

# OTCnet Presents: User Provisioning and Other Enhancements for OTCnet Release 4.8

To join today's session:



**MS Teams Link:** <https://events.teams.microsoft.com/event/a6ba86bf-4acd-45be-b0e1-afca36985c60@d5fe813e-0caa-432a-b2ac-d555aa91bd1c>

Or



Dial-in to set-up audio

**Conference Line: +1 (804) 394-5686 Conference Code: 539774284#**



We ask that you enter your questions throughout the presentation into the chat. There will be a 10-minute **Question and Answer session** at the end of the webinar.



During the Question & Answer session, use the **Teams** chat box and direct your question to '**Everyone**'. Include your name, agency, bureau, and email address.

**Please note this webinar will be recorded**  
**We will begin shortly**

# OTCnet Presents: User Provisioning and Other Enhancements for OTCnet Release 4.8



# Introduction: The OTCnet Team

**Shanelle Gray**

*Deployment Specialist*



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*Training Lead*



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*Senior Specialist*



# Agenda

**Timing**

**Topic**

*5 minutes* Overview to R4.8 Enhancements

*10 minutes* User Provisioning and Other Enhancements

*5 minutes* Updates on the Fiscal Service 25-by-25 initiative

*3 minutes* Key Takeaways and What's Next

*10 minutes* Question & Answer Session

*2 minutes* Closing Remarks





# Overview to R4.8 Enhancements

(5 Minutes)





# Overview

The U.S. Treasury Bureau of the Fiscal Service (Fiscal Service) Over the Counter Division (OTCD) is updating the Over-the-Counter Channel Application (OTCnet) to Release 4.8 in February 2024, which introduces updates that impact the user experience.

The objectives of today's webinar are:

- Describe user-facing changes made to systems during Release 4.8.
- Discuss updates on the Fiscal Service 25-by-25 initiative.
- Provide you with an opportunity to interact and ask questions.

## What role best describes you as an OTCnet user?

- Primary Local Security Administrator (PLSA)/Local Security Administrator (LSA)**
- Check Capture Operator/Lead**
- Card Operator**
- Deposit Preparer/Approver**
- Accounting Specialist**
- Other (type in the chat)**



**User Provisioning  
Updates**

**Support for the M440  
Card Terminal**

**OTCnet Local Bridge  
Upgrade (v2.6.0.2)**





# User Provisioning and Other Enhancements

(10 Minutes)

