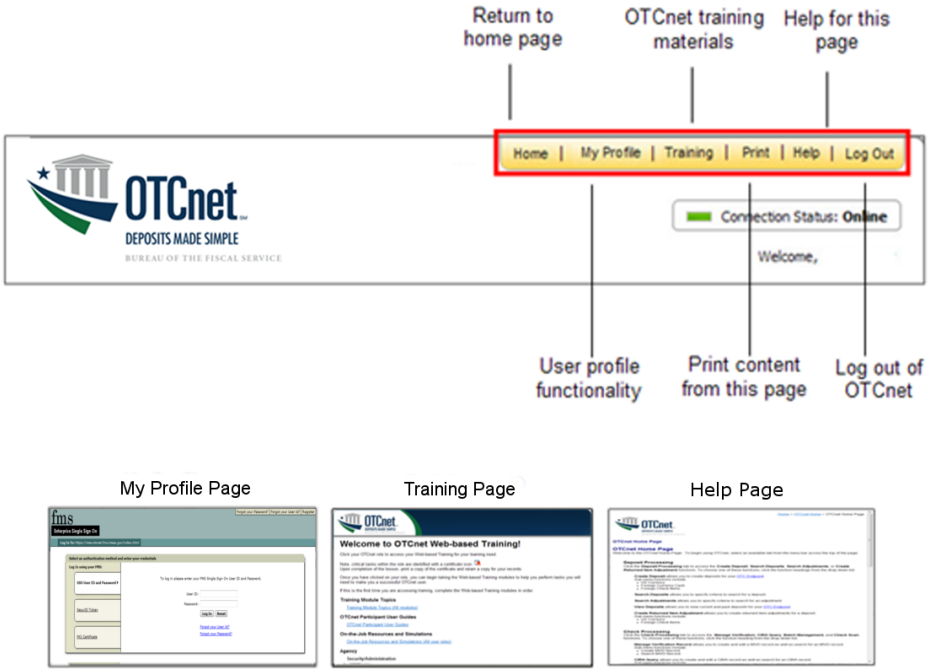
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 1 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 1. Main Menu Link Descriptions

Link	Description
Home	Allows a user to return to the OTCnet home page.
My Profile	Allows a user to retrieve his or her User ID or reset a Password.
Training	Allows a user to access the WBT training and other corresponding training materials.
Print	Allows a user to print the page.
Help	Allows a user to access help for the page they are on.
Log Out	Allows a user to log out of OTCnet.

For an image of the Main Menu, see Figure 31 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 31. OTCnet Main Menu Page



OTCnet Online Deposit Processing Tab Functionality

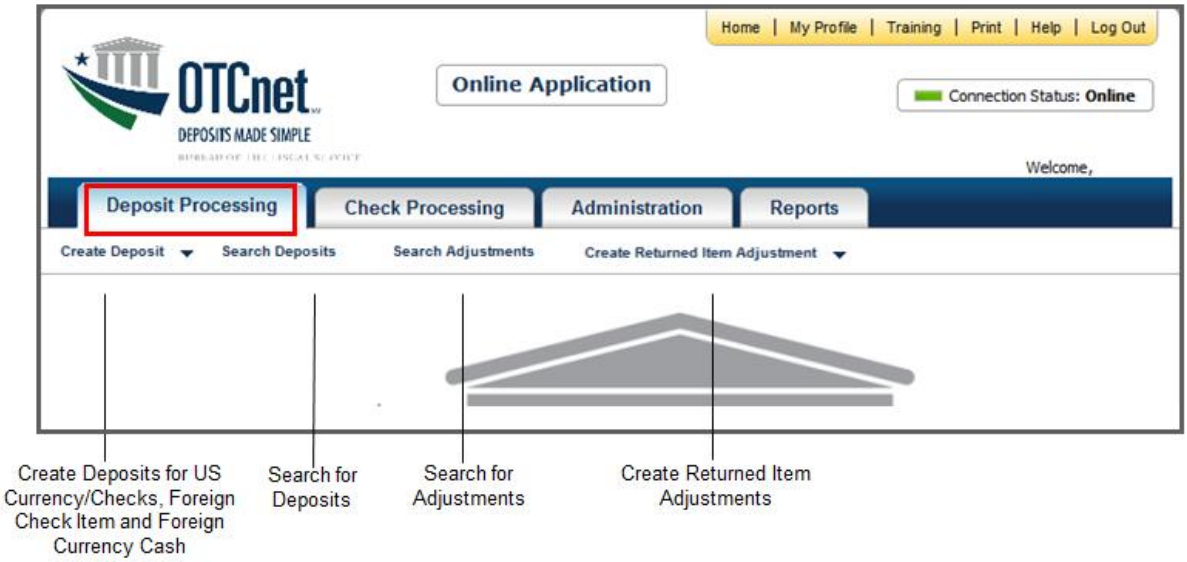
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 2 below provides a list of the Deposit Processing functions that are available to you.

