



Refresher Webinar Series 2025

OTCnet Setup & Configuration

**March 18, 2025
Webinar**



Agenda

- 1 The OTCnet Local Bridge (OLB):** Review who has access to the OLB, how to download and install the application, and other tips for success.
- 2 Check Processing Firmware:** Understand how to download, install, and upgrade OTCnet Firmware with a live demo.
- 3 Card Processing Configuration Settings:** Learn about the necessary technical requirements to set up your card terminal with OTCnet.
- 4 Question & Answer Session:** Ask our team any questions you might have.
- 5 Wrap Up:** Analyze key takeaways and OTCnet resources to help you perform relevant tasks, and any timely reminders.

Topic #1



OTCnet Local Bridge

OTCnet Local Bridge: User Permissions FAQ

What is the OTCnet Local Bridge?

- The OTCnet Local Bridge (OLB) is an application required for terminal detection and Check Capture, Check Processing, Card Processing, and Kiosk Tablet tasks

Who can download the OLB?

- The Check Capture Administrator (CCA), Card Administrator (CA), and High-Level Agency Support (HLAS)

Who is authorized to run the OLB?

- All users with Windows admin privileges can start and stop the OLB

Which roles are required to use OLB?

- Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Administrator and Card Operator

OTCnet Local Bridge: Downloading and Installing

- 1 Review the [OTCnet System Requirements Guide \(SRG\)](#):** Read the “*General Requirements*,” “*OLB System Requirements*,” and *related payment solution* sections to ensure your setup is compatible with the application.
*Firmware must be installed for Check Processing.”
- 2 Log in to OTCnet:** Users must be provisioned with OTCnet access before accessing the OLB. Once logged in, the user should navigate to the *Administration tab > Manage Centralized Deployment > Download Release > OTCnet Local Bridge*.
- 3 Download the OLB:** The latest version is 2.7.0.1. Refer to [PJA](#) for details.



The screenshot shows a web interface titled "Download Release". Below the title bar, there is a header "Download Release" and a prompt "Please select an application.". An "Application:" dropdown menu is visible, with "OTCnet Local Bridge" selected. At the bottom right of the form, there are "Cancel" and "Next >" buttons.

OTCnet Local Bridge: Downloading and Installing

4

Install the OLB onto your workstation: Launch the **zip** file (see Fig 1). Select **Next** on the dialog boxes. **Java** must be installed to install the OLB. Select **Finish** once the OLB files are installed. The Start and Stop icons will appear on the desktop (see Fig 2).

Figure 1



OLB EXE file

Figure 2



Start and Stop OLB icons

5

Create an OLB Profile or Import Credentials: Create a profile or import existing OLB credentials. Users who have access to multiple terminals should save their credentials to a shared folder and import it on each terminal.

6

Start and Stop the OLB: Select the **Start OTCnet Local Bridge** (Fig 2) and enter your OTCnet **User ID** and **Password**. To end your session, select the **icon** or select **Start > Programs > Stop OTCnet Local Bridge**.

OTCnet Local Bridge: Application Tips

Application Tips

1. *If you use Internet Explorer, you may need to modify your Internet settings. Users are encouraged to use Google Chrome or MS Edge.*
2. *To reset your OLB password, you will need to recreate your OLB profile. Refer to the “Import OLB Credentials” below.*
3. *For more information, refer to the following training materials:*
 1. PJAs: [Download OLB](#), [Install OLB](#), [Upgrade OLB](#), [Create OLB Profile](#), [Import OLB Credentials](#), [Start/Stop OLB](#)
 2. [OLB Configuration and Setup Guide](#), [OLB Fact Sheet](#), & [OLB FAQ](#)
 3. [User Guide Chapter 2](#) & [Online Training Modules](#): 2.1, 8.1, 8.2, 8.3

Topic #2



Check Processing Firmware



Check Processing Firmware: Frequently Asked Questions

What is the Firmware for OTCnet?

- **The Firmware is a prerequisite to installing the OLB!**
- Each Firmware released in OTCnet allows for the initial download, or upgrade, of scanner software that enables a scanner to be used on the terminal/laptop scanning checks to OTCnet.
- Downloading and upgrading the Firmware ensures that the terminal/laptop and scanner are operating properly and secure.

