# Log in for the First Time

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

 Access OTCnet: https://otcnet.for.fiscal.treasury.gov, as shown in Figure 1. Enter your User ID and Password in the appropriate text boxes and click Log In. The Password Change: Create New Password page appears.

Figure 1 Fiscal Service Single Sign On Page

BUREAU OF THE Fiscal Service	Forgot your Password?   Forgot your User 1d?   Reg
to: https://www.otonet.for.fiscal.treasury.gov/oto	net/views/home.xhtml
Select an authentication method and ente	er your credentials
Log In using your Fiscal Service ID:	
SSO User ID and Password≯	To log in using your Fiscal Sanice Single Sign On User ID and Password. By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the <u>Rules of Behavior</u>
	User ID:
SecurID Token	Password: Log In Reset
	Forget your User 1d?
PKI Certificate	Earopt_vour_Reservors2
Vou hav WARNING to a con WARNING may su WARNING and pro WARNING PRIVAC UNAUT	e accessed a U.S. Government information system, which includes (1) this computers (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network, and poster on this instruction. U.S. Government information system is provided for this processing of addid U.S. Government information and (-) all devices and storage media attached to this network, and (4) all devices and storage media attached to this network, and (4) all devices and storage media attached to this network, and (4) all devices and storage media attached to this network, as well as o'll and criminal penalose. All data contained on U.S. Government information aystem is prohibito system is prohibito system is prohibito system is prohibito system is prohibito. The system of the transformation and the storage of the system of the transformation and the storage of the system of th
NOTE This syr	stem may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.
	Accessibility   Centacts   Privacy Policy   Rules of Behavior U. S. Department of the Treasury - Bureau of the Fiscal Service

- 2. Enter your temporary password (Password), New Password, and Confirm New Password in the appropriate text boxes. Click Change Password. A *Confirmation* page appears stating your new password has been set.
- 3. Click **Continue**. The Change Challenge/Response Select and Provide Reponses to *Questions* page appears.



Each response must be at least three characters long and case sensitive.

- 4. Select any three challenge questions by clicking the check boxes next to the questions and provide your responses in the **Response** and **Confirm Response** fields.
- 5. Click Save My Questions and Responses. A Change Shared Secret page appears.
- 6. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase. Click **Save My Shared Secret**. A *Confirmation* page appears showing the challenge questions and responses and your new shared secret were successfully saved. The *Change Challenge/Response-Completed* page appears.



### **Application Tips**

- The shared secret phrase must be at least three characters.
- You cannot proceed to OTCnet until the **Challenge** questions and **Shared Secret** are set.

#### 7. Click Logout.



### **Application Tip**

After your challenge questions and responses and your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

8. Access OTCnet: *https://otcnet.for.fiscal.treasury.gov,* enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**.



## **Application Tip**

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rules of Behavior.