



Converting to PIV/CAC Authentication for OTCnet

OTCnet Connection Guide

TABLE OF CONTENTS

Introduction 3

Part 1. Linking a user PIV or CAC Certificate to the User Fiscal Service SSO Account 4

Part 2. Logging in to OTCnet using your PIV/CAC Credentials 9

Part 3. Troubleshooting: If you are unable to log in to OTCnet with your PIV/CAC 10

A. 403 Error Message When Logging in to OTCnet with a PIV/CAC..... 10

B. Validation Authority Error..... 10

C. OTCnet Server Does Not Recognize PIV/CAC Certificate 11

D. Additional Troubleshooting Assistance 15

List of Figures

Figure 1. Select a Certificate Window..... 4

Figure 2. Certificate Window 5

Figure 3. Certificate Enhanced Key Usage 5

Figure 4. Certificate Subject Alternative Name 6

Figure 5. Enter PIN Window..... 6

Figure 6. SSO Page 7

Figure 7. CASS Email Registration Page 7

Figure 8. SSO User Log in Page..... 8

Figure 9. Request Successfully Sent Page 8

Figure 10. Fiscal Service SSO Log in Page..... 9

Figure 11. Certificates Window..... 11

Figure 12. Certificate Export Wizard Window 12

Figure 13. Export Private Key in Certificate Export Wizard 12

Figure 14. Export File Format in Certificate Export Wizard 13

Figure 15. File to Export in Certificate Export Wizard..... 13

Figure 16. File Explorer Window 14

Figure 17. Complete Certificate Export Wizard Window..... 14

Figure 18. Export Successful Window..... 15

Introduction

This document details the steps required for a user to link their Personal Identity Verification/Common Access Card, or PIV/CAC certificate to their Fiscal Service Single Sign-On (SSO) account and provides instructions for using their PIV/CAC credentials to log in to OTCnet.

Users who do not currently have a PIV or CAC credential do not need to take action at this time. Users should escalate internally with their agency if the user is required to obtain a PIV or CAC credential.

Troubleshooting—if a user is unable to log in to OTCnet with their PIV/CAC credentials, assistance information is available in **Part 3. Troubleshooting: If you are unable to log in to OTCnet with your PIV/CAC**

To learn more about this initiative, visit the OTCnet PIV/CAC webpage:

<https://www.fiscal.treasury.gov/otcnet/log-into-otcnet-using-your-pivcac-credentials.html>.

Part 1. Linking a user PIV or CAC Certificate to the User Fiscal Service SSO Account

- If you previously linked your PIV/CAC certificate to a Fiscal Service SSO Account, skip this section and proceed to **Part 2. Logging in to OTCnet using your PIV/CAC Credentials.**
- You must have an active Fiscal Service SSO account for OTCnet Online to link a PIV/CAC certificate.
- You can link a PIV/CAC certificate from any location with internet access using your agency-provided workstations. You do not have to be physically located at your agency.

Follow the steps below to link your PIV or CAC credentials to your Fiscal Service SSO account.

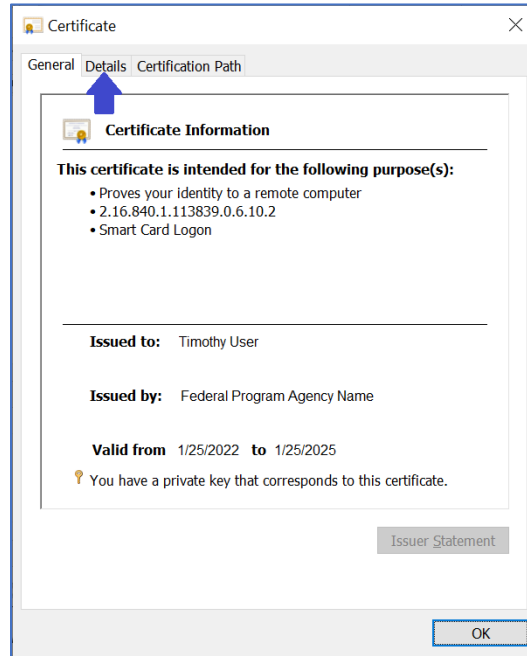
1. Using your browser, navigate to the CASS application: <https://piv.treasury.gov/cass/>.
2. A **Windows Security** box displays and prompts the user to select the appropriate certificate, see *Figure 1. Select a Certificate Window*. You may have to select **More Choices** to view your other certificate choices. Choose the correct certificate used for authentication and enter the associated PIN for the credential.