Table 2. Deposit Processing Tab Descriptions

Function	Description
Create Deposit	Allows a user to create deposits for US Currency, Foreign Check Items, and/or Foreign Currency Cash.
Search Deposits	Allows a user to search for deposits.
Search Adjustments	Allows a user to search for adjustments.
Create Returned Item Adjustment	Allows a user to create a returned item adjustment.

For an image of the Deposit Processing tab, see Figure 32 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 32. Deposit Processing Tab



OTCnet Online Check Processing Tab Functionality

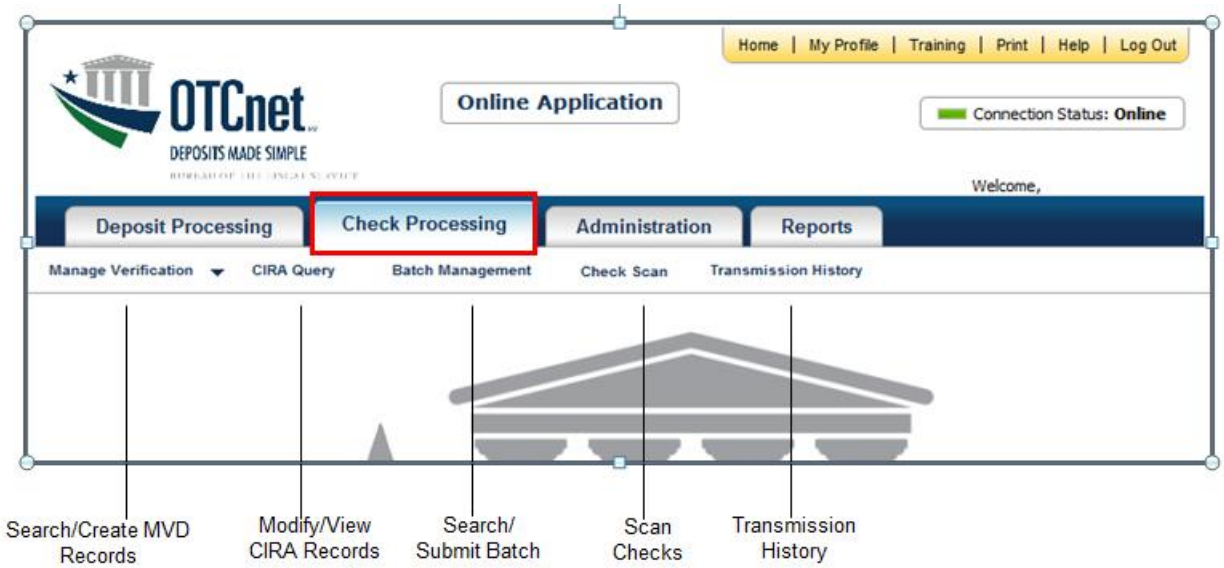
To access the OTCnet Check Processing functionality, log in with your user id and password. Table 3 below provides a list of the Check Processing functions that are available to you.

Table 3. Check Processing Tab Descriptions

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

For an image of the Check Processing tab, see Figure 33 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 33. Check Processing Tab



