

## Log in to OTCnet Offline for the First Time

To log in to OTCnet *application* for the first time, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *Retrieve Admin Profile* page appears as shown in Figure 1.

Figure 1. OTCnet Offline Application User Login Page

2. Enter your **User ID** and *temporary Password* in the appropriate text boxes. Click **Log In**. The *Set Permanent Password* page appears.



### Application Tips

- If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.
- If a workstation has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time causes errors.
- If you are a **Check Capture Administrator** and this is your first time logging into OTCnet Offline, or you must download user profiles, click the **Retrieve Admin Profile** link.

3. Enter your *temporary Password, New Password, Re-Enter New Password* and click **Save** as shown in Figure 2. A *Confirmation* page appears stating your new password has been set.

Figure 2. Set Permanent Password



#### Application Tip

After the profile is successfully downloaded and your password was reset, you are prompted to log in to the system with your new password.

4. Click **Return to Login Page** to login to OTCnet Offline.
5. To stop the OTCnet Offline application, click **Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**.



#### Application Tips

- Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, you wait at least one to two minutes before restarting.
- If more than one version of the OTCnet Offline application resides on a terminal, stop the correct version of the OTCnet Offline application (Stop OTCnet Offline Production or QA).