



## Log In to OTCnet Offline

To log in to OTCnet Offline, complete the following steps:

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

Or

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



### Application Tip

If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the offline terminal.



### Application Tip

If a terminal has more than one OTCnet Offline application installed (Production or QA (training environment)), do not run both at the same time as running more than one offline client at a time will cause errors.



### Application Tip

If the Offline server was not been previously started, you will first need to enter your credentials to start up the Offline server. Refer to the *Start the OTCnet Offline Server* printable job aid for more details.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Home Page* appears.



### Application Tip

To stop the **OTCnet Offline** application, access the **Start Menu>Programs>OTCnet Offline (Production or QA)** and click **Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.



### Application Tip

If a terminal has more than one **OTCnet Offline** application, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production** or **QA**).