



Refresher Webinar Series 2025

OTCnet Card Processing

**October 21, 2025
Webinar**

Agenda

- 1 Alignment to Executive Modernization Order:** Understand how Card Processing meets the objectives of the recent Executive Order.
- 2 Card Processing Overview:** Learn about the features, benefits, and common questions surrounding this OTCnet payment option.
- 3 Walkthrough:** Watch how to submit a card payment in OTCnet through a guided tutorial.
- 4 Get Started:** Learn about the necessary requirements to get started with OTCnet Card Processing.

Executive Order 14247

Modernizing Payments To and From America's Bank Account

This Executive Order promotes operational efficiency by mandating the transition to electronic payments for all Federal disbursements and receipts by digitizing payments to the extent permissible under applicable law. Agencies' transition to digital payment methods should be supported with access through the Department of the Treasury's centralized payment systems to the following:

- Direct deposits
- ***Debit and credit card payments***
- Digital wallets and real-time payment systems
- Other modern electronic payment options.

Topic #1



Card Processing Overview

Card Processing Overview

OTCnet's Integrated Solution for Card Processing



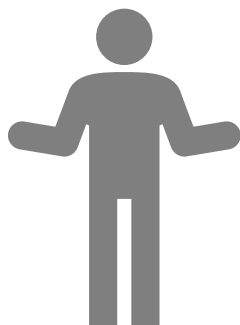
All-in-one collection
option for Cash, Check,
and Card Payments

Automatically transmits
transactions for settlement

Utilizes the latest Point of
Sale (POS) terminal for
quicker payment processing

Card Processing User Roles

Card Operator



Facilitates card payment, query, or refund and maintains terminal connection.

Card Administrator

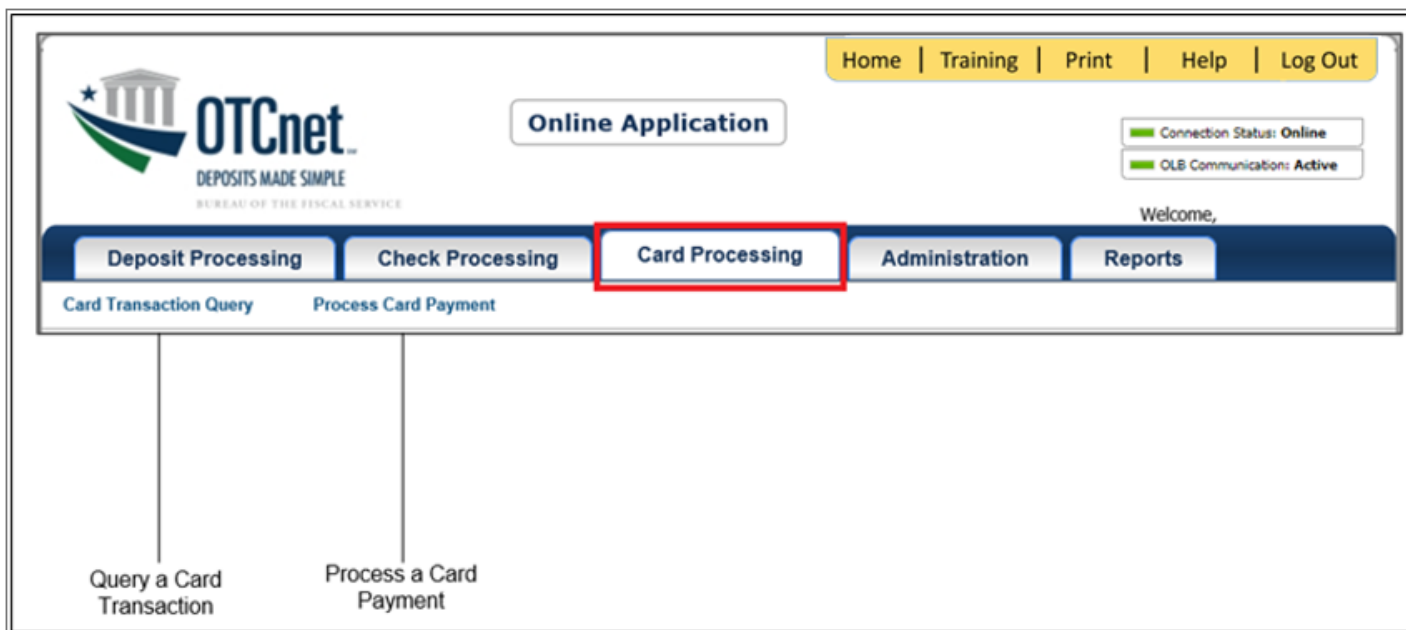


Oversees endpoint management, terminal setup, and audit log information

Card Processing Functions

Functions available in OTCnet Card Processing:

