**Point of Contact (POC):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POC Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POC Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deployment Specialist: [Deployment Specialist \_\_\_**

**Deployment Line:\_\_ (703) 377-5586\_\_\_ \_\_**

**Deployment Email:FiscalService.OTCDeployment@citi.com**



**Welcome!** Over the next few weeks, you will be bringing your new locations to the Over the Counter Channel Application (OTCnet). **[Deployment Specialist Name]**, your OTCnet Deployment Specialist, will be available to assist you throughout this expansion and ensure that your Agency makes a smooth transition to OTCnet. Once your expansion is complete, you will be ready to begin using OTCnet for all of your electronic deposit activity.

**Expansion Process:**

|  |  |
| --- | --- |
| **Expansion Process** | **Agency Action Item** |
| * 1. **Preparation Target Date: MM/DD/YY**   *(Agency POC)*  *Complete, review and approve necessary expansion documents* | Review OTCnet System Requirements internally  Complete Agency Site Profile (ASP)  Contact Accounting Specialist for Hierarchy   Additions  Review User Roles Guide  Provide Notice of Conversion to personal check   writers |
| * 1. **ALC+2 Assignment Target Date: MM/DD/YY**   *(OTCnet Deployment Team)*  *The Deployment Team will create your new ALC+2s and notify you once all ALC+2s are ready for entry into OTCnet* | Begin Web Based Training (WBT)  Enter verified ALC+2(s) into your hierarchy  Enable “Debit Gateway” in Advanced   Administration |
| * 1. **User Creation Target Date: MM/DD/YY**   *(PLSA/LSAs)*  *Create and train remaining users* | Discuss User Roles with Deployment Specialist  Create and Provision Users  Complete Web Based Training (WBT) |
| * 1. **Terminal Configuration**\* **Target Date: MM/DD/YY**   *(Check Capture Administrator)*  *Set up check scanning terminals and processing options* | Install Treasury Root Certificates    Install Scanner Firmware    Configure Terminals |
| * 1. **First Check Scan Target Date: MM/DD/YY**   *(Check Capture Operator/Lead Operator and Check Capture Supervisor)*  *Begin using OTCnet for electronic depositing activities* | Scan and Approve First Check in OTCnet  Review OTCnet Reports with Deployment   Specialist |

*\* You may require administrative rights to install Certificates and Scanner Firmware*

**Best Practices:**

* ***Work with your IT department.*** Review OTCnet System Requirements with your IT team:  
  <OTCnet-SysReq.pdf>
* ***Take the Web Based Training***.Begin Web Based Training (WBT) *early* and review job aids *frequently*:  
  </files/otcnet/OTCNnet-SysReq.pdf>

**Thank you!** Once you have made your first deposit using OTCnet, **[Deployment Specialist Name]** will introduce you to our Customer Support Team, available 24/7 at **1 (866) 945-7920** or [FiscalService.OTCChannel@citi.com](mailto:FiscalService.OTCChannel@citi.com).

We look forward to working with you throughout this process. Again, **[Deployment Specialist Name]** will welcome any questions you have regarding your conversion to OTCnet and can be reached at **(703) 377-5586** or at[FiscalService.OTCDeployment@citi.com](mailto:FiscalService.OTCDeployment@citi.com).