OTCnet Online Administration Tab Functionality

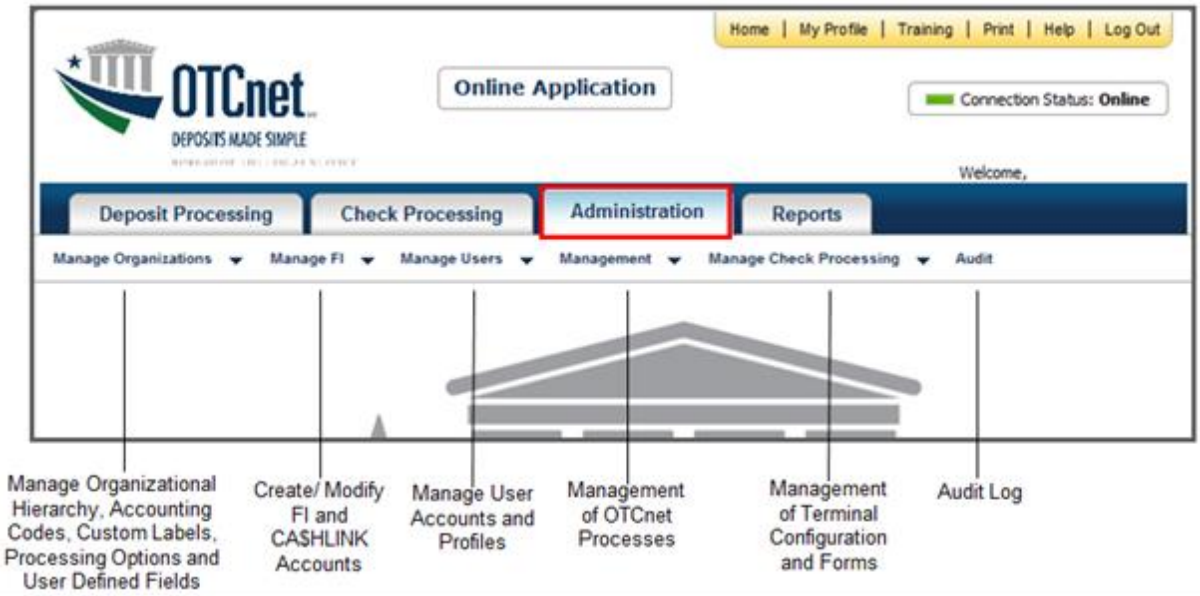
To access the OTCnet Administration functionality, log in with your user id and password. Table 4 below provides a list of the Administration functions that are available to you.

Table 4. Administration Tab Descriptions

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA$HLINK accounts, and maintain FRB CA$HLINK accounts.
Manage Users	Allows a user to manage OTCnet user accounts and profiles.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

For an image of the Administration tab, see Figure 34 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 34. Administration Tab



OTCnet Online Reports Tab Functionality

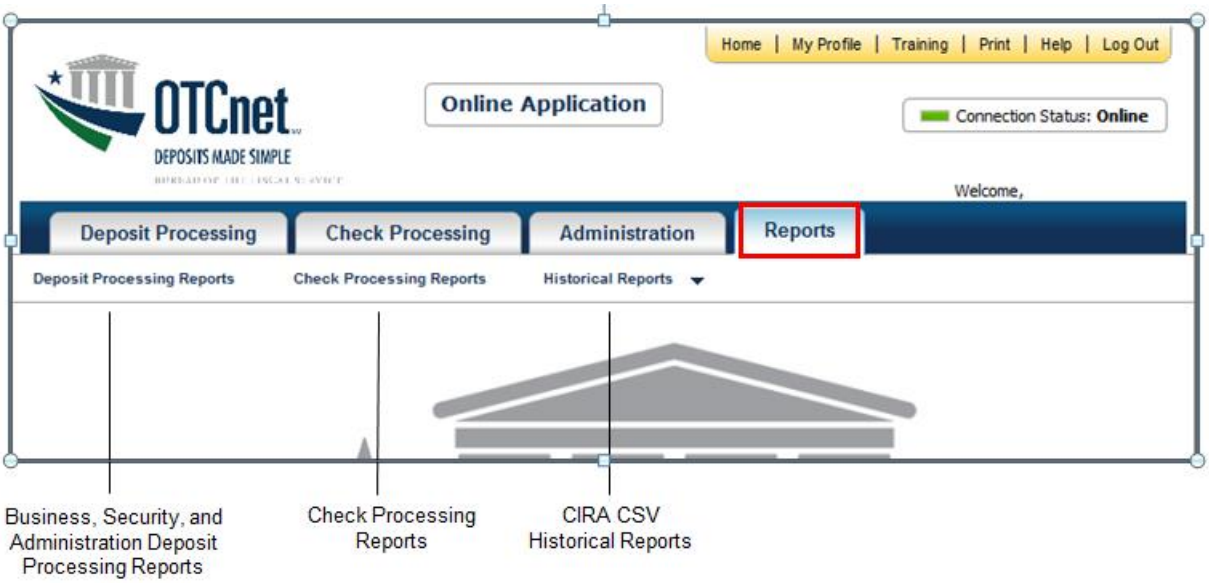
To access the OTCnet Reports functionality, log in with your user id and password. Table 5 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 5. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports.
Historical Reports	Allows a user to query and download historical reports.

