Download User Profiles

To download user profiles, complete the following steps:

1. From the **Administration** tab, select **User Administration**>**Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
2. Select the OTC Endpoint(s) where you want to download the user profile(s) to the OTCnet Offline Check Capture application.
3. Click **Next**. The *Download Users* dialog box appears.
4. Click **Close**. The *Step 2 of 3: Select User(s)* page appears.
5. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application as shown in Figure 1.

Figure 1. Step 2 of 3: Select Users

6. Click **Next**. The *Step 3 of 3: Review Users* page appears.
7. Verify the user profiles for the selected OTC Endpoints that should be downloaded to the local offline database. Click **Submit**. The *Confirmation* page appears presenting the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database, along with the users' temporary passwords, used to access OTCnet Offline.

Application Tips

- Communicate the User IDs and temporary passwords to the appropriate users.
- The User ID is the same one you use to access OTCnet Online.
- If the **Check Capture Administrator** forgets to record the temporary password, he/she may reset the user profile's password for another temporary password.

Additional Button

Click **Return Home** to the OTCnet Home Page.

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