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Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

OTCnet[SM]
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Refresher Webinar Series 2025

Managing OTCnet Roles and Endpoints

Topic #1

Introduction to User Management

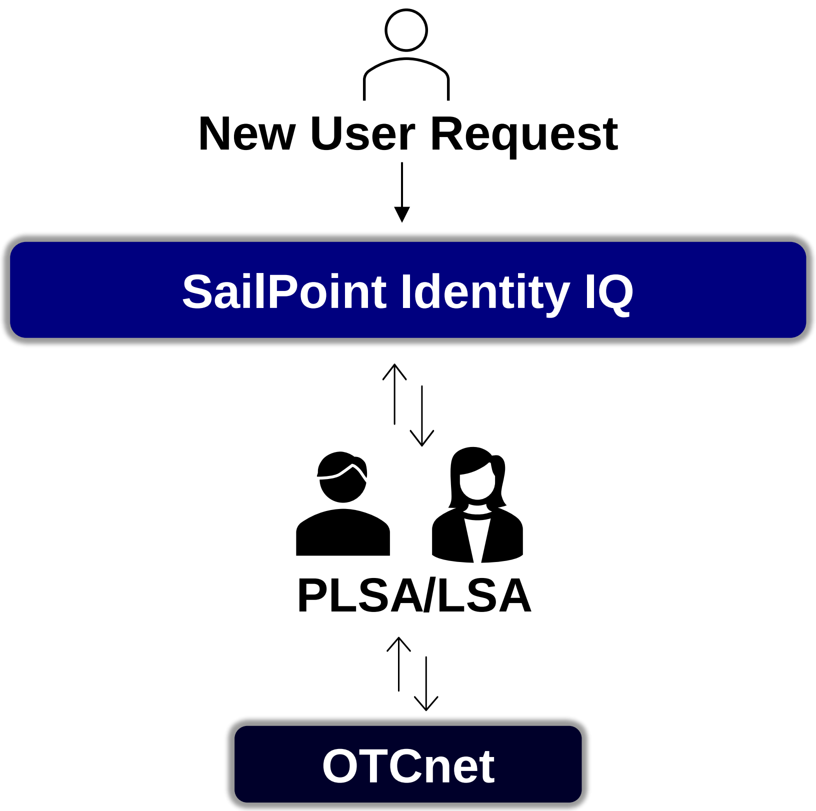
Identity Access Management (IAM) Overview

What is Identity Access Management (IAM)?

- Protects Sensitive Information
- Enforces “Least Privilege”
- Supports User Accountability

OTCnet User Provisioning Flow

Common Approach to Identity Assurance (CAIA)



1. Requests to add a new OTCnet user identity are facilitated through OTCnet and SailPoint IIQ.
2. OTCnet Security Administrators (PLSA/LSAs) add authorized access to the user's identity in SailPoint IIQ and OTCnet.
3. Another PLSA/LSAs adds and approves the endpoints/roles to the user identity in the OTCnet application.

User Management: Application Tips

Application Tips

1. *Users can self-request access in SailPoint IIQ. However, the preferred method for registering users is through the assistance of PLSA/LSAs.*
2. *SailPoint IIQ will only have the High-Level Organization (HLO) available. OTCnet allows the selection of lower-level organizations or "child endpoints."*
3. *Refer to the User Roles Guide to review all the available roles and authorized role combinations: https://fiscal.treasury.gov/files/otcNet/OTCnet-User-Roles-Guide.pdf*

Topic #2

Managing User Identities

Managing User Identities - Overview

SailPoint

Access is requested through SailPoint Identity IQ, Treasury's centralized **identity management system**.

PLSA/LSA

Primary & Local Security Administrators initiate and manage user access.

Roles are defined by their access to OTCnet system capabilities and functions. Every **role must be connected to an endpoint**, or the location from where a user operates.

OTCnet user management workflow requires **dual approval** in SailPointIIQ and OTCnet.

Creating a New Identity in OTCnet

1a) In ***SailPoint IIQ***, the PLSA/LSA navigates to **Manage User Access** and searches for the new user by their email address. If their email is not found, navigate to **Manage Identity** > **Create Identity** > Enter email > **Submit**.

2)* To approve the request, the other PLSA/LSA selects [Bell Icon] > **Approvals**.

3) PLSA/LSA assigns roles through **Manage Access** > **Manage User Access** > Enter and select email > **Add Access** > Enter HLO/Role > **Submit**.

4) ***Step Two*** is repeated.

New users do not have access to OTCnet capabilities until their role(s)and endpoint(s) are assigned.

Assigning OTCnet Roles and Endpoint Access

1) In ***OTCnet***, the PLSA/LSA selects **OTCnet** > **Administration** > **Manage Users.**

2) To add roles to a new user identity, select **Search User Directory** > Select User > **View Account** > **Manage User Account** > **Add Endpoint/Role**. Link each role to at least one lower-level endpoint.

