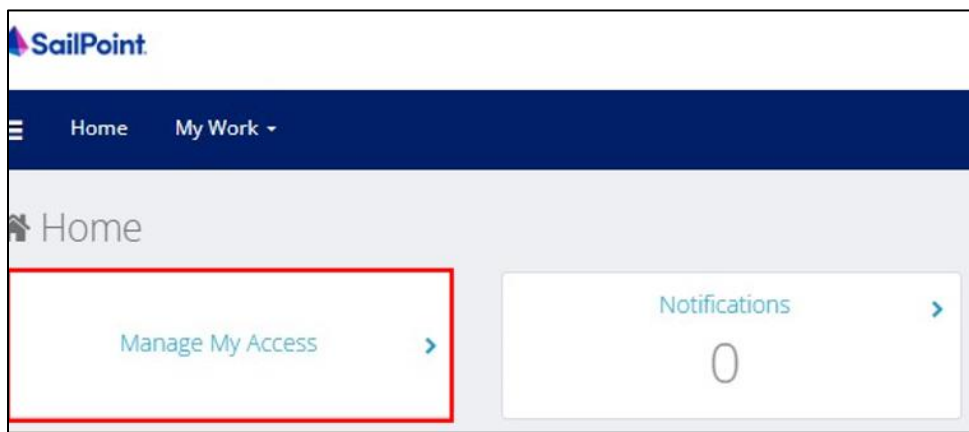## Request Your OTCnet Access in SailPoint IIQ

To request access for yourself in SailPoint IIQ, complete the following steps:

1. From the **Home** screen of SailPoint, navigate to **Manage My Access** through the **Manage MyAccess** button as shown in Figure 1.

Figure 1. SailPoint Home Page with Manage My Access Button

2. On the **Manage My Access** screen, ensure that **Add Access** tab is selected as shown in Figure 2.

💡 **Application Tips**

Search for the specific **HLO** name (e.g., Alaska USA Federal Credit Union) and user **role** (e.g., Check Capture Operator). If the HLO or user role's name is not known, type **HLO**/**Role** in the search field.

3. Search for an **HLO**. Select an **HLO** by clicking the **checkmark** to the left of the **HLO's** name.

4. Continue on the same screen to search for a user role. Select a **role** by clicking the **checkmark** to the left of the **role's** name. Then select **Next.**
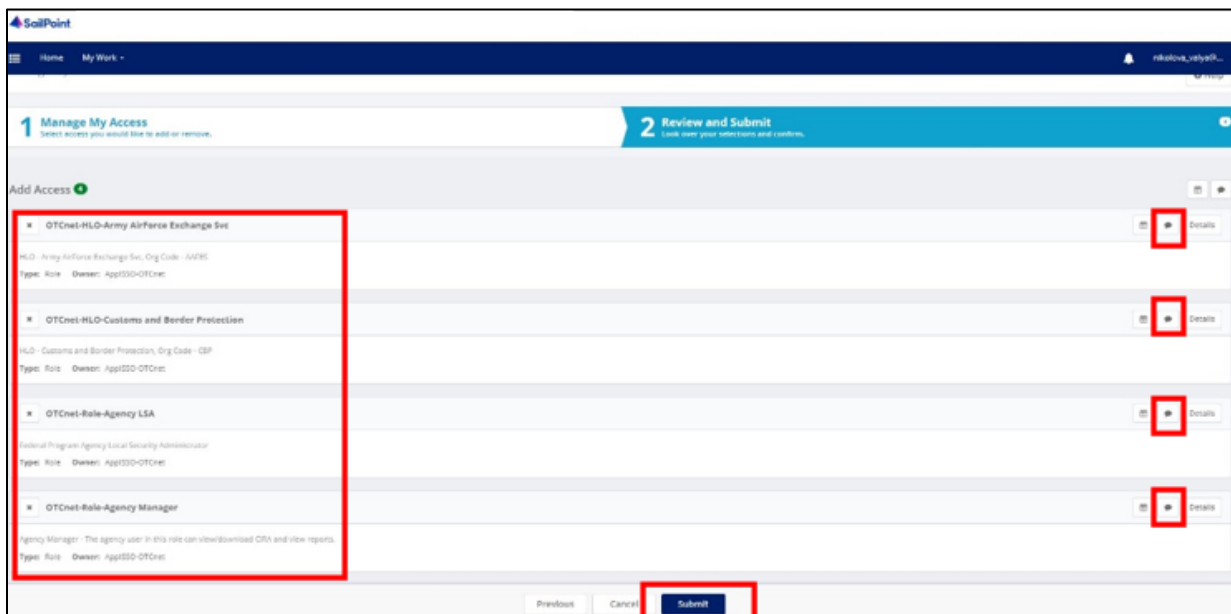
💡 **Application Tips**

- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA**/**LSA**.

Figure 2. Add Access Screen
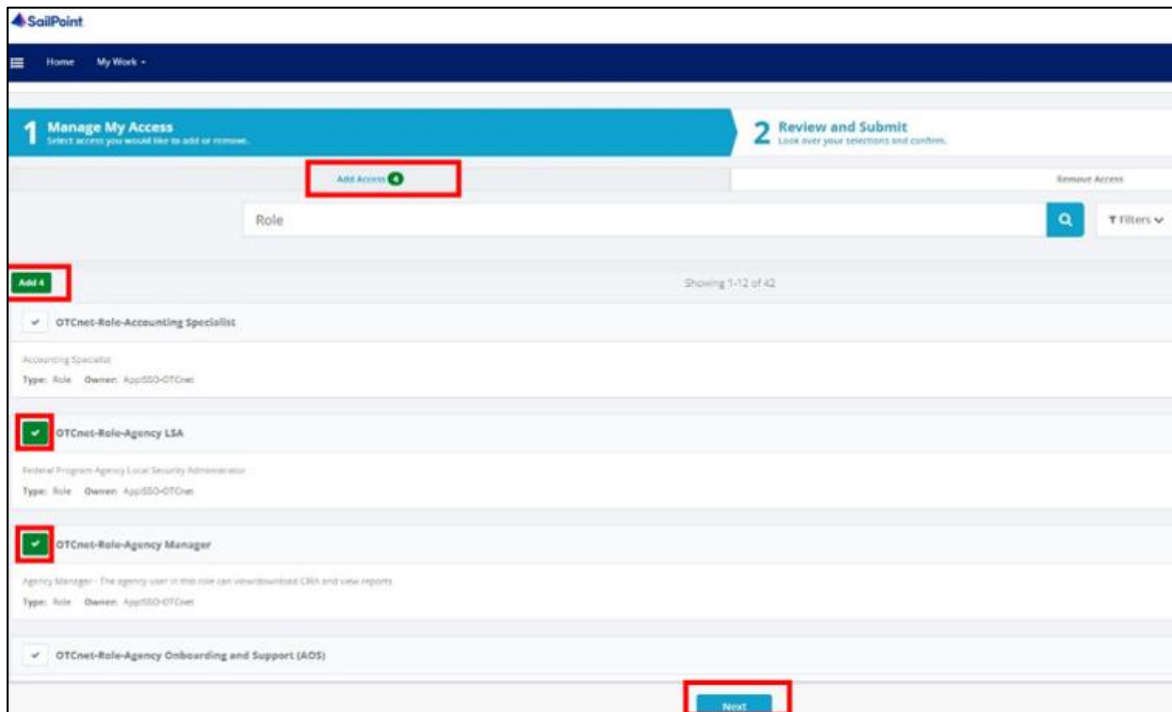
5. On the **Review and Submit** screen, verify the requested **HLOs** and **role(s)** are correct. Select the **voice bubble** to the right of the **HLO** or **role** to add any comments.

6. Select the **Submit** button at the bottom when finished, as shown in Figure 3.

Figure 3. Review and Submit Screen

7. A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you.

Application Tips

- You will receive an autogenerated email when your user account is created in OTCnet.

- Then you can access the OTCnet application.