



Download User Profiles

To download user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
3. Select the OTC Endpoint(s) that you want to download the user profile(s) to the OTCnet Offline Check Capture application.
4. Click **Next**. The *Add New User* dialog box appears.
5. Click **Close**. The *Step 2 of 3 Select User(s)* page appears.
6. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application.
7. Click **Next**. The *Step 3 of 3 Review Users* page appears.
8. Verify the following user profiles for the selected OTC Endpoints should be downloaded to the local offline database and click **Submit**.
9. A *Confirmation* page appears showing the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database along with the users' temporary passwords to access OTCnet Offline.



Application Tip

Communicate the User IDs and temporary passwords to the appropriate users. The User's ID is the same User ID used to access OTCnet Online.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.