Figure 1. Select a Certificate Window



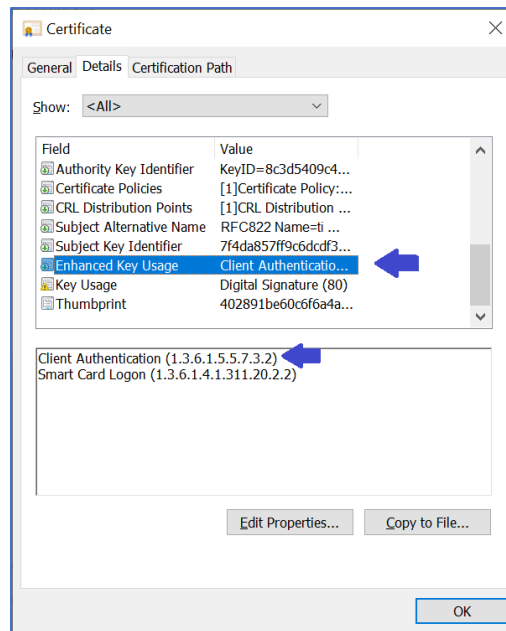
3. If multiple certificate selections are available and the user is unsure which certificate to choose, complete the following:
 - Click the **Click here to view certificate properties** hyperlink. The Certificate window displays.
 - Click the **Details** tab, see *Figure 2. Certificate Window*.

Figure 2. Certificate Window



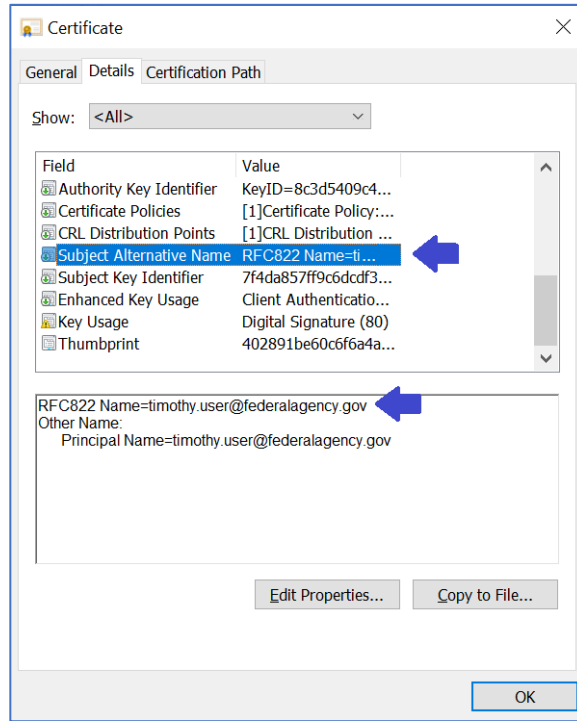
- The **Details** tab displays. Scroll down and select the *Enhanced Key Usage* option as shown in *Figure 3. Certificate Enhanced Key Usage*. **Client Authentication** displays within the lower display window when the correct certificate is selected.

Figure 3. Certificate Enhanced Key Usage



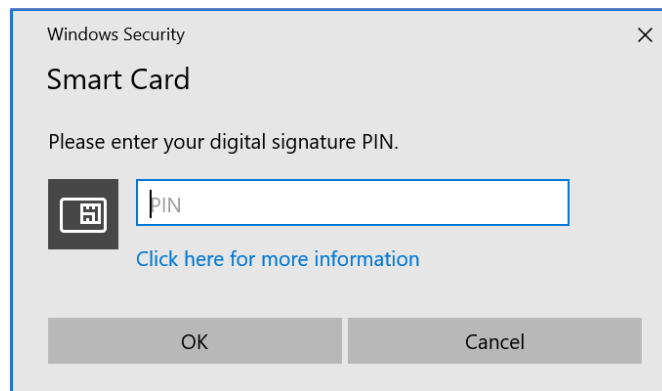
- Ensure the selected certificate includes **RFC822 Name=your email address** in the **Subject Alternative Name** certificate field, see *Figure 4. Certificate Subject Alternative Name*.

