



OTCnet Check Processing Onboarding Guide

Deployment Team Phone: 703.377.5586

Fiscalservice.OTCDeployment@citi.com

Deployment Specialist [Name]

Agency POC: [NAME]

Onboarding Process	Agency Action Items & Resources
<p>Step 1: Contact the OTCnet Deployment Team <i>Discuss agency needs, hardware, and System Requirements with Deployment Team.</i></p> <p>Adding Endpoints: For agencies already set up with OTCnet who wish to add a new endpoint, complete the Agency Site Profile (see Step 2) and contact the OTCnet Deployment Team.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Understand OTCnet User Roles (See User Roles Guide) <input type="checkbox"/> Understand Hardware Options (See Hardware Overview) <input type="checkbox"/> Review the OTCnet System Requirements Guide internally; work with IT team to begin set up of terminals <input type="checkbox"/> Identify agency individuals for OTCnet user roles <p>For the documents referenced in this table, please visit: https://www.fiscal.treasury.gov/otcnet/check-processing.html</p>
<p>Step 2: Onboarding Forms and Order Hardware <i>Work with Deployment Team to complete onboarding paperwork and order check scanning hardware.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Agency Site Profile (ASP) <input type="checkbox"/> Notice of Conversation to personal check writers <input type="checkbox"/> Complete Primary Local Security Administrator (PLSA) Form <input type="checkbox"/> Complete hardware order forms (Including IAA forms, if applicable) <input type="checkbox"/> Work with Deployment Specialist to place hardware order <p>Target Date: (MM/DD/YYYY)</p>
<p>Step 3: User Provisioning and Web Based Training PLSA/LSA provisions Check Capture Administrator (CCA) and additional users; all users complete Web Based Training. CCA creates endpoint within OTCnet and continues terminal setup.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> PLSA/LSA creates and provisions the Check Capture Administrator (CCA) role <input type="checkbox"/> CCA creates Check Processing endpoint within OTCnet, enters verified ALC+2 <input type="checkbox"/> CCA works with IT team to continue terminal setup, download and installation of OTCnet Firmware and OTCnet Local Bridge (OLB) Application on each terminal* <input type="checkbox"/> PLSA/LSA creates and provisions OTCnet user roles to users <input type="checkbox"/> All users complete Web-Based Training for OTCnet role <p>Target Date: (MM/DD/YYYY)</p>
<p>Step 4: Complete Terminal Setup and Configuration Users create OLB profiles, confirm successful login to OTCnet and OTCnet Local Bridge. CCA/CCS configures terminals within OTCnet with Terminal IDs provided by Deployment Specialist.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify each terminal has the OTCnet Firmware and OTCnet Local Bridge installed <input type="checkbox"/> All Check capture users must create and import an OLB Profile/Credential (See OLB Information and Resources page) <input type="checkbox"/> Set up check scanner at workstation (Scanner drivers are installed automatically with install of OTCnet firmware) <input type="checkbox"/> CCA or Check Capture Supervisor (CCS) completes terminal configuration with new terminal IDs <p>Target Date: (MM/DD/YYYY)</p>
<p>Step 5: Begin Check Processing <i>Work with Deployment Specialist to scan first check within OTCnet.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Scan and approve first check within OTCnet <input type="checkbox"/> Review OTCnet Check Processing Reports with Deployment Specialist <p>Target Date: (MM/DD/YYYY)</p>

*You may require administrative rights to install firmware and certificates

Additional Resources:

- **Web-Based Training** - https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all.htm
- **OTCnet Training Resources Overview:** <https://www.fiscal.treasury.gov/otcnet/training.html>
- **OTCnet 24/7 Customer Service:** Fiscalservice.OTCChannel@citi.com, Toll-Free: 866-945-7920 DSN: 510-428-6824 Options 1, 3, 4
- **For Password Assistance, see Printable Job Aids 2.3 (OTCnet Password) and 6.5-6.6 (OLB Password) at** https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all_sims.htm. For further assistance, contact the OTCnet Customer Service Team.
- **OLB Information and Resources:** <https://www.fiscal.treasury.gov/otcnet/local-bridge-information-resources.html>