



## Import OTCnet Local Bridge (OLB) Credentials



### Application Tip

The OTCnet Local Bridge (OLB) application is required for OTCnet Online users performing terminal configuration, check processing, and check capture operations. If you are a **CCA, CCS, CCLO, CCO CA** or **CO**, you are required to import your OLB credentials to the workstation.

If you are upgrading your OLB version from 2.2.0.0 to 2.3.0.0 or newer you do not need to recreate or re-import your OLB credentials. If you are upgrading your OLB version from a version older than 2.2.0.0 to 2.3.0.0, you will need to recreate and re-import your OLB credentials.

You only need to recreate OLB passwords if you forget your OLB password. After recreating your OLB password, OTCnet users must reimport OLB credentials.

Importing OLB credentials is unique to each Windows user. Therefore, if there are multiple Windows users on a terminal, each Windows user must import their own OLB credentials.

Users are only required to import their OLB credentials **once**, upon their first attempt to start the OLB application. After importing OLB credentials, users will be able to successfully start the OLB application.



### Application Tip

Before importing your OLB credentials, ensure the following steps have been completed in this order:

- The **CA** or **CCA** downloaded the OLB application
- The OLB certificate is installed on the workstation (for versions 1.2.0 and older)
- The OLB application is installed on the workstation
- Each user (**CCA, CCS, CCLO, CCO CA** or **CO**) has created an OLB profile, ensuring that the OLB credential file was **not** renamed (the file name remained the same as it was generated).

For step-by-step instructions, refer to the *Download the OTCnet Local Bridge (OLB) Application*, *Install the OTCnet Local Bridge (OLB) Certificate*, *Install the OTCnet Local Bridge (OLB) Application*, and *Create the OTCnet Local Bridge (OLB) Profile* printable job aids.

To import OTCnet Local Bridge (OLB) credentials, complete the following steps:

1. Double-click the **Start OTCnet Local Bridge** icon located on the card terminal's desktop.

Or

Click **Start>Programs>Start OTCnet Local Bridge**.



**Application Tip**

If the icon does not reside in either location, contact your **CA** or **CCA**. They can help complete the steps required to install the OLB application on the card terminal and install the OLB Application and OLB certificate for the check capture terminal (for OLB versions 1.2.0 and older), create your OLB profile, and import your OLB credentials.

2. The *OTCnet Local Bridge Startup* window appears. Click the **File** menu, and then click **Import User Profile**.
3. The *Select User Profile File* window appears. Navigate to the location on the card terminal where the OLB credential file was saved. Select the file and click **Import**.



**Application Tip**

The default location on the *Select User Profile File* window is the user's **My Documents** folder.

4. A *Successfully imported user profile* message appears. Click **OK**.

Once you have successfully imported your OLB credentials, you can proceed with starting the OLB application on the workstation.