Figure 4. Certificate Subject Alternative Name



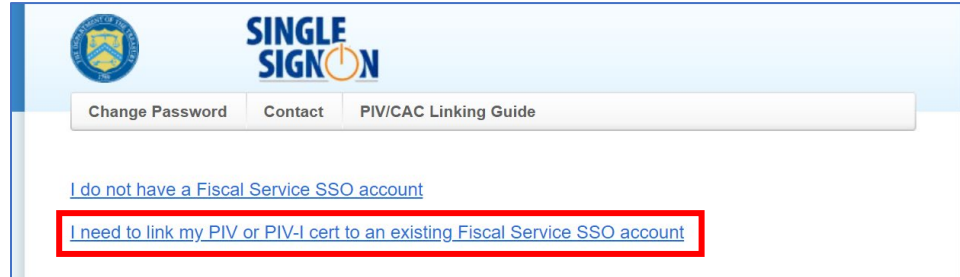
- 4. A PIN prompt displays once the correct certificate is chosen. The user enters their Smart Card PIN. See Figure 5. Enter PIN Window.

Figure 5. Enter PIN Window



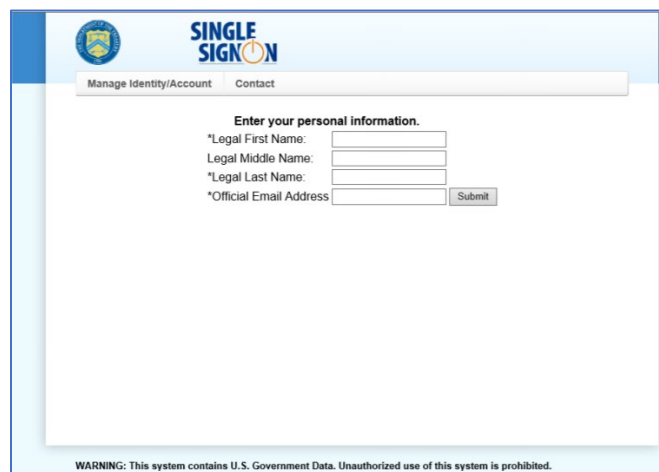
- The CASS Application Home page appears in your browser. Click the **I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account** hyperlink. See *Figure 6. SSO Page*.

Figure 6. SSO Page



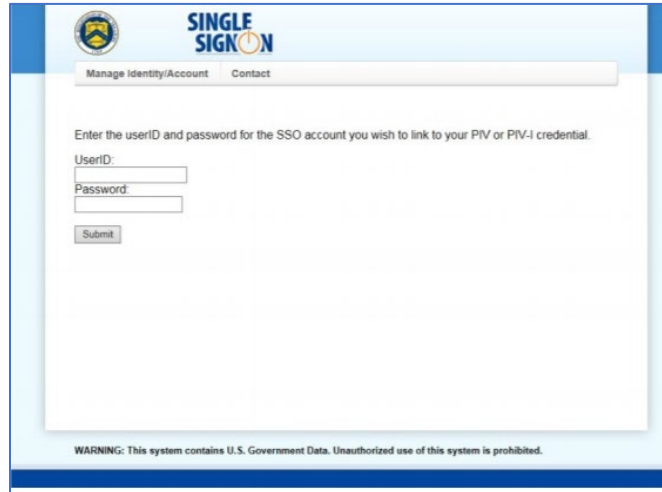
- If you receive the message **“Your credential has already been linked to an SSO account. Your access should already be in place”** your PIV/CAC credentials may already be linked to your SSO account due to another Fiscal Service or Treasury application. Continue to Part 2 of this document to confirm you can use your PIV/CAC credentials to log in to OTCnet.
 - If you receive the message **“Unable to decode certificate. This is likely not an authentication certificate.”** The certificate you selected cannot be used; this is possibly because it is not an authentication certificate, or it may not be a PIV, PIV-I, or CAC certificate. Ensure your PIV, PIV-I, or CAC is inserted into your workstation’s card reader and repeat steps 1 through 4, ensuring that you select a valid PIV, PIV-I or CAC authentication certificate (per steps 2 through 4).
- For PIV/CAC certificates without an email address, enter your name and email address and click **Submit**, see *Figure 7. CASS Email Registration Page*. You will receive an email with a link to register. Click this link or enter it into your web browser. If your certificate has an email, CASS will automatically skip to the next step.

