

## Log in to OTCnet Offline

To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *OTCnet Offline Server Start Up* page appears.



### Application Tips

- If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.
- If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time, as running more than one version at a time causes errors.
- If the Offline server was not previously started, enter your User ID and password to start the Offline server.

2. Enter your **User ID** and **Password** in the appropriate text boxes. Select **Login** as shown in Figure 1.

Figure 1: OTCnet Offline Application User Login Page

3. The system validates your **User ID** and **offline password** and determines if you have **multi-factor authentication (MFA)** set up.
4. If you have already set up **MFA**, you will be prompted to input your one-time code.
5. If you have not set up the **MFA**, the system prompts you to set up **MFA** with your chosen authenticator application by downloading the application on your workstation device.
6. Follow the steps in the authenticator to set up **MFA**. The system displays the **authenticator secret** and instructs you to enter it into your chosen authenticator as shown in Figure 2.
7. Input the **authenticator secret** into your authenticator application and label it as **“OTCnet Offline.”**
8. Enter your **Time-Based One-Time Password (TOTP)** code generated by the authenticator into the textbox and select **OK**.

Figure 2: Prompt for Multi-Factor Authentication Setup

**Multi-Factor Authentication Setup**

If you do not have an authenticator application installed, please close the browser to download and install an authenticator application on your workstation device and begin setting up multi-factor authentication for OTCnet Offline.

Your Time-based one-time password (TOTP) secret is XXXXXXXX.

Please use this in your authenticator application to set up your multi-factor authenticator for OTCnet. In your authenticator application, please select TOTP as your authenticator option with SHA1 and a TOTP code length of six characters. After you have set up your multi-factor authenticator for OTCnet, please enter the code generated by the authenticator into the textbox below.

Please enter TOTP Code from your authenticator app

OK Clear



### Application Tip

User must ensure they have selected **TOTP** as their authenticator option with **SHA1** and an **OTP code** length of six characters. Not all authenticators will present this option, but if it is an option, these parameters should be selected.

- If you enter correctly the **TOTP** code, system will display a message that you have successfully set up multi-factor authentication for OTCnet Offline. Select the **OK** button to proceed to the login page as shown in Figure 3. Otherwise, system will prompt you to verify your **MFA** setup and **TOTP** code and try again.

Figure 3: Successful Multi-Factor Authentication Setup Message

**Multi-Factor Authentication Setup**

If you do not have an authenticator application installed, please close the browser to download and install an authenticator application on your workstation device and begin setting up multi-factor authentication for OTCnet Offline.

Your Time-based one-time password (TOTP) secret is XXXXXXXX.

Please use this in your authenticator application to set up your multi-factor authenticator for OTCnet. In your authenticator application, please select TOTP as your authenticator option with SHA1 and a TOTP code length of six characters. After you have set up your multi-factor authenticator for OTCnet, please enter the code generated by the authenticator into the textbox below.

**You have successfully set up multi-factor authentication for OTCnet Offline! Please click the "OK" button to proceed to the login page.**

Please enter TOTP Code from your authenticator app

OK Clear

- The system completes user authentication and displays a message informing you that **MFA** has been successfully set up.
- Acknowledge the **message**. The system logs you out and displays the *OTCnet Offline* login screen.



### Application Tip

- To stop the OTCnet Offline application, click Start>Programs>OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA).
  - Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.
  - If more than one version of the OTCnet Offline application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (Stop OTCnet Offline Production or QA).
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