Create a User Identity

To create a user identity, complete the following steps:

1. Log in to https://reg.fms.treas.gov/itimext. The *Request Management-Your To-Do List* page appears.

2. From the main menu bar, select **Organization** and click **New External User Identity**. The *New External Identity* page appears.

3. Under the **External** tab, enter the personal information details.
   - Enter the user's **Legal Prefix**
   - Enter the user's **Legal Name**, *required*
   - Enter the user's **Legal First Name**, *required*
   - Enter the user's **Legal Middle Name**
   - Enter the user's **Legal Last Name**, *required*

> **Application Tip**
>
> The **Generation Identifier/Suffix** and **Organizational Roles** details are not applicable. The **Organizational Roles** details populates after the user's identity is successfully created.

4. Click the **Corporate** tab.

5. From **Identity Organization**, click **Search**. The *Search: Identity Organization* dialog box appears.

6. Enter the organization name in the blank text box and click **Search.**

> **Application Tip**
>
> If you do not know the full name of the organization, you can enter a partial name search.

7. From the resulting list, click the organization's name you want to add.

8. Scroll to the bottom of the dialog box, and click **Add** and **Done**.

9. From **Sponsoring Application**, click **Search**. The *Search: Sponsoring Application* dialog box appears.

10. Select **OTCnet (SSO)** from the list.

11. Scroll to the bottom of the dialog box, and click **Add** and **Done**.

12. Click the **Contact** tab.

13. Enter the appropriate contact details.
    - Enter an **Email Address**, *required*
    - Enter a **Mobile Phone**
    - Enter an **Office Phone**, *required*
    - Enter a **Pager number**
    - Enter an **Office Fax Number**
    - Enter an **Office Room Number**, *if applicable*
    - Enter a **Street address**, *required*
    - Enter an **Office Street Address 2**, *if applicable*
    - Enter a **City**, *required*
    - Enter an **Office State**, *required*
    - Enter an **Office Postal Code**, *required*
    - Enter an **Office Country**, *required*

14. Click the **Schedule for Now** or **Schedule for Later** radio button.

Application Tip

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** when the identity should be created.

15. Click **Submit**. The *Request Management – Your Pending Requests* page appears.

Application Tip

To verify creation of a new identify, select **Request Management** and click **View Pending Requests** or **View Completed Requests**.