For an image of the Reports tab, see Figure 35 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 35. Reports Tab



OTCnet Offline Administration Tab Functionality

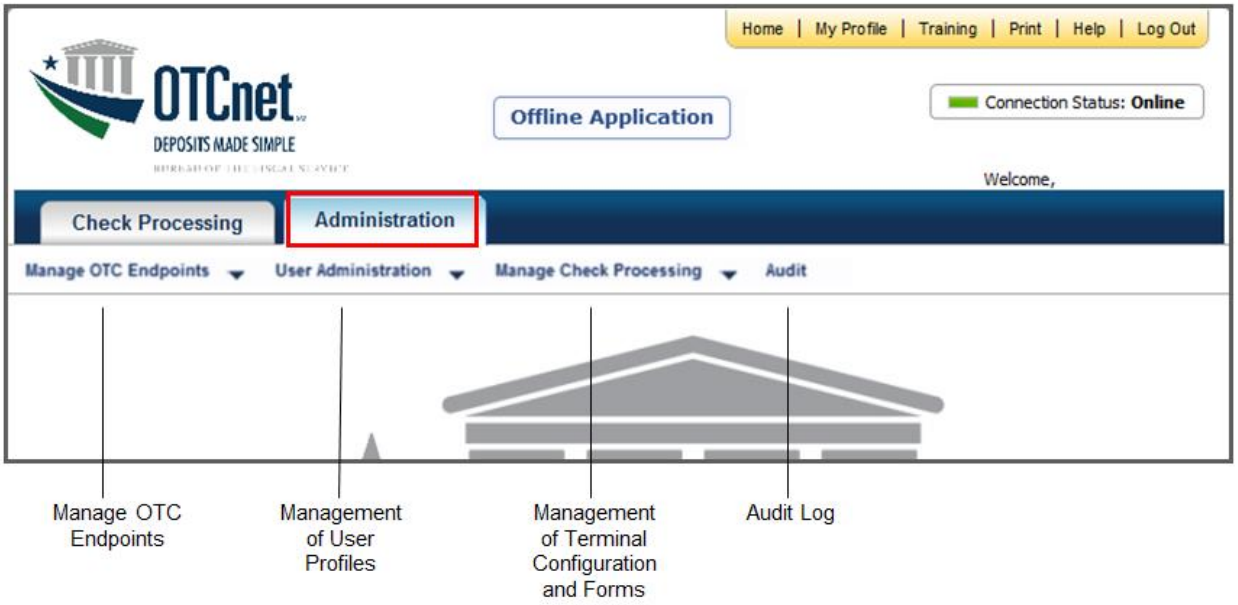
To access the OTCnet Offline Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available to you.

Table 6. OTCnet Offline Administration Descriptions

Function	Description
Manage OTC Endpoints	Allows a user to select and download OTC Endpoints.
User Administration	Allows a user to download, update, and manage user profiles.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

For an image of the Administration tab, see Figure 36 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 36: OTCnet Offline Administration



OTCnet Offline Check Processing Functionality

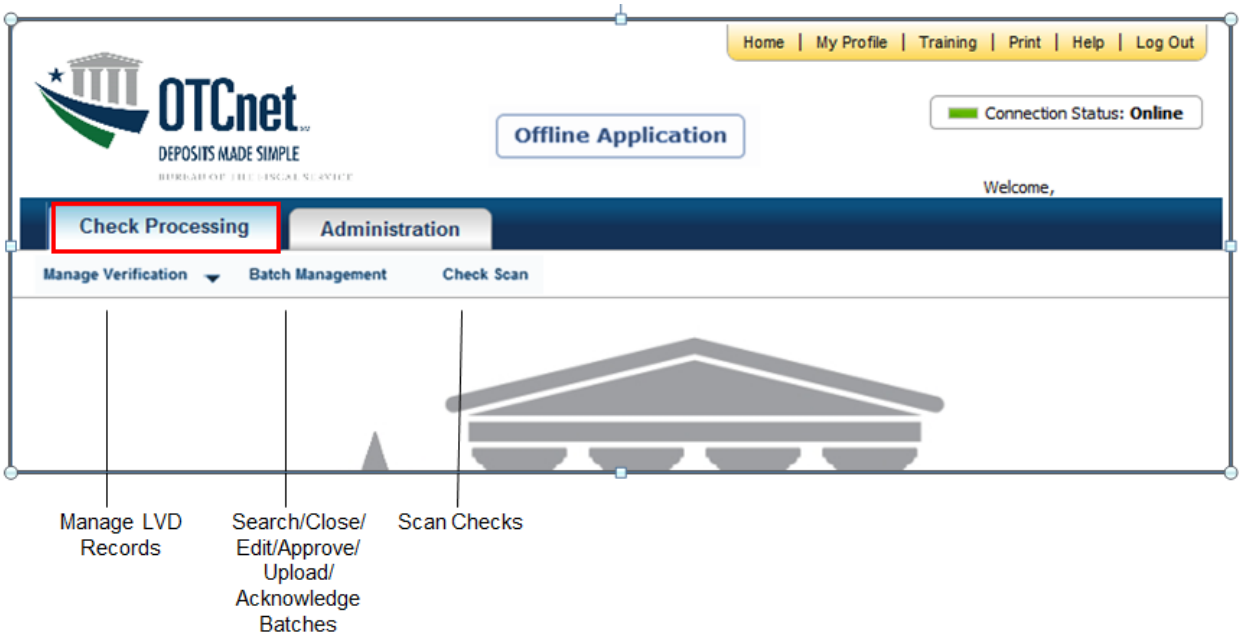
To access the OTCnet Offline Check Processing functionality, log in with your user id and password. Table 7 below provides a list of the Check Processing functions that are available to you.

