View Security Reports: Users by Access Group (FI)

To view users by access group Financial Institution (FI) report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.

2. Under **Security Reports**, select **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears. Enter your search criteria.

   - Select **Yes** or **No** for **Report With Children**

💡 **Application Tips**

   - Select **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
   - Select **No** to generate a report that contains data only for the selected FI.

3. Select a Financial Institution to initiate the report. The *Users by Access Group (FI)* preview page appears in a new window as shown in Figure 1.

Figure 1. Users by Access Group (FI) Report Preview Page

CONTROLLED UNCLASSIFIED INFORMATION

Users By Access Groups (FI)
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OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	111_A_Org_Bank_1			
RTNs: 122235384				
Deposit Confirmer, FI Viewer	Active	BoA Deposit-Confirmer	bdepos02	aa3@a.com
Access Group:	Alaska USA Federal Credit Union			
RTNs:				
Deposit Confirmer	Active	NPSTHREE	nqaeft02	automatedotcnetuser+nps8@gmail.com
Access Group:	All Financial Institutions			
RTNs:				
Agency Onboarding & Support (AOS)	Active	Agency gsupport	agsup502	agency@gmail.com

Application Tips

- For **new users** who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.
- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

4. Under **Export as**, you have the following options:

   o Select **PDF**, **Excel** or **Word format**

   o Select **Download**

      Or

   o Select **Print PDF Report**

Additional Button

Select **Previous** to return to the previous page.