

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. From the **Administration** tab, select **Manage OTC Endpoints>Download OTC Endpoints**. The *Download OTC Endpoint* message appears.
2. Click **Download** as shown in Figure 1. The *OTC Endpoint and Form Update* dialog box appears.

Figure 1. Download OTC Endpoints Review

OTC Endpoint	ALC+2	Description	Form Name	Form Version	Form Implementation Date	GWA Reporter	Summary Classification Flag	Agency Accounting Codes	Last Modified Date
E1	00000303TT	Endpoint 1							



Application Tips

- When the *Task Download OTC Endpoint Started...* message appears, the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (**CHK**) for all OTC Endpoints present on the local application.
- To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click **View** on the *Download OTC Endpoints* page. After viewing the accounting codes, click **Previous** to return to the *Download OTC Endpoints* page.

3. Click **Close**. A *Confirmation* page appears presenting the OTC Endpoints that have been successfully downloaded.



Application Tips

- It is recommended that the **Cancel** button is not clicked. Instead, wait for the **Close** button to ensure the OTC Endpoints (**CHK**) and forms are downloaded on the *Download OTC Endpoints* page.
 - Only active OTC Endpoints (**CHK**) that a user has access to are listed.
 - OTC Endpoints (**TGA**) do not display.
 - **CHK** denotes check capture.
 - **TGA** denotes deposit processing.
 - **CDC** denotes card processing.
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Additional Button

Click **Return Home** to return the OTCnet Home Page.
