

Create the OTCnet Local Bridge (OLB) Profile

The **Check Capture Administrator (CCA)**, **Check Capture Supervisor (CCS)**, **Check Capture Lead Operator (CCLO)**, **Check Capture Operator (CCO)**, **Card Administrator (CA)** and **Card Operator (CO)** are authorized to create an OLB profile.



Application Tip

After the **CA** or **CCA** downloads the OTCnet Local Bridge (OLB) application, the OLB certificate and the OLB application is installed on the workstation. The next step is to create the OLB profile.

The OLB profile is unique to each user role. Therefore, each of these user roles must create an OLB profile.

Before creating an OLB profile, consider the following information:

- Creating an OLB profile applies to all card processing and check processing users, including **CAs**, **COs**, **CCAs**, **CCSs**, **CCLOs**, and **CCOs**.
- The OLB application is required for performing card processing operations and card terminal detection as well as check capture terminal detection, the Deployable Disbursing System (DDS) Interface (DoD and Check Processing only) and performing check processing and check capture operations.

To create an OLB profile, complete the following steps:

1. Click the **Administration** tab, click **Manage Users**, and click **Create Local Bridge and User Profile**.
2. Select the relevant radio button for your version of the OLB or for OTCnet Offline.



Application Tip

Before you create your new profile, and if you downloaded and installed the newest version of the OLB, you must:

- Import the new OLB credentials file, *required*

3. Enter your **Local Bridge Password**, and confirm your **Local Bridge Password**, and click **Submit**.



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

Note that these password criteria are displayed on the page when you enter and confirm your **Local Bridge** password.



Application Tip

When you click **Submit**, the system generates the credential file based on the application version selected.

4. A *Do you want to open or save [file name].ini?* dialog box appears. Click the **Save** drop-down arrow and select **Save as**.



Application Tip

When you save the OLB credential file, **do not** rename the file as the file name must remain the same as it was generated. If the file name is changed, the OLB application will not run.



Application Tip

If you click **Open**, the file will simply open in the Microsoft Notepad application. If you click **Cancel**, the *Do you want to open or save* dialog box closes, and you remain on the *Create Local Bridge and User Profile* page.

5. The Save dialog box appears. Click **Save** or **Cancel**.



Application Tip

Choose the location where you want to save the OLB credential file. Save the OLB credential file to any folder in which you have the ability to save a file (e.g., **My Documents** folder, **Desktop** folder). Note that the default location on the Save dialog box is the user's **My Documents** folder.

If you click **Cancel**, you return to the *Create Local Bridge and User Profile* page without saving the file.



Application Tip

If you forget your OLB password, or if you attempt to enter an incorrect password three times (or more), you will have to recreate an OLB credential file through the *Create Local Bridge and User Profile* page and save it again. You will also have to import your OLB credentials again, which is the next step in the OLB startup process.



Application Tip

For information on importing OLB credentials, refer to *Topic 8: Import OTCnet Local Bridge (OLB) Credentials* printable job aid in this user guide.



Application Tip

OTCnet users only need to recreate OLB passwords if they forget their OLB passwords. After recreating their OLB passwords, OTCnet users need to reimport their OLB credentials. (*Refer to Topic 8 of this User Guide for step-by-step instructions on importing the OLB credentials.*)