Who is authorized to download the Firmware?

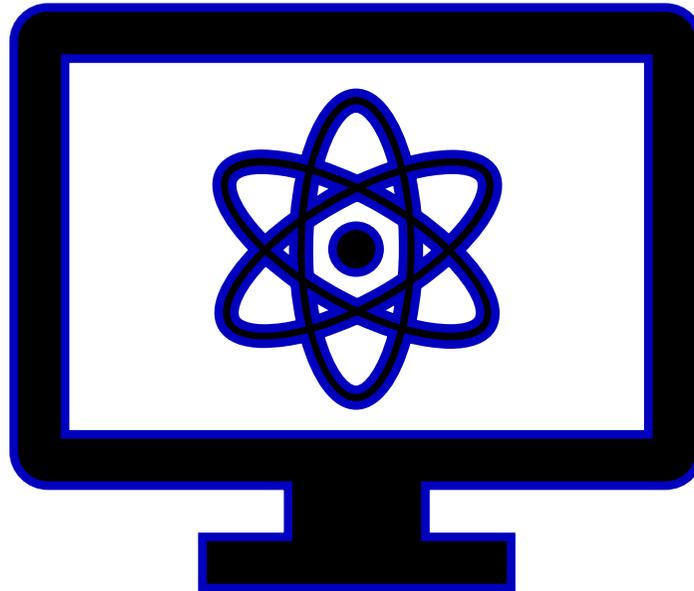
- The CCA can login to OTCnet and download the Firmware on each terminal/laptop that will use OTCnet Check Capture.

Who is authorized to install the Firmware?

- An authorized user for your agency that has IT/Laptop administrator rights must login to the terminal/laptop to install the Firmware once downloaded.

Check Processing Firmware: Live Demo

Live OTCnet Demo



Check Processing Firmware: Downloading and Installing

- 1** **Review the [OTCnet System Requirements Guide \(SRG\)](#):** Read the *Check Processing Requirements* section to ensure your setup is compatible with the application. *Firmware must be installed for Check Processing before the OLB is installed.”
- 2** **Log in to OTCnet:** Your Agency’s CCA must have active OTCnet access to download the Firmware. Once logged in, the user should navigate to the *Administration* tab > *Manage Centralized Deployment* > *Download Release* > *Firmware*.

Check Processing Firmware: Downloading and Installing

- 3 Select the **Firmware for Download**: From the Application drop-down menu, select **Firmware**. Select **Next**. The *Select Firmware for Download* page appears.

Location: Home>>Administration>>Manage Centralized Deployment>>Download Release

Download Release

Please select an application.

Application:
Firmware

Cancel Next >>

- 4a **Download the Firmware**: On the *Select Firmware for Download* page, select the **Firmware hyperlink** (see below).

Location: Home>>Administration>>Manage Centralized Deployment>>Download Release

Select Firmware for Download

Please click the Application/Firmware/Security Update to download:

Select the Firmware

Showing 1 - 5 of 5 Records

Application/Firmware	Release Date	Description
Firmware4.3.0	2020-10-14 00:00:00	OTCnetFirmware4.3.0.2.zip

Check Processing Firmware: Downloading and Installing

- 4b **Download the Firmware:** The *Review Firmware Download* page appears. Select the **Download** button as shown below. The *Save Program* dialog box appears.

Deposit Processing Check Processing Card Processing Administration Reports

Manage Organizations ▾ Manage FI ▾ Manage Users ▾ Management ▾ Manage Check Processing ▾ Manage Card Processing ▾ Manage Centralized Deployment ▾

Location: [Home](#)>>[Administration](#)>>[Manage Centralized Deployment](#)>>[Download Release](#)

Review Firmware Download

New Firmware Name	New Firmware Version	Release Date
Firmware	4.4.0	10/10/2024 00:00:00

[Previous](#) [Download](#) [Return Home](#)

- 5 **Save the Downloaded Firmware:** Ensure that the downloaded Firmware .zip folder is saved in an accessible folder on the terminal/laptop's drive.

