

## 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, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears.

Enter your search criteria.

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



### Application Tips

- Click **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
- Click **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

SENSITIVE BUT UNCLASSIFIED

**Users By Access Groups (FI)**  
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<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
FI-VIEWER	Active	financial vCitizens Bank	fvct500	fivcb@test24.x.gov
FI-VIEWER	Active	otchav userwelk	ouserw02	stlster2080+743@gmail.com
FI-VIEWER	Active	otcnet tcnqeVCitizens Bank	otcnqe36	automatedotcnetuser@gmail.com
FRB-CONFIRM	Active	otcnet tcnqeCONBOA	otcqe25	otcqe25@yahoo.com
FRB-CONFIRM	Active	otcnet tcnqeONFCleveland	otcnqe42	automatedotcnetuser@gmail.com
FRB-CONFIRM	Active	otcnet tcnqeONFSLouis	otcnqe41	automatedotcnetuser+001@gmail.com
POS-SUP	Active	Financial Msupaa	fmsupa01	ateuser+289@gmail.com
POS-SUP	Active	Financial Msupab	fmsupa02	ateuser+290@gmail.com
POS-SUP	Active	Fort Jsupaa	fsupa01	ateuser+019@gmail.com
POS-SUP	Active	Fort Jsupab	fsupa02	ateuser+020@gmail.com
SETTLE	Active	DEVEC FRBSettle	dfrbse02	receivablesqts+6031@gmail.com
SETTLE	Active	QCEC FRBSettle	qfrbse01	receivablesqts+5231@gmail.com

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### Application Tips

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

- Select **PDF**, **Excel** or **Word format**
- Click **Download**
- Or
- Click **Print PDF Report**



### Additional Button

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

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