

Approve or Reject an OTCnet User Account

To approve or reject an Over the Counter Channel Application (OTCnet) account creation or modification request, complete the following steps:

1. Log in to OTCnet. From the **Administration** tab, click **Manage Users**.
2. Log in to Identity Manager Single Sign On (ISIM) with your OTCnet credentials. The *Request Management Your To-Do List* page appears.
3. Click **Account Approval**. The *Approve/Reject the Request* page appears as shown in Figure 1.

Figure 1: Approve/Reject the Request Page

Approve / Reject the Request	
Description	Access request for DanG Dprep's account ddp07 on OTCnet (External) requires your approval.
Request ID	5101873505291330896
Requestor	otcnet tcnqeHLAS1
Requestee	DanG Dprep
Subject	ddprep07
Time Submitted	Oct 17, 2013 10:24 AM EDT
Time Due	Oct 24, 2013 10:24 AM EDT
	View Request Data
Explanation	
Approve Reject Cancel	

4. Click the **Schedule for Now** or **Schedule for Later** radio button.



Application Tip

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** for the identity to be created.

5. Click **Approve**, **Reject** or **Cancel**.



Additional Buttons

- Click **Approve** to approve the user account request.
- Click **Reject** to reject the user account request.
- Click **Cancel** to return to the ISIM Home Page. No data will be saved.
- Click **View Request Data** to view details of the request.
- Click **Back** to return to the *Approve/Reject the Request* page.