Figure 7. CASS Email Registration Page



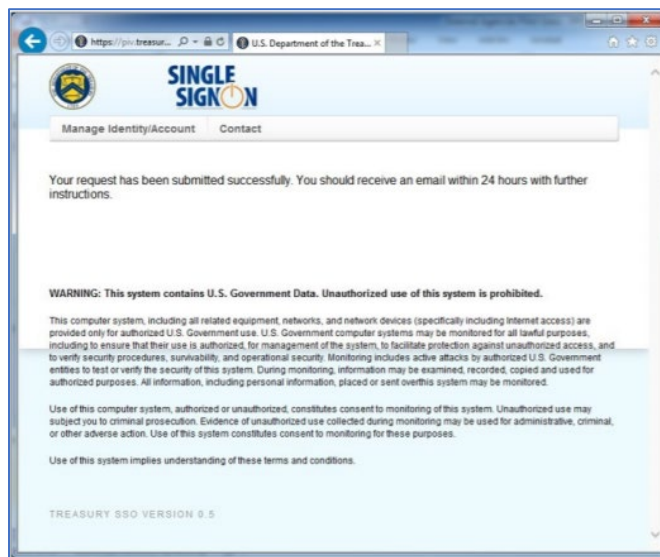
7. Enter your Fiscal Service SSO **UserID** and **Password** and click **Submit**. See *Figure 8. SSO User Log in Page*.

Figure 8. SSO User Log in Page



Once logged in to CASS, a message displays: ***“Your request has been submitted successfully”***, see *Figure 9. Request Successfully Sent Page*. An email is then sent to the user email address associated with the Fiscal Service SSO profile. The email contains ***“Treasury Fiscal Service SSO Certificate Activation Notification”*** in the subject line.

Figure 9. Request Successfully Sent Page



8. Once the email is received, log in to the Fiscal Service Application using your PIV/CAC credentials.

Part 2. Logging in to OTCnet using your PIV/CAC Credentials

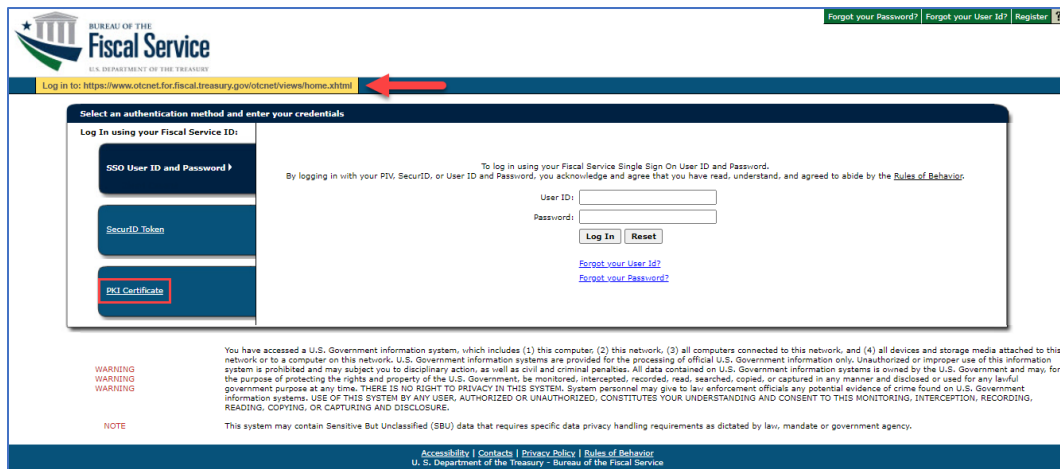
Once your PIV or CAC certificate is successfully linked to your Fiscal Service SSO account, log in to OTCnet using your PIV/CAC:

1. Use Microsoft Edge or Google Chrome to access OTCnet Production at: <https://www.otcnet.for.fiscal.treasury.gov/otcnet/views/home.xhtml>. See Figure 10. Fiscal Service SSO Log in Page.

On December 10th, 2022, the OTCnet URL domain changed from **fms.treas.gov** to **for.fiscal.treasury.gov**. This change will not impact your current log in process. User IDs, Passwords, and PIV/CAC credentials will remain the same.

On the log in screen, ensure that the yellow **Log in to** box contains the full URL, see red arrow in Figure 10. Fiscal Service SSO Log in Page.

