

Retrieve a Check Capture Administrator Offline Logon Profile

To retrieve a Check Capture Administrator Offline logon profile, complete the following steps:

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

Or

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



Application Tips

- If the OTCnet Offline icon is not located on the workstation desktop or Start Menu, under Programs, download and install the OTCnet Offline Check Capture software.
- If the Offline server was previously started, proceed to Step 3.

2. Enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** (if applicable). The *OTCnet Login* page appears.
3. Click the **Retrieve Admin Profile** hyperlink as shown in Figure 1. The *Retrieve Admin Profile* page appears.

Figure 1. OTCnet Offline Home Page

The screenshot shows the OTCnet Offline Home Page. At the top left is the OTCnet logo with the tagline "DEPOSITS MADE SIMPLE" and "BUREAU OF THE FISCAL SERVICE". Below the logo is a "User Login" section. It contains two text input fields: "User ID:" and "Password:". To the right of these fields is a red-bordered button labeled "Retrieve Admin Profile". At the bottom of the login section are two buttons: "Login" and "Clear".



Application Tip

Use the **Retrieve Admin Profile** hyperlink if this is the first time you are installing the OTCnet Offline application on your workstation or if you forgot your Offline password and had to create a new CCA Offline logon profile.

4. Enter your **Online User ID** and **Online Password**.
5. Under Proxy Server Configuration (if applicable):
 - Check **Use Firewall Agent** and enter the **Firewall Agent**
 - Check **Use Proxy** and enter **Proxy Timeout**, **Proxy Password**, **Proxy Server** and **Proxy Port**



Application Tips

- If **Proxy Server Configuration** settings are entered, they are saved in the system and can later be **viewed** and modified in **Terminal Configuration**.
- If the **Use Firewall Agent** option is enabled, the Firewall Agent is available for configuration and the agent name can be entered.
- If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.
- The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before giving up. The maximum allowed timeout is 30 minutes.

6. Click **Retrieve Profile** as shown in Figure 2.

Figure 2. Retrieve Admin Profile Online Credentials

The screenshot shows a dialog box titled "Retrieve Admin Profile". It contains two input fields: "Online User ID:" and "Online Password:". Below these is a section titled "Proxy Server Configuration" which includes several options and input fields: "Use Firewall Agent" (checkbox), "Firewall Agent" (dropdown menu), "Use Proxy" (checkbox), "Proxy Timeout" (dropdown menu), "Proxy User" (dropdown menu), "Proxy Password" (password field), "Proxy Server" (dropdown menu), and "Proxy Port" (dropdown menu). At the bottom of the dialog, there are two buttons: "Retrieve Profile" and "Cancel".

7. Enter your **New Password**, and **Re-Enter New Password**.
8. Click **Save**. A *Confirmation page* appears stating your new password has been set.



Application Tips

- This new password is also the permanent password for your offline logon profile, used for starting up the Offline server and application.
 - Once the profile is successfully downloaded and your permanent password is set, you are prompted to log in to the Offline application with your new password.
 - If the profile download was unsuccessful, a message appears stating that the profile download was unsuccessful and to contact Customer Service for assistance.
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9. Restart your computer to ensure that all OTCnet security features are fully enabled.