OTCnet Deposit Processing Onboarding Guide

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Deployment Specialist [NAME]
Agency POC: [NAME]

Onboarding Process	Agency Action Items & Resources
Step 1: Contact the OTCnet Deployment Team - *Discuss agency needs and System Requirements with Deployment Specialist* ***Note:*** *If your agency is already set up with OTCnet but would like to add an endpoint, complete the Deposit Reporting Set-Up worksheet and reach out to the OTCnet Deployment Team.*	❑ Understand OTCnet User Roles (See **User Roles Guide**) ❑ Review the OTCnet **System Requirements Guide** internally; work with IT team to begin set up of terminals ❑ Identify agency individuals for OTCnet user roles ❑ Identify necessary Financial Institution (FI) users for OTCnet roles For the documents referenced in this table, please visit: https://www.fiscal.treasury.gov/otcnet/deposit-processing.html
Step 2: Onboarding Forms and Backend Setup - *Work with Deployment Team to complete onboarding paperwork and set up account with Financial Institution.* ***Note:*** *Agencies already set up with OTCnet will need to contact their Accounting Specialist for hierarchy additions.*	❑ **Deposit Reporting Setup Worksheet** ❑ **Primary Local Security Administrator (PLSA) Form** ❑ Work with Federal Reserve Bank of St. Louis and the OTCnet Security Team on backend setup ❑ Work with FI to set up bank account **Target Date: (MM/DD/YYYY)**
Step 3: User Provisioning and Web-Based Training - *PLSA/LSA provisions users; all users complete Web-Based Training. Accounting Specialist creates endpoint within OTCnet.*	❑ PLSA/LSA creates and provisions OTCnet user roles to users ❑ Work with FI to provide OTCnet access and provision FI users ❑ Users begin **Web-Based Training (WBT)** for OTCnet roles **Target Date: (MM/DD/YYYY)**
Step 4: Complete Terminal Set up -*Ensure that all agency and FI users can log into OTCnet form their terminals.*	❑ Complete terminals set up according to System Requirements **Target Date: (MM/DD/YYYY)**
Step 5: Begin Deposit Processing - *Work with Deployment Specialist to submit first deposit within OTCnet.*	❑ Process a first deposit through OTCnet ❑ Review OTCnet Reports with Deployment Specialist **Target Date: (MM/DD/YYYY)**

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 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*** - https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all_sims.htm. For further assistance, contact the OTCnet Customer Service Team.
- ***Contingency Plan Information -*** https://www.fiscal.treasury.gov/otcnet/emergency-procedures.html
- ***Getting Started with OTCnet:*** https://www.fiscal.treasury.gov/otcnet/getting-started-overview.html