Access User ID

To access your User ID, complete the following steps:

1. From the *Fiscal Service Single Sign On* page, click **Forgot your User ID?** as shown in Figure 1. The *Please contact the Fiscal Service IT Service Desk at (304) 480-7777 for assistance with your Production Fiscal Service LDAP account* message appears.



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Fiscal Service	
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Log In to: https://www.otenet.for.fiscal.treasury.gov/otenet/views/home.xhtml	
Select an authentication method and	enter your credentials
Log In using your Fiscal Service ID:	
SSO User ID and Password >	To log in using your Fiscal Service Single Sign On User ID and Password. By logging in with your FIV, SecurID, or User ID and Password, you actionwidege and agree that you have mad, understand, and agreed to abide by the <u>Rules of Behavior</u> User ID:
SecuriD Token	Passwort [Log In] Reset
PKI Certificate	Entroit vour Une List Entroit vour Seamonr?
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NOTE Th	s system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.
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- 2. Call the Fiscal Service IT Service Desk at (304) 480-7777. Select option 3.
- 3. The Fiscal Service IT Service Desk will ask for your email, first name and last name and will send you three follow up emails.



Application Tip

The Service Desk will send you three emails, with the following information:

- Password reset instructions (includes your User ID)
- A temporary password
- A link to the Identity Manager Single Sign On (ISIM) system
- 4. Follow the ISIM link from the third email. Enter your User ID and temporary password into the **User ID** and **Password** fields.
- 5. Click Log In.



You are prompted to reset your password.

6. Click **Continue.** You are logged into the ISIM system.



Your password was successfully reset.

7. Click **Logoff** to exit the system. Close your browser. Wait 15 minutes before accessing the OTCnet application.