

Create Check Capture Override and Online Authentication Password

To create check capture override and online authentication password, complete the following steps:

1. From the **Administration** tab, select **Manage Users>Create Check Capture Override and Online Authentication Password**. The **Create Password** screen displays as shown in Figure 1.
2. Enter and confirm your **password**.



Application Tip

The **Check Capture Administrator** can create a new password that is either the same or different from their old password. The password must satisfy the following requirements:

- Must be at least 12 characters long.
- Must not be longer than 64 characters.
- Must not have more than two repeating characters.
- 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.

3. Select the **Submit** button to process the data.

Figure 1: Create Check Capture Override and Online Authentication Password



Additional Buttons

If your **password** does not comply with the Fiscal Service password policy requirements, you will get an error message to try again. The password requirements will be displayed on the screen.

4. A **Confirmation** page displays, as show in Figure 2, stating that you have successfully created your **Check Capture Override and Online Authentication Password**.
5. Select **OK** to return to the *OTCnet Homepage*.

Figure 2: Confirmation Page (Check Capture Override/Online Authentication)

The screenshot shows a web application interface with a navigation bar at the top containing 'Check Processing', 'Administration', and 'Reports'. Below the navigation bar are several dropdown menus: 'Manage Organizations', 'Manage Users', 'Manage Check Processing', 'Manage Centralized Deployment', and 'Audit'. The breadcrumb trail reads 'Location: Home >> Administration >> Manage Users >> Create Check Capture Override and Online Authentication Password'. The main heading is 'Create Check Capture Override and Online Authentication Password' with a small '2' in a box to its right. Below this is a 'Confirmation' section with a sub-heading '* Denotes required fields'. The content area displays 'User ID: exampleID123' and a message: 'You have successfully created your Check Capture Override and Online Authentication Password. Click OK to return to the OTCnet homepage.' At the bottom right of the page is a blue 'Ok' button.