Figure 10. Fiscal Service SSO Log in Page



- a. Click the PKI Certificate hyperlink, see Figure 10. Fiscal Service SSO Log in Page. You will be prompted to select your PIV/CAC authentication certificate.
- b. Select your PIV/CAC certificate and click **OK** to log in to OTCnet. You may be prompted to enter your PIV/CAC PIN before the log in process completes. Once successfully logged in, you can use your PIV/CAC credentials to log in to OTCnet in the future. The process is complete and no additional steps are required.

If you receive an error while attempting to log in with your PIV/CAC, continue with **Part 3. Troubleshooting: If you are unable to log in to OTCnet with your PIV/CAC.**

Part 3. Troubleshooting: If you are unable to log in to OTCnet with your PIV/CAC

A. 403 Error Message When Logging in to OTCnet with a PIV/CAC

If you receive the message, “*The website declined to show this webpage / HTTP 403*” or “*Forbidden / You are not authorized to access the requested resource*”, follow the steps below:

1. In the browser address bar, delete all the characters after “*home.xhtml*”.

You should see the characters **%3E%3Cbody%20bgcolor=** or **><body%20bgcolor=**. Delete these characters from the address bar and press the **Enter** key on your keyboard.

2. You should now see the OTCnet home page. If you see the log in screen instead, your session has timed out; click the PKI Certificate hyperlink and log in using your PIV/CAC credentials again and you should see the OTCnet home page.
3. Bookmark the URL <https://www.otcnet.for.fiscal.treasury.gov/otcnet/views/home.xhtml> and use this URL for future OTCnet log in.

B. Validation Authority Error

If you receive a “*Validation Authority*” error or other errors related to your certificate when attempting to log in to OTCnet using your PIV/CAC credentials, follow the steps below:

Note: The steps below only apply to validation errors and authentication errors relating to certificates.

1. Take a screenshot of the certificate error when attempting to log in to OTCnet with your PIV/CAC credentials.
2. Email FiscalService.OTCChannel@citi.com and provide a description of your workflow with the screenshot from the previous step. The OTC Support Center Team will address your inquiry. They can also be reached by phone at 866-945-7920.

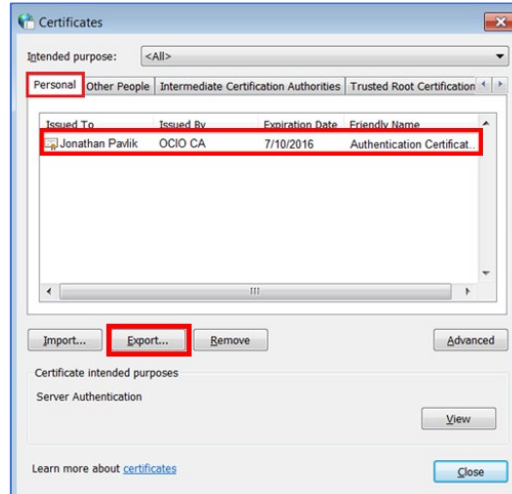
C. OTCnet Server Does Not Recognize PIV/CAC Certificate

If you receive a “**Validation Authority**” error or an error was caused by the OTCnet server not recognizing your PIV/CAC certificate issuer, your PIV/CAC certificate’s issuer may not yet be supported by the Treasury Web Applications Infrastructure (TWAI) for authentication.

To determine if this is the case, email your public PIV or CAC certificate to FiscalService.OTCChannel@citi.com. To do this, locate and export your **public end-entity authentication certificate** by completing the following steps:

1. With your CAC/PIV card inserted in your workstation, type **Internet Options** in the Windows search bar.
2. Select and launch the **Internet Options** application.
3. Click the **Content** tab at the top of the **Internet Properties** application.
4. Click the **Certificates** button.
5. Under the **Personal** tab on the **Certificates** screen, see the **Issued To** column and look for your name or Government ID.
6. Select the item with your name or Government ID, the **Authentication Certificate** may appear under the **Friendly Name** column. See *Figure 11. Certificates Window*.
7. Click **Export**, see *Figure 11. Certificates Window*.

