Import a Check Capture Administrator Offline Logon Profile

To import the Check Capture Administrator (CCA) Offline Logon Profile, complete the following steps:
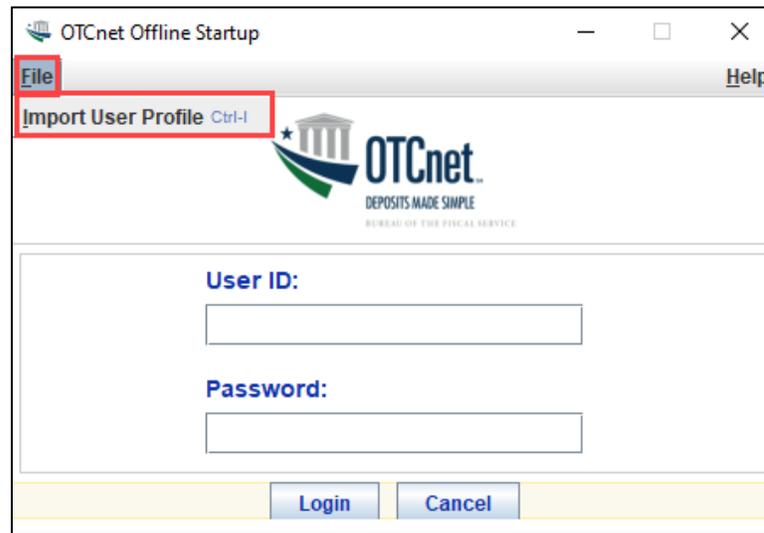
1. Double-click the **OTCnet Offline** (**Production** or **QA**) icon located on the workstation desktop.

    Or

    Click **Start>Programs**>**OTCnet Offline** (**Production** or **QA**). The *OTCnet Offline Startup* window appears.
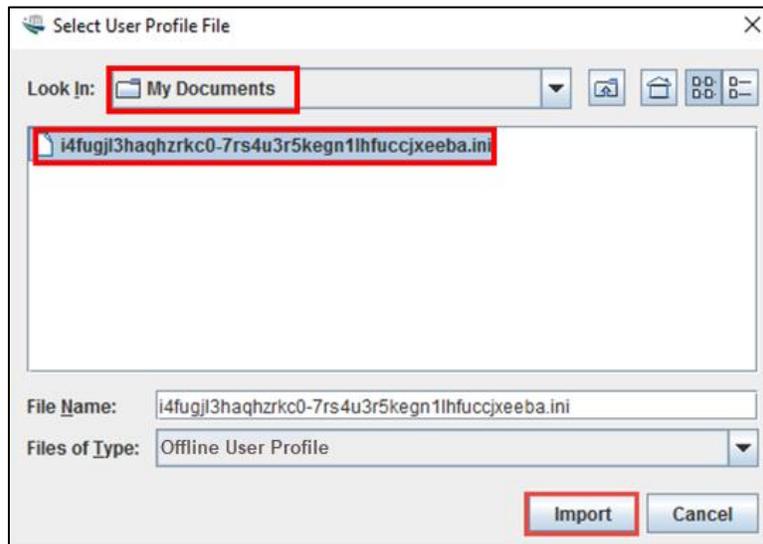
2. Click the **File** menu. Click **Import User Profile** as shown in Figure 1. The *Select User Profile File* dialog box appears.

Figure 1. OTCnet Offline Startup

3. Navigate to the location on the workstation where the *Check Capture Administrator Offline Logon Profile* is saved. Select the file and click **Import** as shown in Figure 2. Proceed with starting OTCnet Offline on the workstation.

Figure 2. Select User Profile

Application Tips

- The default location on the *Select User Profile File* dialog box is the user's **My Documents** folder.
- Once you have successfully imported the Check Capture Administrator Offline Logon Profile, you receive the *Successfully imported user profile* message.