1. Query a Card Transaction
2. Process a Card Payment



Card Processing Hardware

OTCnet Supports the Verifone M440:

- Great for high foot traffic
- High-definition color display
- 8" Capacitive Touch Screen
- Full-motion video support with high-quality audio
- Faster processing speeds
- Secure Commerce Architecture
- PCI DSS compliant (PCI PTS 5.X-approved)



Verifone M440
Multimedia Card Reader

Frequently Asked Questions

What types of cards are accepted?

- OTCnet accepts gift cards, debit, and credit (Visa, Mastercard, American Express, Discover).

Can other third-party systems be integrated?

- Third party systems can be integrated to upload to OTCnet Card Web Service with additional assistance from our team.

Who can use the OTCnet Integrated Solution?

- All eligible agencies taking in-person payments are welcome, especially those who are already onboarded onto OTCnet.

How much volume of transactions can be processed?

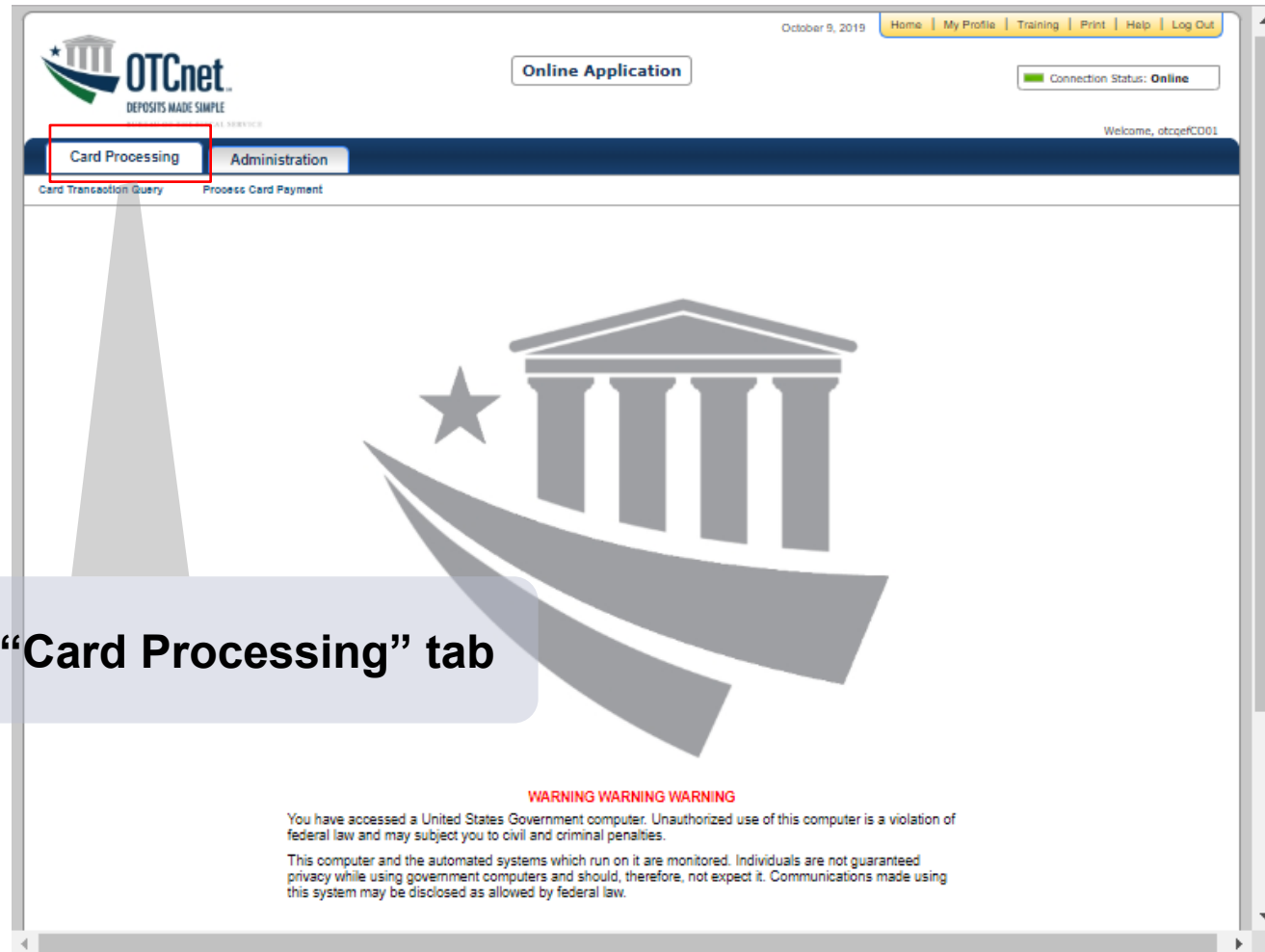
- OTCnet Card Processing supports a low to medium volume of card transactions.

