



Log In to OTCnet Online For the First Time



Application Tip

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, the OLB application must be started on the terminal in order to perform these operations. Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for more details.

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria:

- Must be at least 12 characters long
 - Must contain at least one uppercase letter
 - Must contain at least one lowercase letter
 - Must contain at least one numeric character
 - Must not have more than two repeating characters
 - Must not repeat any of your last ten passwords
 - Must not have been your password during the last ten days
 - Must not be a word in a language, slang, dialect, or jargon
 - Must not be related to personal identity, history, environment, or other personal associations
 - Must not be shared or displayed in plain view
3. Click **Change Password**. A confirmation page appears stating your new password has been set.
 4. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 5. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.



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Each response must be at least three characters long, and each response is case sensitive.

6. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
7. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.



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The shared secret phrase must be at least three characters. You will not be able to proceed to OTCnet until the Challenge questions and Shared Secret are set.

8. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
9. Click **Logout**.



Application Tip

After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

10. Access OTCnet (<https://otcnet.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**.



Application Tip

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.