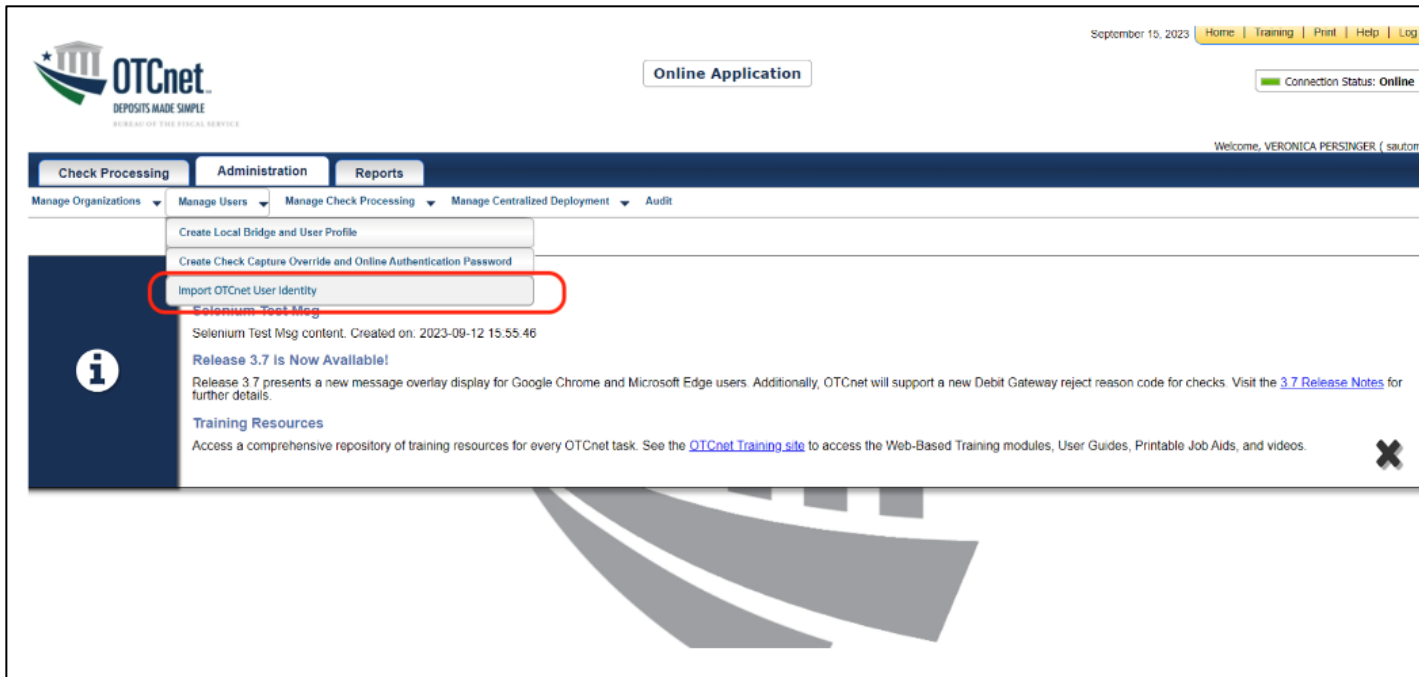
## Importing User Identity to OTCnet

- PLSAs/LSAs will be able to import the user identity to OTCnet
  - After creating an identity for a user and requesting user access for them in SailPoint, and
  - After the user access request is approved by another PLSA/LSA
- Then the PLSA or LSA will add the authorized endpoint(s) and role(s) to the user in OTCnet.



## Importing User Identity to OTCnet, Continued

- From the OTCnet Home page>Administration>Manage Users, select the **Import OTCnet User Identity** button.