Topic #2



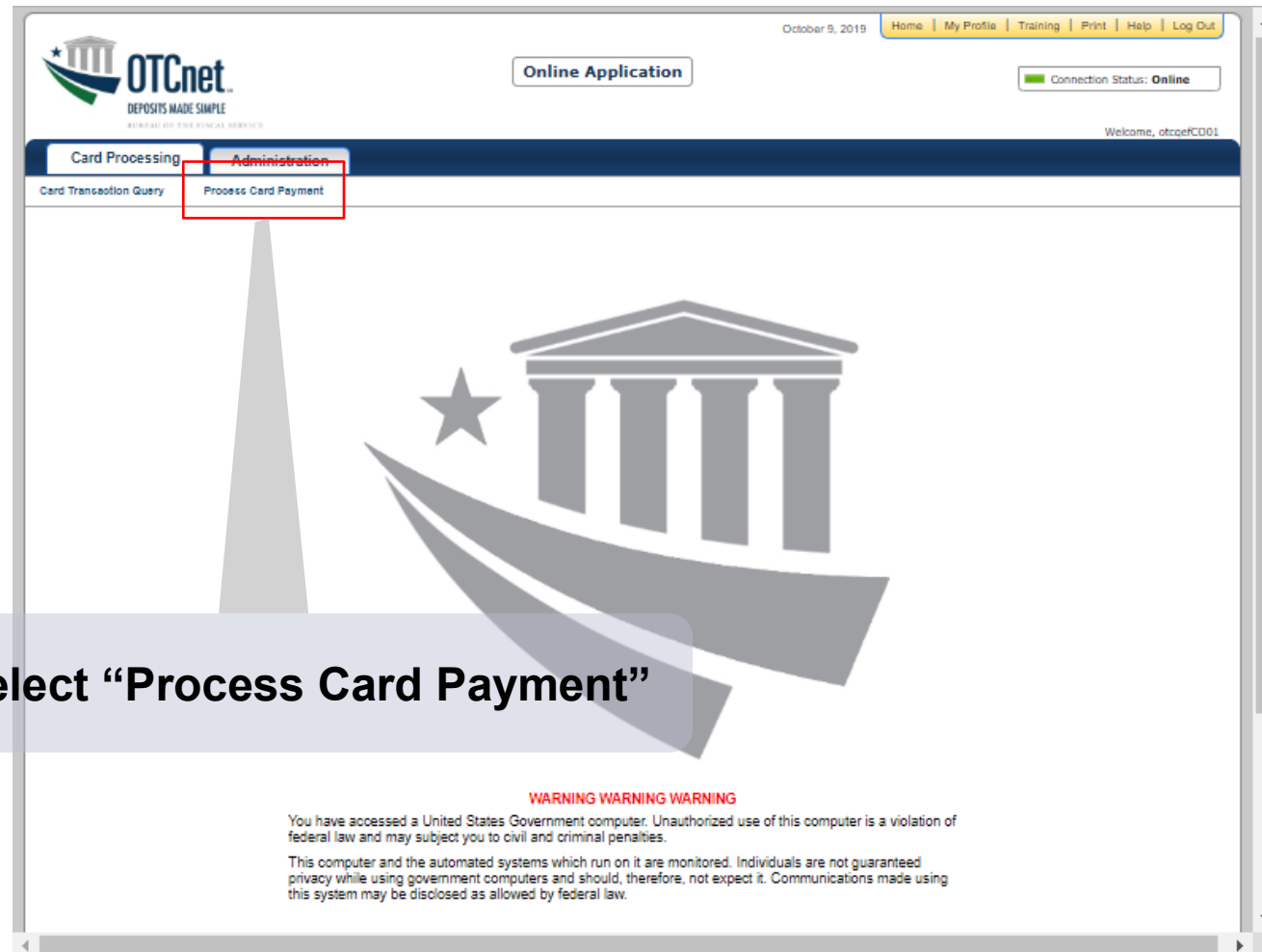
Card Processing Walkthrough

Walkthrough: Processing a Card Payment



Select the “Card Processing” tab

Walkthrough: Processing a Card Payment



Walkthrough: Processing a Card Payment

Make sure the OTCnet Local Bridge (OLB) is turned on and connected.

The screenshot displays the OTCnet web application interface. At the top, the OTCnet logo is visible with the tagline 'DEPOSITS MADE SIMPLE' and 'BUREAU OF THE FISCAL SERVICE'. The date 'October 9, 2019' and navigation links ('Home', 'My Profile', 'Training', 'Print', 'Help', 'Log Out') are in the top right. A red box highlights the 'Online Application' button and the status indicators: 'Connection Status: Online' (green bar) and 'OLB Communication: Inactive' (red bar). Below this, the 'Card Processing' and 'Administration' tabs are shown, with 'Card Processing' selected. The 'Card Transaction Query' and 'Process Card Payment' buttons are also visible. The main content area shows the 'Card Capture - Perform Card Transaction' section with a progress bar indicating 'Checking OLB connection ...'. The footer includes links for 'Rules of Behavior', 'Privacy Statement', 'Accessibility Statement', 'Contact', 'Text Version', and 'About', along with the Bureau of the Fiscal Service logo and 'U.S. DEPARTMENT OF THE TREASURY' text.

Walkthrough: Processing a Card Payment

