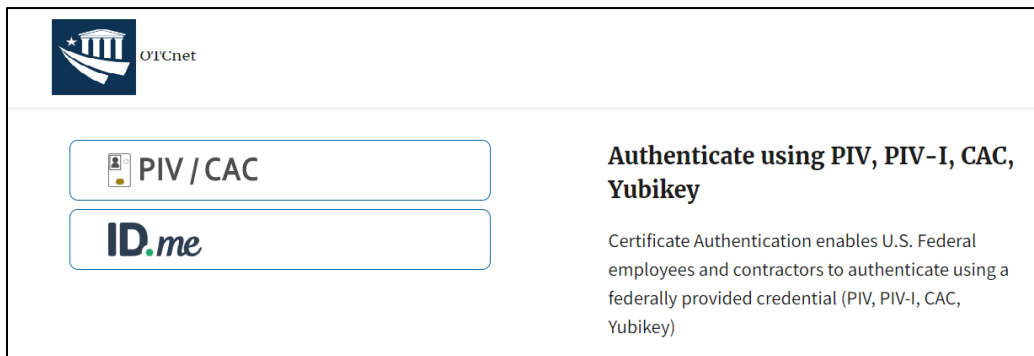


## Log in to OTCnet Online

To log in to Fiscal Service Single Sign-On (OTCnet Online), complete the following steps:

1. Access <https://otcnet.for.fiscal.treasury.gov>. A page is presented which displays the following login options: **PIV/CAC** and **ID.me**, as shown in Figure 1.

Figure 1. OTCnet Login Screen



2. Select the option that best represents your status and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.



### Application Tips

#### PIV/CAC (Government Users/Contractors)

- Select the **PIV/CAC** button.
- If prompted, select your certificate and enter your PIN.
- If prompted, follow the on-screen instructions to verify your email address.

The first time a **PIV/CAC** certificate is used to authenticate, the email verification process is initiated.

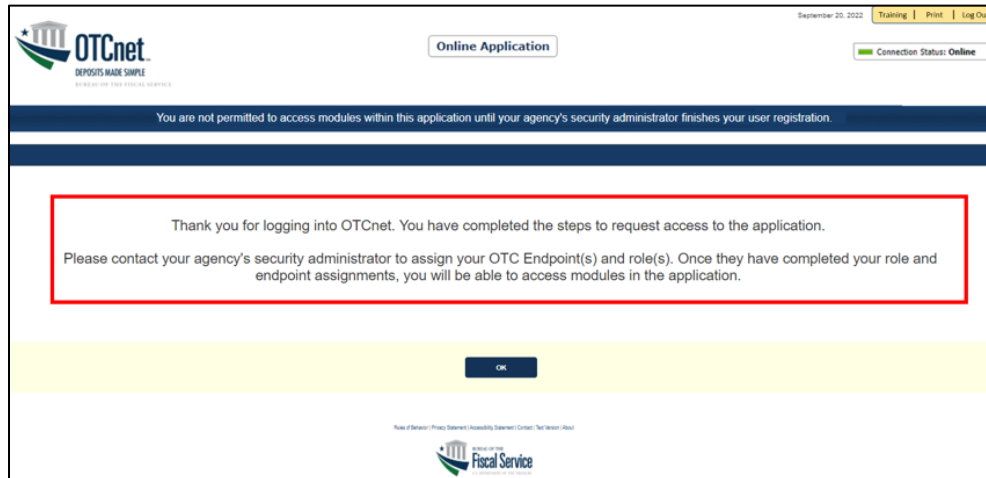
- A web page is displayed prompting you to submit the **email address** that will be associated with your certificate. A **verification code** is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.

#### ID.me for Non-Government Users

- Select the **ID.me** button.
- Follow the on-screen instructions to sign in with an existing account or create an account.
- If prompted, follow the on-screen instructions to verify your identity.
- Use your **work email address** to create initially your **ID.me** identity. It is still recommended to add your personal email to your **ID.me** identity.

3. When you log in to OTCnet Online for first time you **may** be alerted that you are not permitted to access the application until your agency's security administrator completes your user provisioning in OTCnet as shown in Figure 2.
4. Once your agency's security administrator has imported your user identity to OTCnet and assigned endpoints and roles for you, you will be able to access the application.

Figure 2. First Time Log In Screen



5. To completely log out, close your browser. You will need to reauthenticate next time you login to OTCnet.



### Application Tip

Ensure that you login to OTCnet **at least once every 120 days** (or four months). Your user account will be disabled after 120 consecutive days of inactivity. To restore your account, contact the **Customer Support Team** to begin the process.



### Application Tip

If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator**, and use Microsoft Edge or Google Chrome when logging in to OTCnet Online, you will not see the OTCnet splash screen. Instead, the system automatically displays the OTCnet Homepage Message Overlay.