Check Processing Firmware: Downloading and Installing

6a **Install the Firmware:** Locate the **.zip** folder where the firmware file (**.EXE** file) resides and double-click the **file** to start the installation. The *Welcome to the OTCnet Firmware Installation Wizard* dialog box appears.

6b **Install the Firmware:**

Select **Next** until reaching the *Destination Folder* dialog box. To install the firmware to a different file destination than where it is saved, select **Browse** to navigate to a different folder.

Select **Next** through the *Ready to Install the Application* dialog box until the file installation screen starts. The *OTCnet Firmware has been successfully installed* message will appear when everything is installed. Select **Finish**.

OTCnet Firmware: Application Tips

Application Tips

1. *The currently installed version of the Firmware must be uninstalled before it is upgraded to another version. The most recent version is 4.4.0.*
2. *When installing, ensure that the scanner is not plugged into the terminal/laptop.*
3. *OTCnet OLB cannot be installed (and all related activities are unavailable) until the installation of the Firmware is complete.*
4. *The installation time can vary from workstation to workstation. Users can expect a duration of up to 30 minutes to complete full installation. Do not close the installation window until the installation is complete.*
5. *For reference, review the Download and Install Firmware job aids.*

Topic #3



Card Processing Configuration Settings

OTCnet Card Processing: Introduction Video



ONE STOP SHOP



OTCNET IS A ONE STOP SHOP FOR ALL FORMS OF PAYMENT.

OTCnet Card Processing: Configuration Settings

Step 1

- ✓ Contact the OTCnet team
- ✓ Review all the documents (e.g., SRG)
- ✓ Identify all the prerequisites, hardware, and agency individuals for OTCnet user roles

Step 2

- ✓ Assess PCI requirements
- ✓ Complete PLSA Form (new agencies only)
- ✓ Contact Verifone Sales Representative
- ✓ Complete Card Acquiring Service Application
- ✓ Added Merchant ID to CAS profile

Step 3

- ✓ Provision user roles
- ✓ Create Card Processing endpoint
- ✓ Download the OLB on every workstation
- ✓ Complete Web-Based Training for roles

Step 4

- Verify the latest OLB is downloaded
- Create OLB Profile/Credentials
- Plug in card scanner (Verifone M440) and connect to network
- Enter agency ID information
- Test first payment on device
- Register terminal with OTCnet!



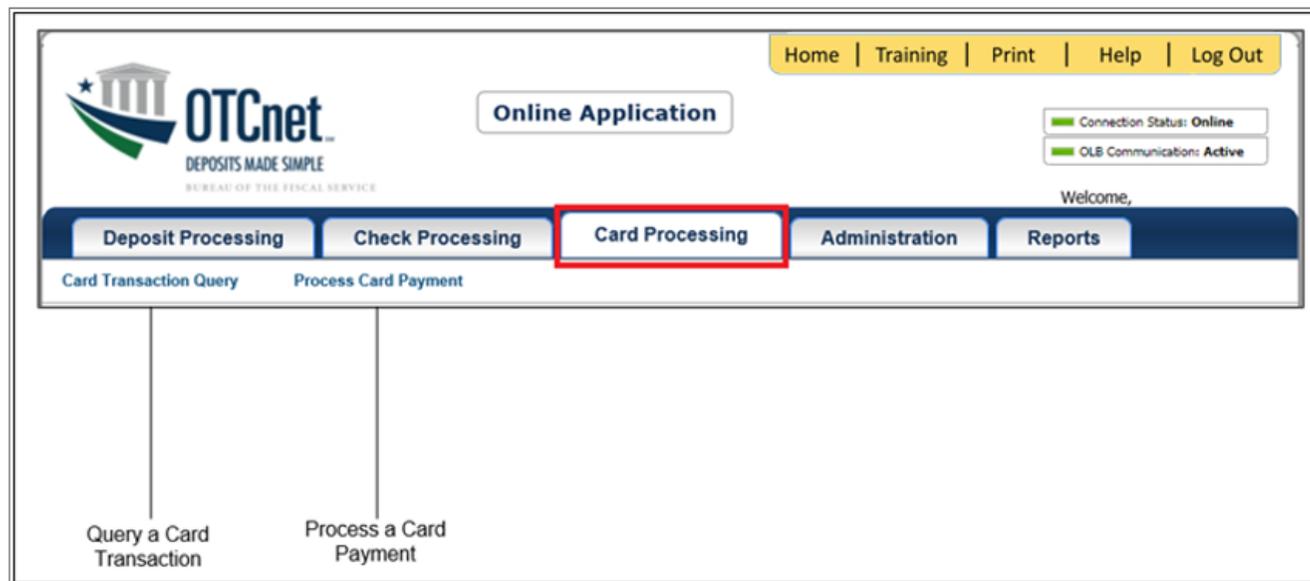
The OTCnet Deployment Team will assist you along every step of the process. Review the [connection guide](#) for more details.