The screenshot shows the OTCnet web application interface. At the top, there is a header with the OTCnet logo, the date "October 9, 2019", and navigation links: "Home", "My Profile", "Training", "Print", "Help", and "Log Out". Below the header, there is a "Card Processing" tab and an "Administration" tab. The "Card Processing" tab is active, and the "Process Card Payment" link is selected. The main content area is titled "Card Processing" and contains a "Card Capture - Perform Card Transaction" section. This section has a "Transaction Data" form with a "Please enter the following card processing information." label and an "Amount" input field. To the right of the form, there is a red-bordered box containing the following information:

- OTC Endpoint:
 - Short name: FS3
 - Description: Credit and Debit #2
 - ALC: 12345678
- Card Processing Information:
 - Chain Code: 0V1234
 - Division: 001
 - Merchant ID: 87654321
 - Card Terminal Serial Number: 284741275
- Terminal Controls:
 - Process Payment
 - Print Receipt
 - Cancel Transaction
 - Clear

A callout box with the text "Verify the OTCnet Endpoint information" points to the red-bordered box containing the OTC Endpoint and Card Processing Information.

Walkthrough: Processing a Card Payment

OTCnet
DEPOSITS MADE SIMPLE
BUREAU OF THE FISCAL SERVICE

October 9, 2019 Home | My Profile | Training | Print | Help | Log Out

Online Application

Connection Status: **Online**
OLB Communication: **Active**
Welcome, otcqfCD01

Card Processing Administration

Card Transaction Query Process Card Payment

Location: Home > Card Processing > Process Card Payment

Card Processing

Card Capture - Perform Card Transaction

Transaction Data
Please enter the following card processing information.

