



Log In to OTCnet Online for the First time

To log in to FMS Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria

- a. Must be at least 8 characters long
 - b. Must contain at least one upper case letter
 - c. Must contain at least one lower case letter
 - d. Must contain at least one numeric character
 - e. Must not repeat any of your last ten passwords.
 - f. Must not have been your password during the last ten days
 - g. Must not be a word in a language, slang, dialect, or jargon
 - h. Must not be related to personal identity, history, environment, or other personal associations
 - i. Must not be shared or displayed in plain view.
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *GSS Rules of Behavior* page appears.
 6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.
 7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.



Application Tip

If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *GSS Rules of Behavior* page will appear. You will not be able to proceed to OTCnet until the Rules of Behavior are accepted, and the Challenge questions and Share Secret are set.

8. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
9. Select any three challenge questions you want to response to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.

**Application Tip**

Each response must be at least three characters long and are case sensitive.

10. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
11. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.

**Application Tip**

The shared secret phrase must be at least three characters. You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

12. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
13. Click **Logout**.

**Application Tip**

After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

14. Click **Close Browser**.