

## Remove an Endpoint/Role for an OTCnet User

To remove 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. From the **Search User Directory** screen, type the user **email address** in the search field.
3. Under **Manage User Account**, select **View Account**.
4. The **Manage User Account** screen displays as shown in Figure 1. Review the read-only information including the current endpoint/role assignments listed for the user.
5. Select the **Remove Endpoint/Role** button.

Figure 1: Manage User Account Screen

OTCnet  
DEPOSIT MANAGEMENT SERVICE

Online Application

Connection Status: Online

Welcome, VERONICA PERKINS (logout)

Deposit Processing Administration Reports

Manage Users Audit

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

### Manage User Account

Manage OTCnet Users Home

Email Address: automatedotcnetuser+436@gmail.com

OTCnet User ID:

HLO(s): AAFES

Select an Endpoint and Role to remove.

Delete	Assigned Endpoint	Assigned Role at Endpoint
<input type="checkbox"/>	0310140100	MVD Editor
<input checked="" type="checkbox"/>	AAFES	Agency LSA

Remove Endpoint/Role

6. The **Select an Endpoint and Role to Remove** screen displays as show in Figure 2.
7. Select the **Delete** checkbox next to the specific **Assigned Endpoint** or **Assigned Role at Endpoint** item.



### Application Tip

You can select multiple checkboxes to remove multiple assigned endpoints/roles.

8. Then select the **Submit** button to submit your request.

Figure 2: Select an Endpoint and Role to Remove Screen

**Manage User Account**

FAKEY MCFACKERSON

Email Address: nname00@gmail.com

OTCnet User ID: nname00

HLO(s): #Browns D0a25

Assigned Endpoint	Assigned Role at Endpoint
D0a25	Accounting Specialist
#Browns	Agency LSA

Add Endpoint/Role Remove Endpoint/Role

Select an Endpoint and Role to remove.

Delete	Assigned Endpoint	Assigned Role at Endpoint
<input type="checkbox"/>	D0a25	Accounting Specialist
<input type="checkbox"/>	#Browns	Agency LSA

Submit Cancel

9. The confirmation page about removing an endpoint/role request being submitted and awaiting approval appears as shown in Figure 3.
10. Select the **OK** button to return to the **Manage OTCnet Users** screen.

Figure 3: Confirmation Screen on Removing 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: Remove Endpoint/Role

Request ID #: 311

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

Requester: smith\_john@gmail.com (John Smith)

Removed Endpoint	Role at Removed Endpoint
FWS NE Regl Otc	Check Capture Operator

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

OK

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### Application Tip

- You will be notified via e-mail when the request is approved or rejected by another PLSA/LSA.
- When a role is successfully removed it is logged in the **Audit log**.