



## Retrieve a Check Capture Administrator Offline Logon Profile

To retrieve a Check Capture Administrator Offline logon profile:

1. Double-click the **OTCnet Offline (Production or QA)** icon on the computer's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.

The *OTCnet Offline Server Startup* page appears.



### Application Tip

If the OTCnet Offline icon is not located on the computer's desktop or Start Menu, under Programs, download and install the OTCnet Offline Check Capture software. Refer to the *Download OTCnet Offline Check Capture Software* and *Install OTCnet Offline Check Capture Software* printable job aids.



### Application Tip

If the Offline server was previously started, proceed to Step 3.

2. Enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** (if applicable). The *OTCnet Login* page appears.
3. Click the **Retrieve Admin Profile** hyperlink. The *Retrieve Admin Profile* page appears.



### Application Tip

Use the **Retrieve Admin Profile** hyperlink if this the first time you are installing the OTCnet Offline application on your terminal or if you forgot your Offline password and had to create a new CCA Offline logon profile.

4. Enter your **Online User ID** and **Online Password**.
5. Under Proxy Server Configuration (if applicable):
  - Check **Use Firewall Agent** and enter the **Firewall Agent**
  - Check **Use Proxy** and enter **Proxy Timeout**, **Proxy Password**, **Proxy Server** and **Proxy Port**



#### Application Tip

If **Proxy Server Configuration** settings are entered, they will be saved in the system and can later be **viewed** and modified in **Terminal Configuration**.



#### Application Tip

If the **Use Firewall Agent** option is enabled, then the Firewall Agent is available for configuration and the agent name can be entered.



#### Application Tip

If the **Use Proxy option** is **enabled**, then **Proxy Timeout**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before giving up. The maximum allowed timeout is 30 minutes.

6. Click **Retrieve Profile**.
7. Enter your **New Password**, and **Re-Enter New Password**.



#### Application Tip

Password Criteria:

- Must be at least 12 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

8. Click **Save**. A *Confirmation* page appears stating your new password has been set. This new password is also the permanent password for your offline logon profile, used for starting up the Offline server and application.



**Application Tip**

After the profile is successfully downloaded and permanent password was set, you will be prompted to log in to the Offline application with your new password.



**Application Tip**

If the profile download was unsuccessful, a message appears stating that the profile download was unsuccessful and to please contact Customer Service for assistance.

9. Restart your computer to ensure that all OTCnet security features are fully enabled.