3) Submit the request and wait for **approval** by another PLSA/LSA.

4) The approver reviews via **OTCnet** > **Administration** > **Manage Users** > **Pending Requests.**

5) The new user creates an OTCnet account by logging into the application with PIV/CAC or ID.me.

User access to the OTCnet application activates after a PLSA or LSA approves the provisioning request. They will be notified of access through email.

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Modifying/Removing User Access

To remove an endpoint/role from a user's account in *OTCnet*:

- The PLSA/LSA navigates to **Search User Directory** > Select User > **View Account** > **Manage User Account** > **Remove Endpoint/Role**.
- Select the user and uncheck the desired boxes to remove them.
- Submit the removal request for approval from another PLSA/LSA.

To remove a user in *SailPoint IIQ*:

- The PLSA/LSA navigates to **Manage User Access** > **Remove Access.**
- Select the user and the HLO/role(s) to remove their access in OTCnet.
- SailPoint will process the request based on the requestor's authority.

All changes to a user's identity are recorded in the OTCnet Audit Log. Inactive profiles remain visible in the application for reporting purposes.

Managing User Identities: Application Tips

Application Tips

- *All users must log in every 120 days to keep their account active. PLSA/LSAs are required to approve the expired account's entitlements before they are restored.*
- *PLSA/LSAs should confirm access after any change to a user's email or name.*
- *PLSA/LSAs should check Pending Requests often.*
- *OTCnet users should keep records of all approvals for reporting.*

Resources:

- *Managing Roles*
- *Managing Endpoints*

Topic #3

Managing Endpoints

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Managing Endpoints - Overview

An **endpoint** is the physical location where a transaction occurs, also known as the Agency Location Code (ALC).

To create or modify an **endpoint**: Select **Administration** > **Manage Organization** > **Organization Hierarchy** > **Modify**.

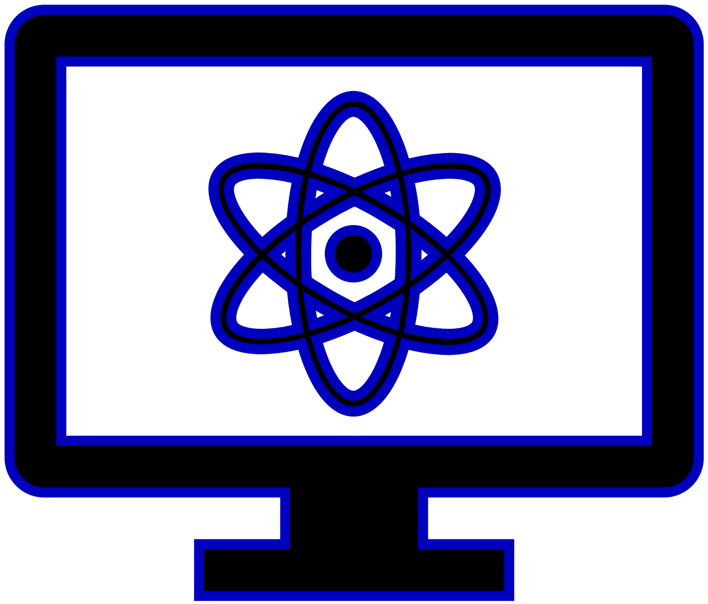
User Roles with access to endpoints: Accounting Specialists, Local Accounting Specialists, Check Capture Administrators, Check Capture Supervisors, Card Administrators, PLSA/LSAs.

Users can neutralize outdated endpoints. Endpoints may not be deleted for reporting purposes.

An **updated user hierarchy**, or **organizational structure**, is vital to OTCnet functions.

Creating an Endpoint

Live OTCnet Demo



Wrap Up

Key Takeaways

1. CAIA facilitates OTCnet user identity creation and provisioning in SailPoint Identity IQ and the OTCnet application.

2. PLSAs and LSAs are responsible for managing user identities and roles.

3. Every user role is tied to an endpoint, which represents a physical or operational location, also known as Agency Location Code (ALC).

Resources

OTCnet Website

https://www.fiscal.treasury.gov/otcnet/

OTCnet Customer Support

FiscalService.OTCChannel@citi.com
24/7 Customer Support: 866.945.7920

OTCnet Deployment Team

FiscalService.OTCDeployment@citi.com
Telephone: 703.377.5586

- **OTCnet User Roles Guide**
  https://fiscal.treasury.gov/files/otcNet/OTCnet-User-Roles-Guide.pdf
- **System Requirements Guide**
  https://fiscal.treasury.gov/files/otcnet/otcnet-sys-req.pdf
- **OTCnet Training Website**
  https://www.fiscal.treasury.gov/otcnet/training.html

*A **copy of this presentation** will be emailed to you and posted on the* **OTCnet Website**.