Amount: *

OTC Endpoint:
Short name: FS3
Description: Credit and Debit #2
ALC: 12345678

Card Processing Information:
Chain Code: 0V1234
Division: 001
Merchant ID: 87654321
Card Terminal Serial Number: 284741275

Terminal Controls:
Process Payment
Print Receipt
Cancel Transaction
Clear

Return Home

Enter the card transaction amount

Walkthrough: Processing a Card Payment

The screenshot displays the OTCnet web application interface. At the top, the OTCnet logo and 'DEPOSITS MADE SIMPLE' tagline are visible, along with the date 'October 9, 2019' and navigation links: Home, My Profile, Training, Print, Help, Log Out. A status bar indicates 'Connection Status: Online' and 'OLB Communication: Active'. The main navigation bar shows 'Card Processing' and 'Administration' tabs. Below this, the 'Card Processing' section is active, showing 'Card Transaction Query' and 'Process Card Payment' links. The breadcrumb trail reads 'Location: Home > Card Processing > Process Card Payment'. The 'Card Capture - Perform Card Transaction' section is the main focus. It contains a 'Transaction Data' form with a red box around the 'Amount: * 50.00' field. To the right, the 'OTC Endpoint' section displays 'Short name: FS3', 'Description: Credit and Debit #2', and 'ALC: 12345678'. Below this, the 'Card Processing Information' section shows 'Chain Code: 0V1234', 'Division: 001', 'Merchant ID: 87654321', and 'Card Terminal Serial Number: 284741275'. The 'Terminal Controls' section at the bottom right contains a red box around the 'Process Payment' button, with other buttons for 'Print Receipt', 'Cancel Transaction', and 'Clear'. A 'Return Home' button is located at the bottom right of the page.

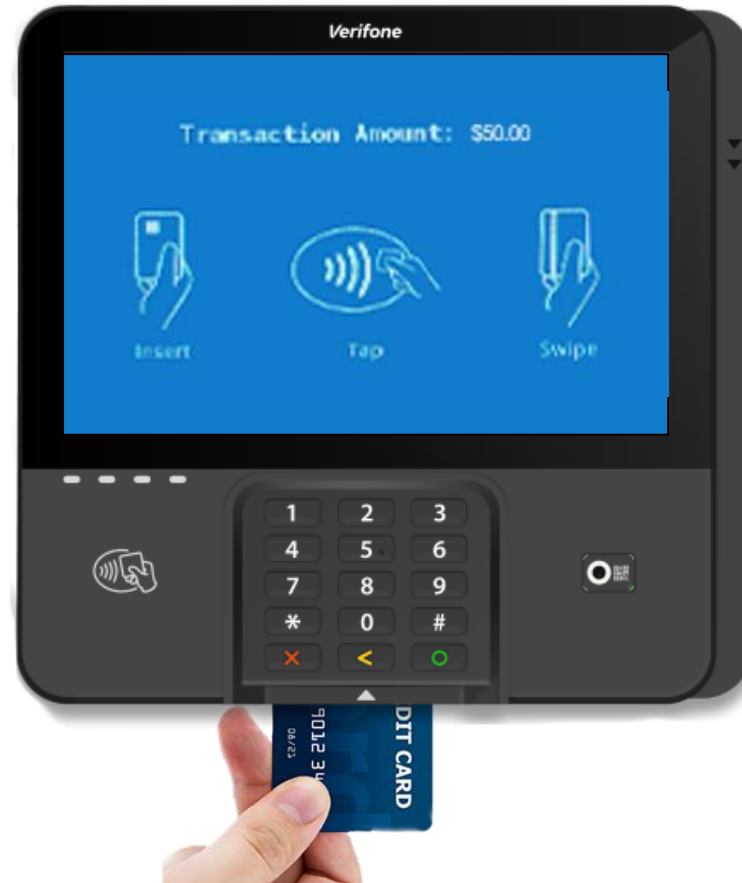
Select "Process Payment" to initiate the transaction

