

## Update User Profiles

To update user profiles, complete the following steps:

1. From the **Administration** tab, select **User Administration>Update User Profiles**. The *Update User Profile* page appears.

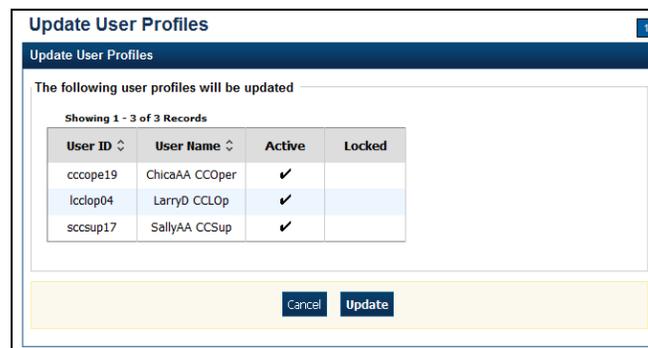


### Application Tip

The **Update User Profiles** function updates the account status, personal information, provisioning of the user profiles based on OTCnet Online. If a **Check Capture Administrator (CCA)** downloads an inactive user profile, and then later decides to activate it for OTCnet Offline, it will be active. Updating user profiles in OTCnet Offline does not change a user's profile in OTCnet Online.

2. Click **Update**. The *Update All Users* dialog box appears as shown in Figure 1.

**Figure 1. Update User Profiles**



3. Click **Close**.



### Application Tip

It is highly recommended that the **Cancel** button is not clicked, instead, wait for the **Close** button to ensure the user profiles display on the *Confirmation* page.

4. A *Confirmation* page appears showing the user profiles have been updated.



### Additional Button

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