OTCnet Card Processing: OTCnet Functions

Functions available in OTCnet Card Processing:

1. Query a Card Transaction: Allows a user to query a card transaction
2. Process a Card Payment: Allows a user to process a card payment

Figure 20. Card Processing Tab



Card Processing: Application Tips

Application Tips

1. *No Firmware is needed for Card Processing.*
2. *Verifone users must have OLB Version 2.6.0.2 or above (2.6.0.5, and 2.7.0.1).*
3. *Only the Card Administrator is authorized to download the OLB and complete the card terminal configuration within OTCnet.*
4. *For more information, refer to the following training materials:*
 1. [Card Processing Overview Sheet](#)
 2. [Onboarding Guide](#)
 3. [Card Processing FAQ](#)
 4. [Connection Guide](#)
 5. [Hardware Overview](#)



Wrap Up

Key Takeaways

1. All **Check Processing**, **Check Capture**, and **Card Processing** users are required to run the **OLB**.
 - Only the **CCA**, **CA**, and **HLAS**, can download the **OLB**.
 - Users must **recreate** and **import** their OLB credentials to **reset** their password.
2. Only **Check Processing** users are required to download OTCnet **Firmware**.
3. The OTCnet Deployment Team will assist throughout your **Card Processing** onboarding experience.



Resources



OTCnet Website

<https://www.fiscal.treasury.gov/otcnet/>



OTCnet Customer Support

FiscalService.OTCChannel@citi.com

24/7 Customer Support: 866.945.7920



OTCnet Deployment Team

FiscalService.OTCDeployment@citi.com

Telephone: 703.377.5586

- **OLB Information & Resources**
<https://fiscal.treasury.gov/otcnet/local-bridge-information-resources.html>
- **System Requirements Guide**
<https://fiscal.treasury.gov/files/otcnet/otcnet-sys-req.pdf>
- **OTCnet Training Website**
<https://www.fiscal.treasury.gov/otcnet/training.html>

A copy of this presentation will be emailed to you and posted on the [OTCnet Website](https://www.fiscal.treasury.gov/otcnet/).

Upcoming Webinar Refreshers

Join us for the next Refresher Webinar Series on OTCnet!

Please see the dates, time, and topics.

Register early by using the links provided below and save the date!

Date	Topic	Registration Link
Tuesday, April 15th , 2025, at 1:30 PM ET	<i>OTCnet Kiosk</i>	<u>Register</u>
Tuesday, May 20th , 2025, at 1:30 PM ET	<i>Adding and Modifying OTCnet Roles and Endpoints</i>	<u>Register</u>

General Reminders

- Refer to the **Release Notes** on our Website for details on the latest application updates.
- Ensure that you login to OTCnet **at least once every 120** days (or four months).
- Your user account **will be disabled** after 120 consecutive days of inactivity.
- To restore your account, contact the **PLSA** or **LSA** at your agency. If you do not have their information, contact:



Customer Support team at FiscalService.OTCChannel@citi.com, or
Agency Adoption team at FiscalService.OTCDeployment@citi.com.

Thanks for joining us today!

We appreciate your participation.

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

Refresher Webinar Series 2025

<https://forms.office.com/r/GENGvuxjkt>

Follow up Survey