Walkthrough: Processing a Card Payment

The customer inserts, taps, or swipes the card on the terminal



Walkthrough: Processing a Card Payment



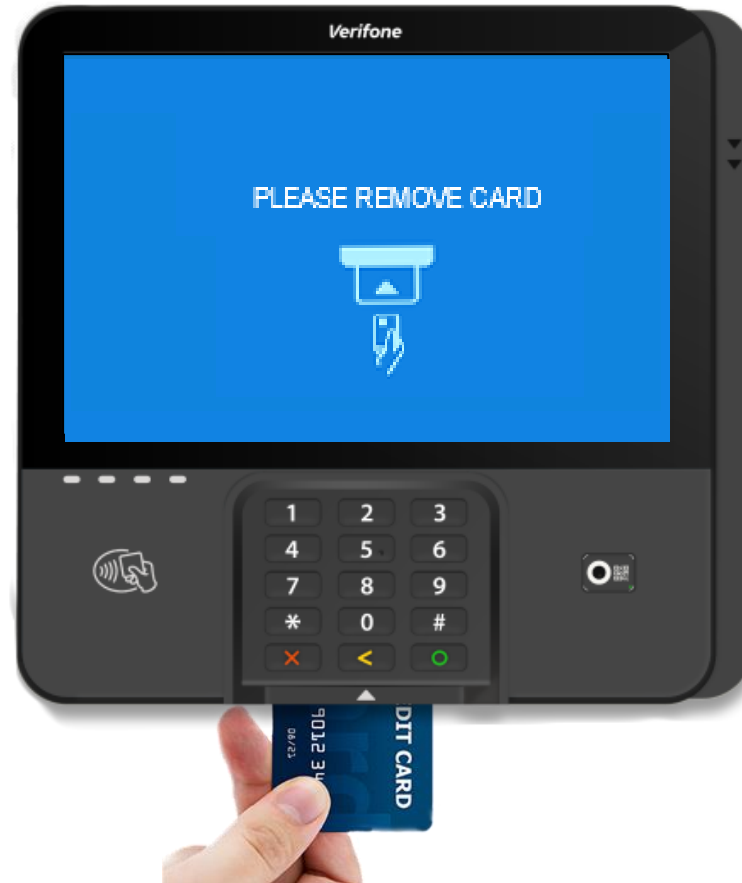
Walkthrough: Processing a Card Payment

The customer presses “Pay Now” to approve the card payment



Walkthrough: Processing a Card Payment

The customer removes the card, if inserted



Walkthrough: Processing a Card Payment

The screenshot displays the OTCnet web application interface. At the top, the OTCnet logo is on the left, and the date "October 9, 2019" is on the right. A navigation bar includes links for "Home", "My Profile", "Training", "Print", "Help", and "Log Out". Below this, a status bar shows "Connection Status: Online" and "DLB Communication: Active". The main content area is titled "Card Processing" and "Administration". A sub-header "Card Capture - Perform Card Transaction" is visible. A red box highlights a green message: "Transaction was processed successfully. Card Invoice ID: 86SqKaZ55jcJ, Amount \$50.00". Below this, the "Transaction Data" section prompts the user to enter card processing information, with an "Amount" field. To the right, the "OTC Endpoint" section lists details: Short name: FS3, Description: Credit and Debit #2, ALC: 12345678. The "Card Processing Information" section lists: Chain Code: 0V1234, Division: 001, Merchant ID: 87654321, and Card Terminal Serial Number: 284741275. The "Terminal Controls" section includes buttons for "Process Payment", "Print Receipt", "Cancel Transaction", and "Clear". A "Return Home" button is at the bottom right.

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October 9, 2019 | Home | My Profile | Training | Print | Help | Log Out

Online Application

Connection Status: **Online**
DLB Communication: **Active**
Welcome, otcnetCD01

Card Processing | Administration

Card Transaction Query | Process Card Payment

Location: Home > Card Processing > Process Card Payment

Card Processing

Card Capture - Perform Card Transaction

Transaction was processed successfully. Card Invoice ID: 86SqKaZ55jcJ, Amount \$50.00

Transaction Data
Please enter the following card processing information.

Amount: *

OTC Endpoint:
Short name: FS3
Description: Credit and Debit #2
ALC: 12345678

Card Processing Information:
Chain Code: 0V1234
Division: 001
Merchant ID: 87654321
Card Terminal Serial Number: 284741275

Terminal Controls:
Process Payment
Print Receipt
Cancel Transaction
Clear

Return Home

The above message appears after the transaction is successfully processed

Walkthrough: Processing a Card Payment

October 9, 2019 Home | My Profile | Training | Print | Help | Log Out

OTCnet
DEPOSITS MADE SIMPLE
BUREAU OF THE FISCAL SERVICE

Online Application

Connection Status: Online
OLB Communication: Active
Welcome, otcofCD01

Card Processing Administration

Card Transaction Query Process Card Payment

Location: Home > Card Processing > Process Card Payment

Card Processing

Card Capture - Perform Card Transaction

Transaction was processed successfully. Card Invoice ID: 86SqKaZ55jcJ, Amount \$50.00

Transaction Data
Please enter the following card processing information.