Figure 11. Certificates Window



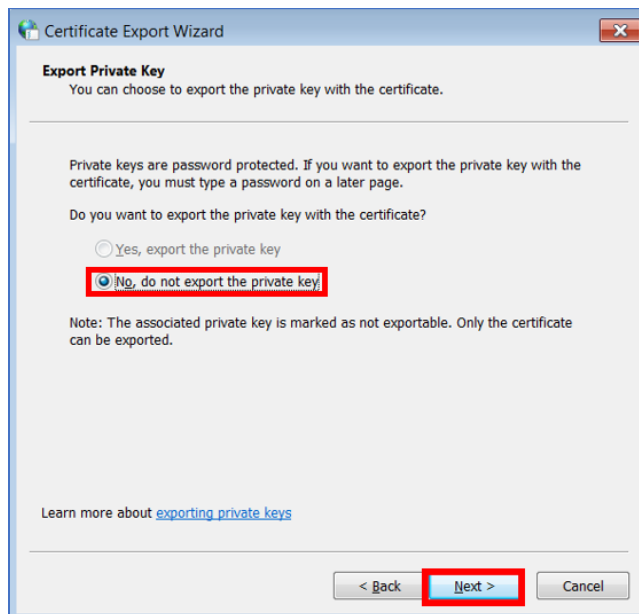
- The Certificate Export Wizard Start dialog box displays. Click **Next >**, see *Figure 12. Certificate Export Wizard Window*.

Figure 12. Certificate Export Wizard Window



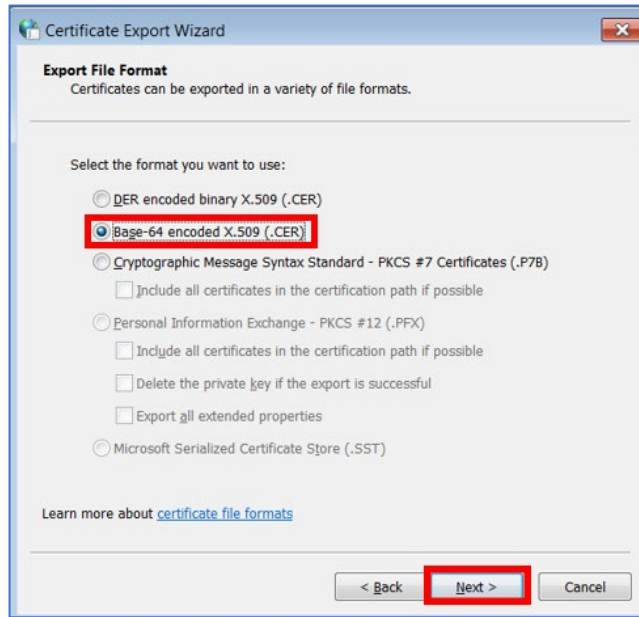
- The Export Private Key dialog box displays. Select the **No, do not export the private key** button and click **Next >**, see *Figure 13. Export Private Key in Certificate Export Wizard*.

Figure 13. Export Private Key in Certificate Export Wizard



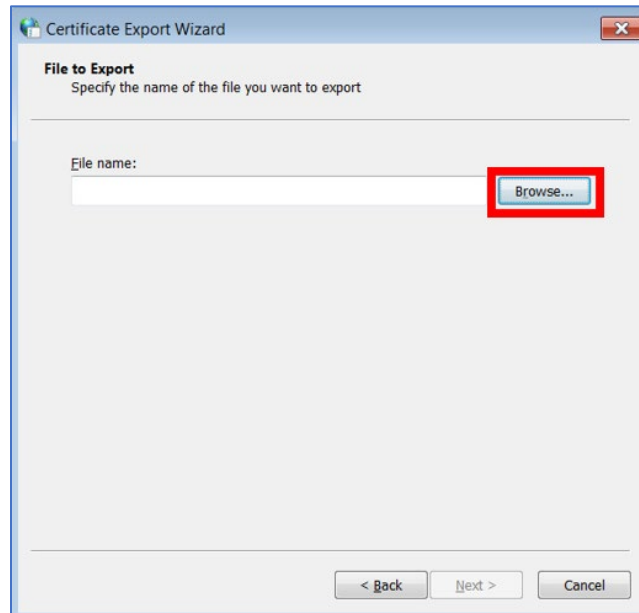
10. The Export File Format dialog box displays. Select the **Base-64 encoded X.509 (.CER)** button. Click **Next >**, see *Figure 14. Export File Format in Certificate Export Wizard*.

