

## Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. From the **Administration** tab, select **Manage OTC Endpoints>Select OTC Endpoints**. The *Online User ID and Online Password* dialog appears.
2. Enter your **Online Password** and click **Login** as shown in Figure 1. The *Select OTC Endpoint Downloads* dialog box appears.

Figure 1. Online Password

This action requires online authentication. Please provide your online password below.

Online User ID: sccsup17

Online Password:

Login Cancel



### Application Tips

- Enter the password that you use to access OTCnet Online.
- If your OTCnet Online credentials (Log In and Password) are expired or do not exist an error message appears.
- Ensure your OTCnet Offline credentials correspond to an existing OTCnet Online account.

3. Click **Close**. The *Step 1 of 2 Select OTCnet Endpoint(s)* page appears with the *Select OTC Endpoint* message.



### Application Tips

- It is recommended that you do not click the **Cancel** button. Instead, wait for the **Close** button to ensure the OTC Endpoints (**CHK**) display on the *Select OTC Endpoints* page.
- When the *Select OTC Endpoints Task* dialog box appears, the system downloads the OTC Endpoint information (**CHK**) (**Short Name, Agency Location Code plus 2 [ALC+2], and Description**).

- Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the **Select** column as shown in Figure 2.

**Figure 2. Select OTC Endpoints**

Select OTC Endpoints

Step 1 of 2: Select OTC Endpoint(s)

Please select an OTC Endpoint

OTC Endpoint(s)

Showing 1 - 1 of 1 Records

Select [ Check All / Uncheck All ]	OTC Endpoint	ALC+2	Description
<input type="checkbox"/>	E1	00000303TT	Endpoint 1

Cancel Next



### Application Tips

- Only active OTC Endpoints (**CHK**) to which a user has access is listed.
- OTC Endpoints (**TGA**) are not displayed.

- Click **Next**. The *Step of 2 of 2 Review OTC Endpoint(s)* page appears.
- Verify the OTC Endpoints to be saved to the database. Click **Submit**. A *Confirmation* page appears presenting the OTC Endpoints that have been successfully saved into the local offline database.



### Additional Button

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