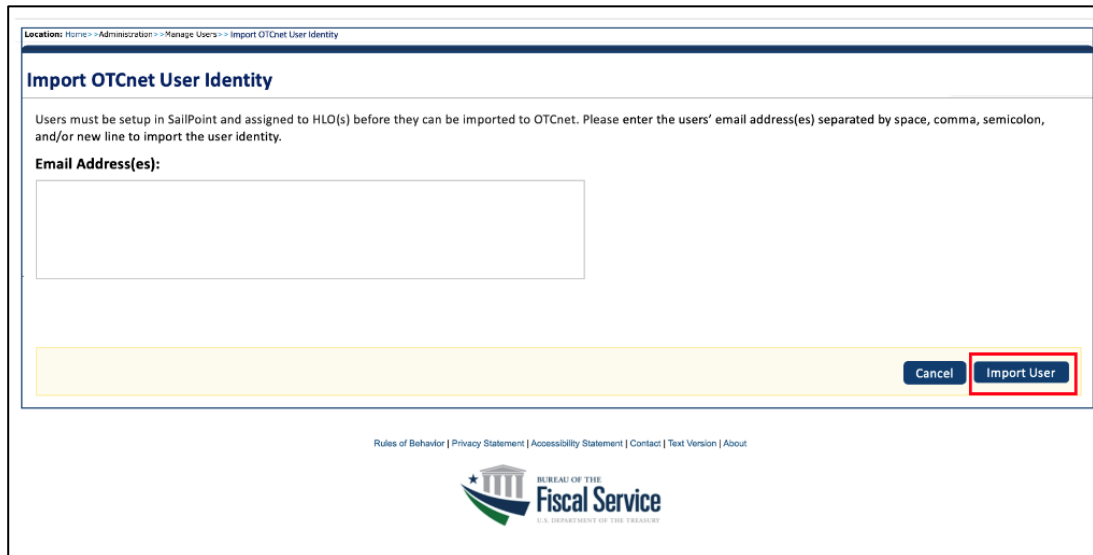


The screenshot shows the OTCnet web application interface. At the top right, the date is September 15, 2023, and there are links for Home, Training, Print, Help, and Log. Below the OTCnet logo, there is an "Online Application" button and a "Connection Status: Online" indicator. The user is logged in as "Welcome, VERONICA PERSINGER (saizor)". The main navigation bar includes "Check Processing", "Administration", and "Reports". Under "Administration", there are sub-menus for "Manage Organizations", "Manage Users", "Manage Check Processing", "Manage Centralized Deployment", and "Audit". The "Manage Users" menu is expanded, showing options: "Create Local Bridge and User Profile", "Create Check Capture Override and Online Authentication Password", and "Import OTCnet User Identity". The "Import OTCnet User Identity" option is highlighted with a red circle. Below the menu, there is an information icon and a message titled "Selenium Test Msg" with content: "Selenium Test Msg content. Created on: 2023-09-12 15:55:46". Another message titled "Release 3.7 Is Now Available!" is also visible, along with "Training Resources" information. A close button (X) is located at the bottom right of the message area.

1

## Importing User Identity to OTCnet, Continued

- On the Import OTCnet User Identity page, enter one or more **email addresses** of the users (separated by a space, comma, semicolon, or a new line) whose identity will be imported.
- Then select the **Import User** button.



Location: Home > Administration > Manage Users > Import OTCnet User Identity


### Import OTCnet User Identity

Users must be setup in SailPoint and assigned to HLO(s) before they can be imported to OTCnet. Please enter the users' email address(es) separated by space, comma, semicolon, and/or new line to import the user identity.

Email Address(es):

[Cancel](#) [Import User](#)

[Rules of Behavior](#) | [Privacy Statement](#) | [Accessibility Statement](#) | [Contact](#) | [Text Version](#) | [About](#)

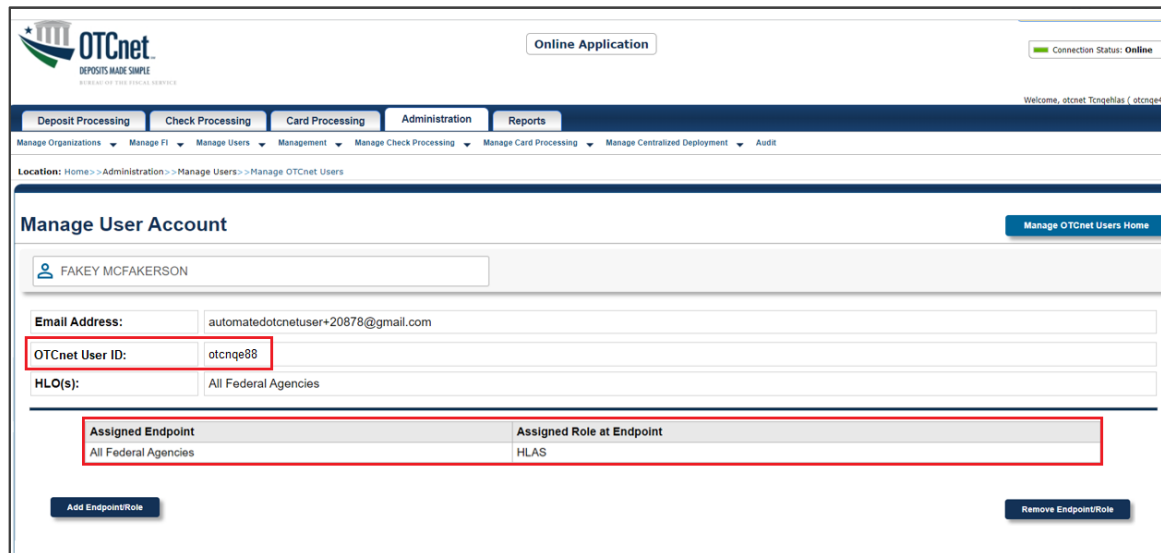
 BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

2



## Manage User Account

- The Manage User Account screen will display read-only information that includes:
  - The **OTCnet User ID**, and
  - The **current endpoint/role assignments**.