Table 7: OTCnet Offline Administration Descriptions

Function	Description
Manage Verification	Allows a user to select and download OTC Endpoints.
Batch Management	Allows a user to search, view, close, approve, upload and acknowledge a batch. A user may edit and void an item within a batch with the proper permission.
Check Scan	Allows a user to scan checks.

For an image of the Administration tab, see Figure 37 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 37: OTCnet Offline Check Processing Descriptions



Summary

In this chapter, you learned:

- How to log in to OTCnet Online/Offline
- How to access your User Id and reset your Password
- How to navigate the OTCnet Online/Offline home page

In the next chapter, you will learn how to capture and manage checks if applicable; otherwise proceed to chapters 5-13.

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

ACR Activity Report - A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - The agency location code plus a unique two digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations, and allows the agency to identify those locations specifically.

Agency Manager - A user that has authorization to view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that

take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator role~~s~~ and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved

batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) - (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA) The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts and enter batch control values during batch closing. The agency user can also view is an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, accept duplicates (not

recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Image Report - A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Classification Key (C-Key) - A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be

noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.
Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/BFS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the ‘debit gateway’.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with “Electronically Processed” after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS’s Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD

provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions, view other general reports such as the SF215 Deposit Ticket report,5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint..

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable in for a duration of up to 45 days.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The day that Debit Gateway receives transactions from OTCnet. .

Voucher Number - The number assigned to a deposit by OTCnet.

Index

Accept 5, 8
Accessing a User ID.....1, 27
Account 29, 30, 32
Accounting Codes 37
Administration 10, 37, 38, 39, 40, 42, 43
Administration Tab Functionality.....37, 40
Batch Management.....37, 42
Cancel 5, 8, 28
Central Image and Research Archive (CIRA) ..36
Check Capture Administrator.....2, 15, 16, 21, 25
Check Processing . 10, 36, 37, 38, 39, 40, 42, 43
Check Processing Tab Functionality.....36
CIRA CSV Historical Report.....39
Close 7, 9, 30, 31, 32, 33
Custom Labels 37
Deposit Processing and Reporting 10
Deposit Processing Tab Functionality.....35
Financial Management Service (FMS)2, 3, 8, 10, 12, 29, 32
Foreign Check Items.....35
Foreign Currency Cash.....35
Historical Reports.....39
IBM Tivoli Identity Manager (ITIM).....29, 32
Local Security Administrator (LSA).....2
Logging in to OTCnet.....1
Managing OTC Endpoints 40
Master Verification Database (MVD) 36
Navigating OTCnet 1
OTC Endpoints 40, 42
OTCnet Offline ..2, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 25, 26, 34, 40, 42, 43
Primary Local Security Administrator (PLSA) 2
Print.....34
Processing Options.....37
Reports Tab Functionality.....39
Resetting Passwords 1, 27, 29
Single Sign On 2, 3, 8, 10, 12, 27, 28, 29, 32
Submit.....29, 32
US Currency 35
User Defined Fields 37
User ID ..1, 2, 3, 8, 10, 12, 13, 15, 17, 21, 24, 25, 27, 28, 29, 32, 34
View Previously Generated Historical Reports 39