## Onboarding Process

### Step 1: Contact the OTCnet Deployment Team

**Discuss agency needs, hardware, and System Requirements with Deployment Team.**

**Adding Endpoints:** For agencies already set up with OTCnet who wish to add a new endpoint, complete the Agency Site Profile (see Step 2) and contact the OTCnet Deployment Team.

- Understand OTCnet User Roles (See [User Roles Guide](#))
- Understand Hardware Options (See [Hardware Overview](#))
- Review the OTCnet System Requirements Guide internally; work with IT team to begin set up of terminals
- Identify agency individuals for OTCnet user roles

For the documents referenced in this table, please visit: [https://www.fiscal.treasury.gov/otcnet/check-processing.html](https://www.fiscal.treasury.gov/otcnet/check-processing.html)

### Step 2: Onboarding Forms and Order Hardware

**Work with Deployment Team to complete onboarding paperwork and order check scanning hardware.**

- Complete Agency Site Profile (ASP)
- Notice of Conversation to personal check writers
- Complete Primary Local Security Administrator (PLSA) Form
- Complete hardware order forms (Including IAA forms, if applicable)
- Work with Deployment Specialist to place hardware order

**Target Date:** (MM/DD/YYYY)

### Step 3: User Provisioning and Web Based Training

**PLSA/LSA provisions Check Capture Administrator (CCA) and additional users; all users complete Web Based Training. CCA creates endpoint within OTCnet and continues terminal setup.**

- PLSA/LSA creates and provisions the Check Capture Administrator (CCA) role
- CCA creates Check Processing endpoint within OTCnet, enters verified ALC+2
- CCA works with IT team to continue terminal setup, download and installation of OTCnet Firmware and OTCnet Local Bridge (OLB) Application on each terminal*
- PLSA/LSA creates and provisions OTCnet user roles to users
- All users complete Web-Based Training for OTCnet role

**Target Date:** (MM/DD/YYYY)

### Step 4: Complete Terminal Setup and Configuration

**Users create OLB profiles, confirm successful login to OTCnet and OTCnet Local Bridge. CCA/CCS configures terminals within OTCnet with Terminal IDs provided by Deployment Specialist.**

- Verify each terminal has the OTCnet Firmware and OTCnet Local Bridge installed
- All Check capture users must create and import an OLB Profile/Credential (See [OLB Information and Resources page](#))
- Set up check scanner at workstation (Scanner drivers are installed automatically with install of OTCnet firmware)
- CCA or Check Capture Supervisor (CCS) completes terminal configuration with new terminal IDs

**Target Date:** (MM/DD/YYYY)

### Step 5: Begin Check Processing

**Work with Deployment Specialist to scan first check within OTCnet.**

- Scan and approve first check within OTCnet
- Review OTCnet Check Processing Reports with Deployment Specialist

**Target Date:** (MM/DD/YYYY)

---

### Additional Resources:

- **Web-Based Training** - [https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all.htm)
- **OTCnet Training Resources Overview** - [https://www.fiscal.treasury.gov/otcnet/training.html](https://www.fiscal.treasury.gov/otcnet/training.html)
- **OTCnet 24/7 Customer Service**: FiscalService.OTCChannel@cit.com, Toll-Free: 866-945-7920 DSN: 510-428-6824 Options 1, 3, 4
- **For Password Assistance, see Printable Job Aids 2.3 (OTCnet Password) and 6.5-6.6 (OLB Password) at** [https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all_sims.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all_sims.htm). For further assistance, contact the OTCnet Customer Service Team.
- **OLB Information and Resources** - [https://www.fiscal.treasury.gov/otcnet/local-bridge-information-resources.html](https://www.fiscal.treasury.gov/otcnet/local-bridge-information-resources.html)

---

*You may require administrative rights to install firmware and certificates*