OTCnet Card Processing Onboarding Guide

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Onboarding Process	Agency Action Items & Resources
Step 1: Contact the OTCnet Deployment Team - *Discuss agency needs, prerequisites, hardware, and System Requirements for OTCnet Card Processing with your Deployment Specialist.*	❑ Review the **OTCnet System Requirements Guide** and work with the IT team to verify all workstations meet OTCnet's system requirements* ❑ Review the **OTCnet User Roles Guide** to understand the capabilities of each OTCnet user ❑ Review the **OTCnet Card Processing Hardware Overview** to understand OTCnet's Hardware Requirements and purchase your card reader ❑ Review the **Card Acquiring Service Application (CASA)** ❑ Identify agency individuals for OTCnet user roles
Step 2: Onboarding Forms and Backend Setup– *Work with Deployment Team to complete the PLSA form and CAS application. Instructions are available on the [CAS Enrollment page.](#)*	❑ Complete **Primary Local Security Administrator (PLSA) Form**, *applicable only to new OTCnet Agencies* ❑ Complete the **CASA** and submit it to your Deployment Specialist - *Note: The estimated processing time for account creation is 2 weeks.* ❑ Add **Merchant ID** to CAS profile in the Shared Accounting Module (SAM) ❑ Review and assess your network for the necessary PCI requirements through WorldPay's Trustwave
Step 3: User Provisioning and Web-Based Training – *PLSA/LSA provisions Card Administrator and Card Operator; all users complete Web Based Training. Card Administrator creates endpoint within OTCnet and continues workstation setup.*	❑ PLSA/LSA creates and provisions the Card Administrator role ❑ Card Administrator creates the Card Processing endpoint within OTCnet ❑ Card Administrator downloads the latest OTCnet Local Bridge (OLB) application on each workstation ❑ Card Administrator works with IT to install the latest OTCnet Local Bridge (OLB) application* ❑ PLSA/LSA creates and provisions OTCnet user roles to users (Card Operator and/or Card Administrator) ❑ All users complete **Web-Based Training** for OTCnet role
Step 4: Complete Setup and Terminal Configuration – *Users create OLB profiles, confirm successful login to OTCnet and OTCnet Local Bridge. Card Administrator configures terminals within OTCnet.*	❑ Verify each workstation has the latest OTCnet Local Bridge application ❑ Set up your Verifone card reader using the **OTCnet Card Processing Connection Guide** ❑ Card Administrator completes Terminal Configuration within OTCnet ❑ All Card Processing users create and import an OLB Profile/Credentials **(See Web Based Training and OLB Resources Page)**
Step 5: Begin Card Processing - *Work with Deployment Specialist to process first card payment within OTCnet.*	❑ Process first card payment within OTCnet ❑ Review OTCnet Card Transaction Query with Deployment Specialist

*You may require Windows administrative rights to install the OTCnet Local Bridge (OLB) application and meet the OTCnet system requirements

Additional Resources:

➤ *Web-Based Training -* https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all.htm
➤ *OTCnet Training Resources Library -* https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/library.htm
➤ *OTCnet FAQs -* https://www.fiscal.treasury.gov/otcnet/faqs.html
➤ *OTCnet Card Processing Overview Sheet -* https://www.fiscal.treasury.gov/files/otcnet/CardProcessingOverview.pdf
➤ *Card Processing FAQ Document* https://www.fiscal.treasury.gov/files/otcnet/CardProcessingFAQ.pdf

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