OTCnet  
DEPOSITS MADE SIMPLE  
BUREAU OF THE FISCAL SERVICE

Online Application

Connection Status: Online

Welcome, otcnet TongHas (otcnqe45)

Deposit Processing | Check Processing | Card Processing | Administration | Reports

Manage Organizations | Manage FI | Manage Users | Management | Manage Check Processing | Manage Card Processing | Manage Centralized Deployment | Audit

Location: Home > Administration > Manage Users > Manage OTCnet Users

### Manage User Account

Manage OTCnet Users Home

FAKEY MCFAKERSON

Email Address: automatedotcnetuser+20878@gmail.com

OTCnet User ID: otcnqe88

HLO(s): All Federal Agencies

Assigned Endpoint	Assigned Role at Endpoint
All Federal Agencies	HLAS

Add Endpoint/Role | Remove Endpoint/Role



## Manage User Account, Continued

- You can select up to **10 roles** per request.
- You can add another role by selecting the **Add Role** button on the Add/Remove Endpoint screen. The new role will be added to the **Selected Role at Endpoint** field.

**Manage User Account** Manage OTCnet Users Home

FAKEY MCFAKERSON

---

Email Address: noname000@gmail.com

OTCnet User ID: nname00

HLO(s): #Browns  
DOa25

Assigned Endpoint	Assigned Role at Endpoint
DOa25	Accounting Specialist
#Browns	Agency LSA

Choose a Role: MVD Viewer

Selected Endpoint	Selected Role at Endpoint	Delete
0-A-S3	MVD Viewer	Delete
All Federal Agencies	MVD Viewer	Delete

2

## Access Approval Request

- The Access Approval Request screen will display the **current endpoint/role** assignments in addition to the endpoint/role **selections for review**.

Access Approval Request 800 [Manage OTCnet Users Home](#)

**Step 1 of 2: Review User Request**

Please review the request below. If approved, you will be directed to the confirmation page. If rejected, please include comments before submitting. The requestor will be notified of your decision after you have completed all steps.

Request Type:	Access Approval
Request ID #:	800
Request Description:	OTC Endpoints and roles were added to the user's account.
Requestor:	Auto Testten
Requestee:	Name, Last Name

Current Endpoint/Role Assignments	
Assigned Endpoint	Assigned Role at Endpoint
NIST	Deposit Approver

Selections for Review	
Assigned Endpoint	Assigned Role at Endpoint
Cost Accounting Section	MVD Viewer

Time Submitted: Aug 23, 2023 04:47 PM EDT

Time Due: Sep 01, 2023 04:47 PM EDT

Max 4000 Characters

Approver Comments:

4000 Characters Remaining

# Knowledge Check

**PLSAs/LSAs will import the user identity to OTCnet after creating an identity for a user and requesting user access for them in SailPoint.**

- True**
- False**



## Verifone M440 Card Terminal

- R4.8 supports a new Verifone card terminal system: **M440**.
- For more information on hardware, please reach out to the **OTCnet Agency Adoption Team** via the information provided.

### OTCnet Agency Adoption

Email:

[FiscalService.OTCDeployment@citi.com](mailto:FiscalService.OTCDeployment@citi.com)

Phone:

(703) 377- 5586

## Card Terminal Configuration

- When you register a card terminal, you must select the **Card Terminal Type** from the dropdown at the bottom of the page.
- Select **M440** or **MX925** from the new dropdown menu.

**Card Terminal Configuration**

Step 1 of 3: Select OTC Endpoint & Card Terminal Type

Available OTC Endpoints  
 << Page 45 >> of 50 Pages

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Add
246	440	16238419	9	YH0kQq1vmCH4kdmzqgpk6YAc50lBzViq0Mcvl	⊕
852	441	58462117	9	qELZ00364WBNHtcwTm0XJtu0BH1V5cqQ2RjnbkUhfmxkD4MGvYk43L	⊕
735	442	26539454	6CY	yaMZFOETZb6TABBBmpXUL9yxRULyefXV2wT	⊕
537	443	30016394	5	ja2AYOjnt2YGBZ2N1qALc5F6Qn6EF1T	⊕
873	444	39016746	5F	vNfF71b8LUJann3vTbTud5Vjx0TMSU	⊕
099	445	91610406	NNK5d	vpTcm3Y07QkbpqjV4AmK8w3BzYvpskVOS3EBQqY8DpE	⊕
534	446	74868471	Y6	Srpf9gesq2RufqmpjJcvw0Rvku5QoX9Lyb0x5BZzW5f1tjCUAza	⊕
120	447	11680542	lp3QjG	Q7gjf9f5ftrnkTSDxp1Gpeubz9	⊕
409	448	99346962	7qe	e55WtrvUjgFSABkEZBtD	⊕
705	449	40854737	6P	AHrR9vuaAsPrqT75iaqYfYeuQfPO3sQJ7btzj5SpvtjX66IEC04Ezo22L	⊕

