

Add an Endpoint/Role for an OTCnet User

To add an **endpoint/role** for OTCnet User, complete the following steps:

1. From the **OTCnet Home page>Administration>Manage Users>Manage OTCnet Users** screen, select the **Search User Directory** button.
2. In the search field, type user **email address**.
3. Under **Manage User Account**, select **View Account** for the desired user as shown in Figure 1.

Figure 1: Search User Directory Screen

OTCnet
OFFICIAL TIME CARD NOTIFICATION SYSTEM

September 27, 2023 Home | Home | Help | Log Out

Online Application

Connection Status: Online

Welcome, etdual.Tropolis@etdual.us

Deposit Processing Card Processing Administration Reports

Manage Organizations Manage FI Manage Users Management Manage Check Processing Manage Card Processing Manage Centralized Daytime In Audit

Location: Home > Administration > Manage Users > Manage OTCnet Users

Search User Directory

Manage OTCnet Users Home


Q Search Users X

Displays 1 of 8 of 8 results

Manage User Account	Name	Email	H/O
View Account		storchetha@usnetel.gov	
View Account		storchetha@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account		adrianak@usnetel.gov - 2623381@gmail.com	DO FWS
View Account		storcheturah@usnetel.gov	
View Account		storcheturah@usnetel.gov	
View Account	tatuch uploader	creditcrl.usenet@12089888877944405@gmail.com	
View Account	ACOA Agency Manager	creditcrl.usenet@101165262@gmail.com	DO FWS
View Account	ACOA Bureau Provider	creditcrl.usenet@557267380@gmail.com	

4. The **Manage User Account** screen displays as shown in Figure 2.
5. Review the read-only information including the current endpoint/role assignments listed for the user. Select the **Add Endpoint/Role** button.

Figure 2: Manage User Account Screen



OTCnet

DEPOSITS MADE SIMPLE

BRIDGE THE GAP BETWEEN BANKING AND BUSINESS

Online Application

Connection Status: Online

Welcome, client Tonykay | Logout

Deposit Processing

Check Processing

Card Processing

Administration

Reports

[Manage Organizations](#)
[Manage FI](#)
[Manage Users](#)
[Management](#)
[Manage Check Processing](#)
[Manage Card Processing](#)
[Manage Centralized Deployment](#)
[Audit](#)

Location: Home > Administration > Manage Users > Manage OTCnet Users

Manage User Account

Manage OTCnet Users Home

FAKEY MCFAKERSON

Email Address:

automatedotcnetuser+20878@gmail.com

OTCnet User ID:

otcng88

HLO(s):

All Federal Agencies

Assigned Endpoint

All Federal Agencies

Assigned Role at Endpoint

HLAS

Add Endpoint/Role

Remove Endpoint/Role

6. The **Add Endpoint/Role** screen displays as show in Figure 3.
7. Select a **role** from the **Choose a Role** dropdown choosing from the options provisioned for the specific OTCnet user.

8. Then select the associated **level(s)** from the dropdown options (each one is based on the previous selection and may be prepopulated). There can be many levels to select depending on the HLO/endpoint hierarchy.
9. As needed, add another role by selecting the **Add Role** button to select a different role. Once you select a role, it will be added to the *Selected Role at Endpoint* field as illustrated in Figure 3.



Application Tips

- You can select up to **10 roles** per request. After 10 role additions, the **Add Role** button is disabled. To add additional roles, you must repeat the process by submitting a new request.
- If a user changes their **email address**, Security Administrators should verify that the user is assigned the correct roles and endpoints associated with their **new email address** through the **Manage OTCnet Users** module.

Figure 3: Add Endpoint/Role Screen

Manage User Account Manage OTCnet Users Home

FAKEY MCFACKERSON

Email Address: rname000@gmail.com

OTCnet User ID: rname00

HLO(s): #Browns DOA25

Assigned Endpoint	Assigned Role at Endpoint
DOA25	Accounting Specialist
#Browns	Agency LSA

Add Endpoint/Role Remove Endpoint/Role

Choose a Role: MVD Viewer

Selected Endpoint	Selected Role at Endpoint	Delete
0-A-S3	MVD Viewer	Delete
All Federal Agencies	MVD Viewer	Delete

Add Role Cancel Submit

10. When you selected all roles needed, select the **Submit** button to submit your request.
11. The confirmation page after submitting an endpoint/role request and it is awaiting approval appears as shown in Figure 4.
12. Select the **OK** button to return to the **Manage OTCnet Users** screen.

Figure 4: Confirmation Screen on Adding Endpoint/Role Request Submitted

Manage User Account

Confirmation

Your request has been submitted, and it is awaiting approval. You will be notified via email when it is rejected or approved.

Request Type: Access Approval

Request ID #: 307

Request Description: OTC Endpoints and roles were added to the user's account.

Requestee: Richard Grayson

Assigned Endpoint	Assigned Role at Endpoint
CH – CaliforniaNevada	Check Capture Administrator
CH – CaliforniaNevada	Card Operator
FWS NE Regl Ofc	Check Capture Operator
FWS Valley Stream	Check Capture Operator

Time Submitted: Sept 20, 2022 2:30 PM EDT

OK

Rules of Behavior | Privacy Statement | Accessibility Statement | Contact | Test Version | About

Bureau of the Fiscal Service



Application Tip

You will be notified via e-mail when the request is approved or rejected by another PLSA/LSA.



Application Tip

- Ensure that users login to OTCnet **at least once every 120 days** (or four months). After the four-month period of inactivity, the user's OTCnet entitlements will be systematically removed from their **SailPoint** identity.
 - To restore their account, users must contact the **Customer Support Team** to begin the process.
 - Customer Support will reach out to **PLSAs** and **LSAs** and require permission to restore the user's account.
 - **PLSA/LSAs** must confirm all the previously assigned roles that were associated with the user's identity before they can be added back.