Start the OTCnet Offline Server

To start the *OTCnet Offline server*, complete the following steps:

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

Figure 1. OTCnet Offline Icon, Production
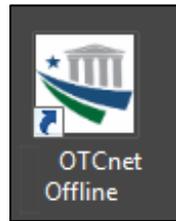
Or

Click **Start**>**Programs**>**OTCnet Offline** (**Production or QA)>Start OTCnet Offline (Production or QA)**. The *OTCnet Offline Startup* page appears as shown in **Error! Reference source not found.**.

Figure 2. OTCnet Offline Startup

Application Tips

- If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the offline terminal.
- If a terminal has more than one OTCnet Offline application installed (Production or QA training environment), do not run both at the same time as running more than one offline client at a time causes errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes in the *OTCnet Offline Startup* page. Click **Log In.**

Application Tips

- The *Offline Server Startup* prompt appears as a standalone prompt, outside the browser.
- If you are a **Check Capture Administrator (CCA)** and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter the temporary password you created when you created your **CCA** Offline Logon Profile.
- If you are a not a **CCA** and this is your first time starting the OTCnet Offline *server* and logging in to OTCnet, enter your temporary password.
- After your credentials are successfully authenticated, the *Offline Check Capture* application log in page displays.
- If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your **CCA** to reset/create your offline password.