Configured OTC Endpoint

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Remove
873	444	39016746	5F	vNfF71b8LUJann3vTbTud5Vjx0TMSU	⊖

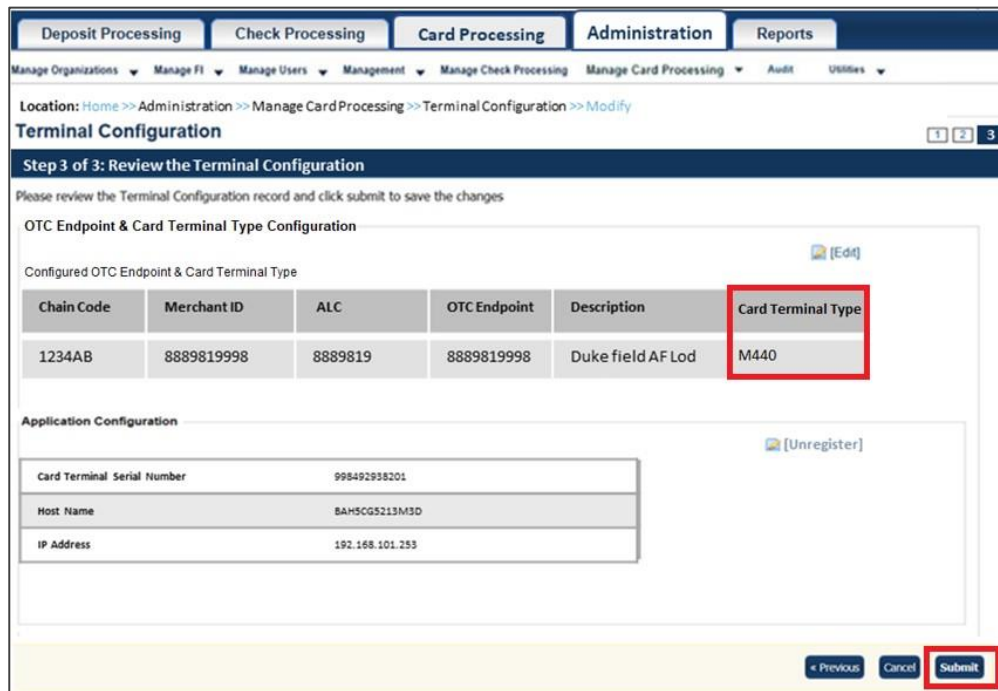
Card Terminal Type

Card Terminal Type:



## Card Terminal Configuration, Continued

- The final step will direct you to the Terminal Configuration page.
- Review the **card terminal type** before selecting the **Submit** button.



Deposit Processing | Check Processing | **Card Processing** | Administration | Reports

Manage Organizations | Manage FI | Manage Users | Management | Manage Check Processing | Manage Card Processing | Audit | Utilities

Location: Home >> Administration >> Manage Card Processing >> Terminal Configuration >> Modify

### Terminal Configuration

1 2 3

#### Step 3 of 3: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

#### OTC Endpoint & Card Terminal Type Configuration

[Edit]

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Card Terminal Type
1234AB	8889819998	8889819	8889819998	Duke field AF Lod	M440

#### Application Configuration

[Unregister]

Card Terminal Serial Number	998492958201
Host Name	BAHSCG5213M3D
IP Address	192.168.101.253

< Previous | Cancel | **Submit**

2



## Card Terminal Configuration Tips

### When you try to:

- Refund a transaction on the **Card Transaction History Details** page;

**OR**

- Perform a card transaction on the **Process Payment** page;

with a different card terminal than the configured one, you will get an **error** message:

*“Registration was not found/valid, or the terminal is offline/busy.”*

If you have a terminal model saved in **Card Terminal Configuration** but have a different physical card terminal connected:

