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:

1. 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

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.

💡 **Application Tip**

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.