Amount:

OTC Endpoint:
Short name: FS3
Description: Credit and Debit #2
ALC: 12345678

Card Processing Information:
Chain Code: 0V1234
Division: 001
Merchant ID: 87654321
Card Terminal Serial Number: 284741275

Terminal Controls:

Select "Print Receipt"

Return Home

WASHINGTON, DC 20005
202-000-0000

TERMINAL ID: 02
CASHIER ID: 111
MERCHANT ID: 12495085
06/21/2019 11:19:01 AM

SALE

INVOICE ID: 15511
PAYMENT TYPE: Credit
APPLICATION LABEL: VISA CREDIT
APPLICATION PAN: *****1234
EXPIRATION: **/**
TRANSACTION TOTAL: USDS 50.00
CARD ENTRY MODE: CHIP READ
RESULT: APPROVED
AUTHORIZATION CODE: 388038
CTROUTD: 200

TOTAL: USD\$ 50.00

SIGNATURE 1E0300 4000008000 (only for AMEX)
AID: A00000003101002
TVR: 0080008000
IAD: 06010A03600002
TSI: F800
ARC: 00

Signature:

I AGREE TO PAY ABOVE TOTAL AMOUNT IN ACCORDANCE
WITH CARD ISSUER'S AGREEMENT

REFUNDS ONLY AVAILABLE WITHIN 30 DAYS OF
SERVICE OR PURCHASE

THANK YOU

Topic #3



Card Processing Onboarding Steps

Onboarding to Card Processing

All OTCnet onboarding is initiated through the **OTCnet Deployment Team**. Begin by contacting the team to discuss your agency's needs to determine a personalized OTCnet onboarding plan and solution.

Step 1:
Contact the
OTCnet
Deployment
Team

Step 2:
Complete
Onboarding
Forms & Begin
Backend Setup

Step 3:
Procure Card
Terminal
through Vendor
& Complete
Training

Step 4:
Provision Users
& Install
OTCnet
Terminal

Step 5:
Complete
Setup & Make
First Collections

OTCnet Card Processing: Configuration Settings

Step 1

- ✓ Contact the OTCnet team
- ✓ Identify all the prerequisites, hardware, and agency individuals for OTCnet user roles

Step 2

- ✓ Assess PCI requirements
- ✓ Complete Card Acquiring Service Application
- ✓ Added Merchant ID to CAS profile
- ✓ Contact Verifone Sale Representative
- ✓ Complete Web-Based Training for roles

Step 3-4

- ✓ Provision user roles
- ✓ Create Card Processing endpoint
- ✓ Download the OLB on every workstation

Step 5

- ☐ Plug in card scanner (Verifone M440) and connect to network
- ☐ Enter agency ID information
- ☐ Register terminal with OTCnet
- ☐ Test first payment on device!



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

Card Processing: Application Tips

Application Tips

1. *No Firmware is needed for Card Processing.*
2. *Verifone users must have the OTCnet Local Bridge Version 2.6.0.5 or 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. OTCnet's Integrated Solution meets the objective laid out in the **Executive Order on modernizing payments** by enabling debit and credit payments.
2. There are **two user roles** under Card Processing: Card Operator and Card Administrator.
3. The OTCnet Deployment Team will assist throughout your **Card Processing** onboarding experience.



Deployment Team Contact Information

**Contact Us for
Support**



The OTCnet Deployment Team

(703) 377- 5586

FiscalService.OTCDeployment@citi.com



Customer Support Team Contact Information

**Contact Us for
Support**



The OTCnet Customer Support Team

(866) 945-7920

DSN: (510) 428-6824, option 2

Fiscalservice.OTCChannel@citi.com



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Join us for the next Refresher Webinar Series on OTCnet!

Register early by using the links provided below

Date	Topic	Registration Link
Thursday, November 20th 2025, at 1:30 PM ET	<i>Check Processing Forms and Workflows</i>	<u>Register</u>
Thursday, December 11th 2025, at 1:30 PM ET	<i>OTCnet Overview and 2025 Updates</i>	<u>Register</u>