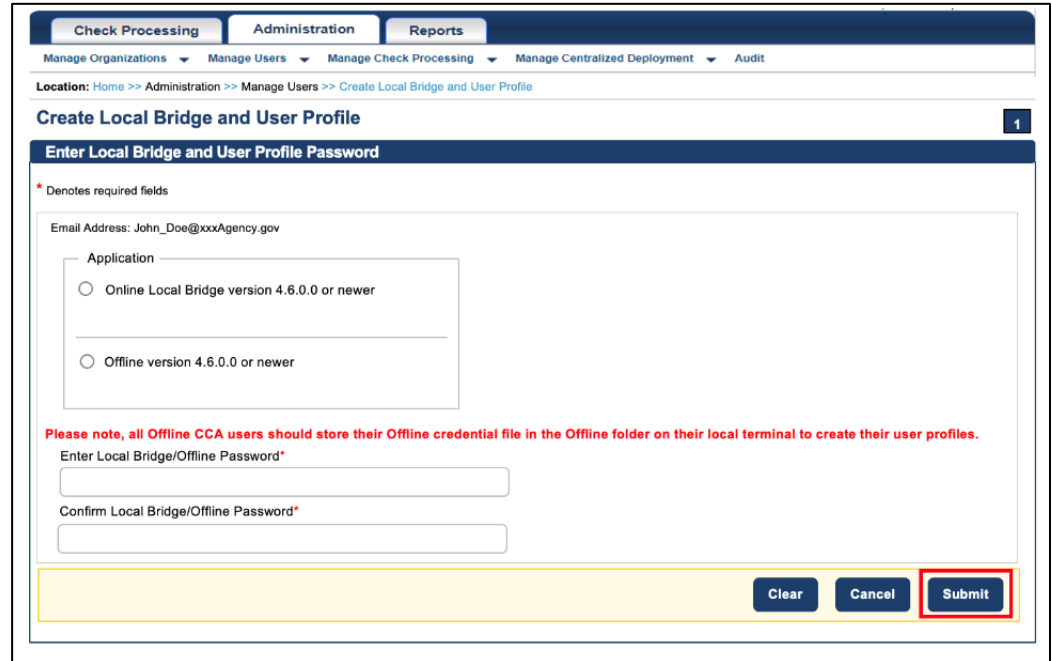
- The registration will fail, and you will get an **error** message at the top of the screen:

*“Card terminal Merchant ID does not match the Merchant ID of the configured endpoint or terminal type does not match the elected type.”*

*Please select **Previous** to restart Terminal Configuration.”*

## OTCnet Local Bridge Upgrade

- Verifone **MX925** or **M440** card terminals require an upgrade to **OLB v2.6.0.2** before it can be used after Release 4.8 is implemented.
- OLB v.2.6.0.2 will work with:
  - **Java 8, 11, 17, and 21** in the Online application
  - **Java 8** in the Offline application



The screenshot shows the 'Create Local Bridge and User Profile' page in the OTCnet system. The page has a navigation bar with tabs for 'Check Processing', 'Administration', and 'Reports'. Below the navigation bar, there are dropdown menus for 'Manage Organizations', 'Manage Users', 'Manage Check Processing', 'Manage Centralized Deployment', and 'Audit'. The current location is 'Home >> Administration >> Manage Users >> Create Local Bridge and User Profile'. The main heading is 'Create Local Bridge and User Profile' with a '1' in a blue box. Below this is a section titled 'Enter Local Bridge and User Profile Password'. A note indicates that asterisks denote required fields. The form includes an 'Email Address' field with the value 'John\_Doe@xxxAgency.gov'. There are two radio button options for 'Application': 'Online Local Bridge version 4.6.0.0 or newer' and 'Offline version 4.6.0.0 or newer'. A red note states: 'Please note, all Offline CCA users should store their Offline credential file in the Offline folder on their local terminal to create their user profiles.' Below this are two password fields: 'Enter Local Bridge/Offline Password\*' and 'Confirm Local Bridge/Offline Password\*'. At the bottom right, there are three buttons: 'Clear', 'Cancel', and 'Submit' (which is highlighted with a red border).

