

View Security Reports: User Information

To view a user information report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **User Information**. The *User Information* parameters page appears.
3. Enter the **User ID** or **E-mail Address** of the user you must view.

Or

Enter both the **First Name** and **Last Name** of the user.

4. Select **Submit** to initiate the report. The *User Information* preview page appears as shown in Figure 1.
5. Under **Export as**, you have the following options:
 - Select **PDF**, **Excel** or **Word format**
 - Select **Download**

Or

 - Select **Print PDF Report**

Figure 1: User Information Preview Page

User Information

Export as: **PDF** (selected) | Download | Print PDF Report

1 / 1 | 66.3% | Sign

Find

Controlled Unclassified Information
User Information
 Generated: 06/07/2016 03:08:01 PM EDT

User ID : otone10
 user Name : otone10tongFIPLSA
 User Phone Number : 1212121212
 E-Mail : automatedotoneuser+1212@gmail.com
 OTCNET Status : Active

OTCNET Role	Access Group
Agency PLSA	TTH
Agency PLSA	TTTH

Assigned Organizations :

- Lower Level 1
- Lower Level 2
- Lower Level 3
- Lower Level 4
- Lower Level 5

Employer : Department of Testing and Training
Employer Address : 123 Train Street, Train, DC 20220
Admin ID : otone144

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Application Tip

For **new users** who have not logged into OTCnet yet, the **User Name**, **User ID**, and **Phone Number** values will be empty in the database and displayed as blank values on the preview page.
