

## Create a Check Capture Administrator Offline Logon Profile

To create a **Check Capture Administrator (CCA)** Offline logon profile, complete the following steps:

1. Log into **Over the Counter Channel Application (OTCnet) Online** from the workstation in which you will be using the OTCnet Offline application.
2. From the **Administration** tab, select **Manage Users>Create Local Bridge and User Profile**. The *Create Local Bridge and User Profile* page appears.
3. Under **Application**, choose your **OTCnet Offline** version.



### Application Tip

The first two radio buttons on this page, **Online Local Bridge version XXX or newer** and **Online Local Bridge version XXX or older** are for OTCnet Online users.

4. Enter your **Offline Password** and **Confirm Offline Password**.



### Application Tips

- If you forget your Offline password and the OTCnet Offline server is not available, you must log in to OTCnet Online from your OTCnet Offline workstation and create a new CCA Offline logon profile. You must be logged into your OTCnet workstation as a CCA to create your CCA Offline logon profile again.
- If you have an existing CCA account from an older version of OTCnet Offline installed, it is recommended that you set your CCA's Offline logon profile password to the *same* password used for logging in to the Offline application.

5. Click **Submit**.



### Additional Buttons

- Click **Submit**, the system generates the credential file based on the application version selected.
- Click **Clear** to reset the password fields.
- Click **Cancel** to return to the OTCnet Home Page.

6. A *Do you want to open or save [file name].ini?* dialog box appears. Click the **Save** drop-down arrow and select **Save as**.



## Additional Buttons

- Save the *Offline logon profile credential file* with its generated file name, **do not** rename the file as the file name must remain the same.
- Store the Offline logon profile credential file in the OTCnet Offline folder on the terminal.
- If the file name is changed, or if the file is saved in the wrong folder location, the OTCnet application will not run.
- Click **Open** and the opens in the Microsoft Notepad application.
- Click **Cancel** and the *Do you want to open or save* dialog box closes, and you remain on the *Create Local Bridge and User Profile* page.

- The Save dialog box appears. To store the Offline logon profile credential file in the Offline folder on the terminal:
  - Click **Local Disk (C:)**
  - Double-click the **OTCnetOffline** folder
  - Double-click the **data** folder
  - Double-click the **ini** folder
- Click **Save** as shown in Figure 1. The Offline logon profile credential file is saved in the appropriate folder on the terminal (**C:\OTCnetOffline\data\ini\file name.ini**).

Figure 1. Save Credential File