# OTCnet Local Bridge Upgrade

**For more information on upgrading your OLB, visit the resources:**

- [Download, Install, and Upgrade the OTCnet Local Bridge \(OLB\) Application Training Module](#)
- [Upgrade the OTCnet Local Bridge \(OLB\) Application Printable Job Aid](#)
- [OTCnet Local Bridge \(OLB\) Application FAQ](#)
- Release 4.8 System Requirements Guides
  - [General System Requirements Guide](#)
  - [Kiosk System Requirements Guide](#)
- [4.8 Release Notes](#)



If you have questions or concerns, **contact the OTCnet Customer Support Team.**

OTCnet Customer Support Team  
Toll free phone: 866-945-7920  
DSN phone: 510-428-6824, Options 1, 3, 4

Email:  
[FiscalService.OTCChannel@citi.com](mailto:FiscalService.OTCChannel@citi.com)

For the latest OTCnet news and updates, please visit the [OTCnet Home Page](#).

# Knowledge Check

The OTCnet Local Bridge upgrade is essential for check processing transactions.

- True**
- False**



For more information, refer to the updated training products on the [OTCnet Training Site](#).

User Guides	Printable Job Aids	Web-Based Modules
Administration, Chapter 3. Managing User Accounts	<ul style="list-style-type: none"> <li>• Import User Identity to OTCnet (<b>NEW</b>)</li> <li>• Add an Endpoint/Role for a User in OTCnet</li> <li>• Remove an Endpoint/Role for a User in OTCnet</li> <li>• Approve or Reject an Endpoint/Role (or a Removal of an Endpoint/Role)</li> </ul>	<ul style="list-style-type: none"> <li>• 03.04 Import User Identity to OTCnet (<b>NEW</b>)</li> <li>• 03.05 Add or Remove Endpoint Role</li> <li>• 03.06 Approve or Reject Endpoint Role Request</li> </ul>
Administration, Chapter 8. Configuring Card Terminal Processing Settings	<ul style="list-style-type: none"> <li>• Register a Card Terminal</li> <li>• Unregister a Card Terminal</li> <li>• View Card Terminal Configuration</li> </ul>	<ul style="list-style-type: none"> <li>• 06.01 Card Terminal Configuration</li> </ul>



# Treasury General Account (TGA) 25-by-25 Initiative

(5 Minutes)



## User Feedback on the Use of Deposit Processing (*from 2023 Annual OTCnet Survey*)

- The results were split 50/50 on continued use of deposit processing:
  - The main reasoning for not using it is familiarity or convenience of this processing method.
  - Other responses identified lack of resources or rare cases of check capture equipment malfunction.
- The results also show that:
  - Most general users of OTCnet are not aware of the TGA initiative as of early 2023.
  - However, the majority of main POC agency users are aware.

## Poll Question

**Are you considering moving away from deposit processing per the TGA 25 by 25 initiative?**

- Yes**
- No**
- Not sure**



# Treasury General Account (TGA) 25-by-25 Initiative

- The U.S. Treasury strongly recommend agencies move away from collecting cash/checks and towards **electronic solutions for collections** such as:
  - Pay.Gov
  - Online Bill Payment
  - ACH Credit/Debit
  - Mobile/Digital Wallet
- In mid-2024, OTCnet has plans to make the **detailed breakdown** of each deposit mandatory.
  - All agencies are encouraged to begin breaking down the denominations of their deposits prior to these changes to allow for a smoother transition.
  - Please utilize **Mobile or OTCnet Check Capture** to electronically scan checks instead of depositing at a TGA bank.
- For any assistance on this transition, please contact your <mailto:ARM@fiscal.treasury.gov> to discuss your agency's electronic collections options.

# Treasury General Account (TGA) 25-by-25 Initiative

## Action Needed

- Fiscal Service has established **June 30, 2025**, as the expected transition **end date** of your agency's paper-based collections to one or more of Fiscal Services' many electronic solutions.
- The **OTCnet Deployment team** is ready to assist with your agency's transitions and provide further information on our various electronic solutions.



*This initiative is in support of the **Bureau's No Cash No Check Policy**, and we encourage your agency to adopt this policy in full as we move toward the goal of an all-electronic Treasury!*

For more information, refer to the details on  
**No-Cash No-Check Guidance** on this site:

*Instructions for Federal Entities  
to Deposit Domestic Checks and Cash*



# Key Takeaways and What's Next

(3 Minutes)



# Key Takeaways

- PLSAs/LSAs will:
  - Import the email address of a **new user** to OTCnet.
  - Select up to **10 roles** when assigning roles to users in OTCnet.
- Additional data (read only) is added on screens:
  - OTCnet **User ID** and existing **endpoint/role assignments** on the Manage User Account page
  - Existing **endpoint/role assignments** on the Access Approval Request screen
- Verifone **M440 Card Terminal** is now available.
- The **OTCnet Local Bridge** is upgraded to v2.6.0.2.