Figure 14. Export File Format in Certificate Export Wizard



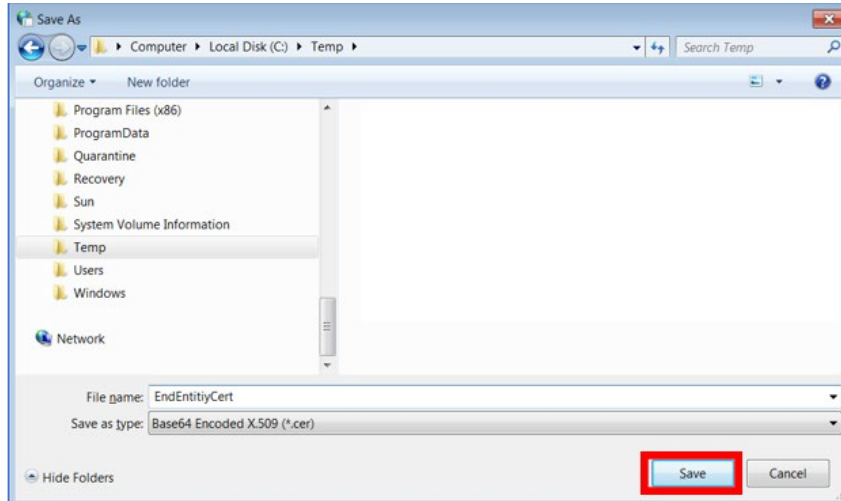
11. The File to Export dialog box displays. Click **Browse**, see *Figure 15. File to Export in Certificate Export Wizard*.

Figure 15. File to Export in Certificate Export Wizard



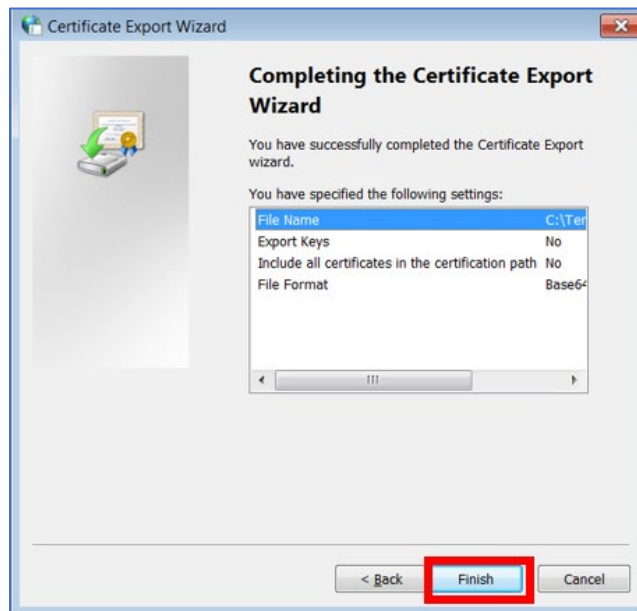
12. Navigate to a folder you want to export your certificate file and type in your desired file name. Click **Save**, see *Figure 16. File Explorer Window*. On the File to Export screen click **Next**.

Figure 16. File Explorer Window



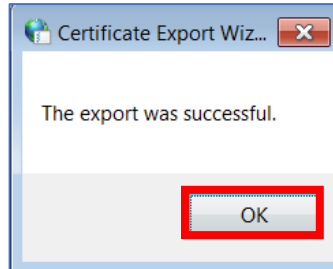
13. A confirmation screen displays. Click **Finish**, see *Figure 17. Complete Certificate Export Wizard Window*.

Figure 17. Complete Certificate Export Wizard Window



14. A confirmation dialog box displays. Click **OK**, see *Figure 18. Export Successful Window*.

Figure 18. Export Successful Window



15. Navigate to the folder where you saved the file and rename the file extension of the file to **.txt**. Confirm that you want to change the file name extension and click **Yes** to confirm. If using the example above, the exported file is called **EndEntityCert.cer**, and it should be renamed to **EndEntityCert.txt**
16. Email FiscalService.OTCChannel@citi.com and attach a screenshot of the **EndEntityCert.txt** file. Note that this is a public certificate and it does not contain a private key.

Once the OTC Support Center Team receives the text file, the information will be provided to TWAI. TWAI will determine if your certificate's issuer is supported, or if there is another issue with the certificate preventing PIV/CAC authentication.

D. Additional Troubleshooting Assistance

For additional troubleshooting assistance, visit the **Fiscal Service Guide to Linking Fiscal Service SSO UserID to a SmartCard**: <https://www.fiscal.treasury.gov/files/reference-guidance/linking-fiscal-service-sso-piv-cac-guide.pdf>.

Thank you for converting to PIV/CAC for your authentication to OTCnet!