## Release 5.0 OTCnet Cloud Migration

- OTCnet will migrate to the **Azure Platform as a Service Cloud (PaaS)** environment starting with Release 5.0 (from 2024 to 2026).
- The process will involve upgrading the application to adopt **cloud capabilities** to realize **tangible benefits** during the migration.
- The transition will not require **user-facing** changes.





# Question & Answer

(10 Minutes)

Type a new message





# Closing Remarks

(2 Minutes)

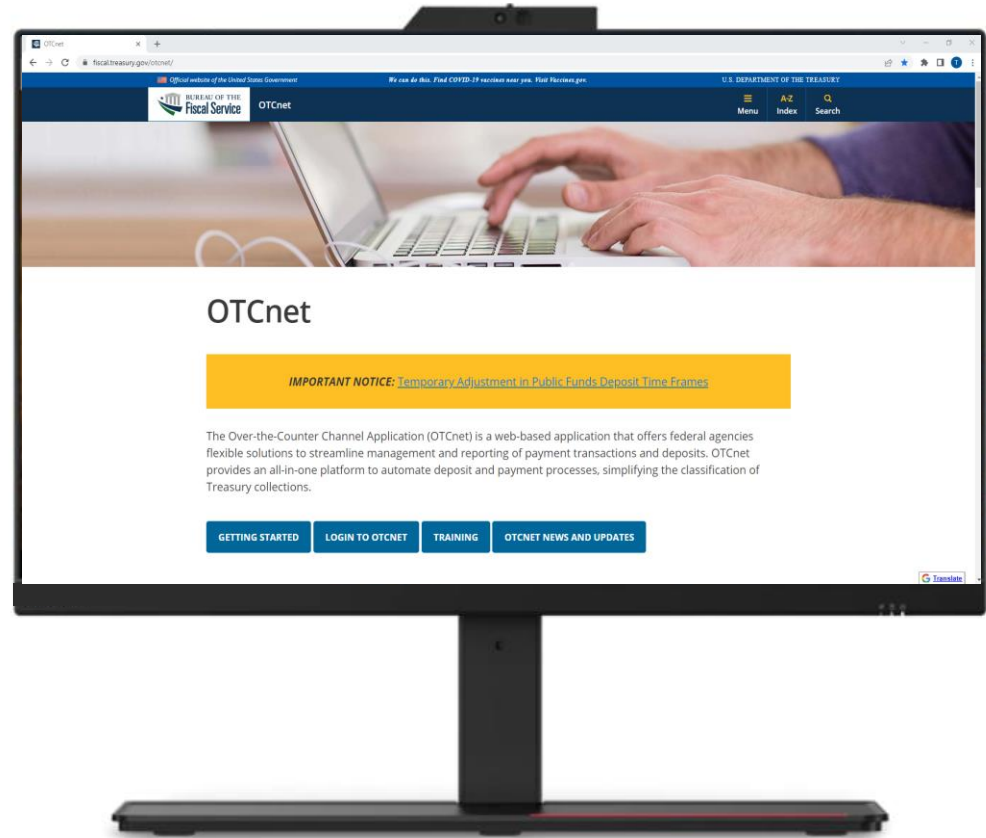
A copy of this presentation as well as other resources will be sent to you by email.

For the most up to date OTCnet news, check out the [OTCnet Home Page](#).

## Upcoming Sessions



- **March 21, 2024**
- **April 18, 2024**
- **May 16, 2024**



**Contact Us for  
Support**



**The OTCnet Customer Support Team**

(866) 945-7920

DSN: (510) 428-6824, option 2

[Fiscalservice.OTCChannel@citi.com](mailto:Fiscalservice.OTCChannel@citi.com)





## Follow up Survey



Thanks for joining us today to learn about the Release 4.8 application enhancements!

We appreciate your participation.

Please take a few minutes to share your thoughts on the webinar using the **link** below.

[Post-Webinar Survey on Release 4.8 Series](#)  
[\(office.com\)](#)

