OTCnet is a web-based application that has integrated the functionality of Paper Check Conversion Over-the-Counter (PCC OTC). Your agency's conversion from PCC OTC to OTCnet is part of Treasury's larger Collections and Cash Management Modernization (CCMM), which is a multi-year effort to simplify and modernize the collections and cash management programs of FMS and the Department of Treasury.

In order to assist with this effort, each agency will be assigned a Deployment Specialist to help with the migration of all control and transaction data from PCC OTC to OTCnet. Once this effort is complete, your Deployment Specialist will be able to discuss expanding your agency's check capture capabilities. Having worked with a number of agencies through the conversion process, the Deployment Team has developed the following best practices to facilitate and streamline your conversion process.

Agency Preparation

- **Commit your time.** In general, the conversion process will be less time consuming for an agency if your agency can commit a concentrated period of time to your conversion. The more involved your agency, the faster your conversion will be complete.
- **Go through the System Requirements** document very carefully. The Systems Requirements document can be found at: http://www.fms.treas.gov/otcnet/index.html. We recommend that each agency go through this document with an Information Technology (IT) specialist, while completing your Agency Site Profile. Pay particular attention to Operating System, Internet Explorer, and Java.
- **Complete the Web Based Training (WBT)** before performing any task in OTCnet for the first time. WBTs are self-paced, online learning tools organized by User Role. They include step-by-step instructions for completing every task – some sections even include Show Me and Try Me demonstrations.
- **Learn about OTCnet Roles** as early as possible. Try to figure out which users will need access to OTCnet and which functions each of these users will need to perform. An OTCnet User Roles Guide can be found at the following location: http://www.fms.treas.gov/otcnet/index.html.

Agency Contacts and Key OTCnet Users

- **Establish key points of contact** for your agency's OTCnet conversion, and involve all stakeholders in the initial meetings with your Deployment Specialist. We recommend designating a backup point of contact in the event that our primary contact is out of the office. Also, we highly recommend your agency establish a key IT point of contact for your conversion, who will work with you to validate OTCnet is compatible with all workstations. The IT contact should be a person with Administrative rights on your workstation.
- **Set up a PLSA** (Primary Local Security Administrator). Every agency will need both a PLSA and an LSA (Local Security Administrator) at the top level of the agency. These users are responsible for provisioning additional users to OTCnet.
- **Get Administrative Rights.** OTCnet requires that your agency download firmware for your check scanner. Ensure that the person who will be assigned the Check Capture Administrator has administrative rights on your workstations or will be able to work with someone who has administrative rights.
- **Know your PLSA.** Develop a relationship with your agency's Primary Local Security Administrator, PLSA. Ensure that your agency has at least two Local Security Administrators, LSAs. This will ensure that you are ready for user creation in OTCnet and ITIM compliant.

Using OTCnet

- **Establish separate workstations.** Ideally, your agency will be able to establish a separate workstation to continue PCC OTC collections while OTCnet is set up. However, if you need to run both programs on the same workstation, there are a few things to keep in mind:
  - Workstations running PCC OTC will need to use firmware version 1.2 for OTCnet

- o If you uninstall PCC OTC, you will need to re-install your OTCnet firmware
- **<u>Download firmware and configure your workstation.</u>** Any workstation using any function of OTCnet check capture (including batch approval) will need to download firmware and conduct Terminal Configuration. The Check Capture Administrator (along with the IT contact, if necessary) can use the WBTs for assistance; they are located at https://qa-train.otcnet.fms.treas.gov/training/course_FMSOTC/menu_cca.htm.
- **<u>Have a deposit ready</u>** when you are configuring your terminal, so that you can process your first check in OTCnet!

During your conversion to OTCnet, you can reach your Deployment Specialist at FMS.OTCDeployment@citi.com or at 703-377-5586. Please do not hesitate to call with any questions.

Once your location has successfully made a first deposit in OTCnet, we will consider your conversion complete. Your Deployment Specialist will provide you with the contact information for our Customer Service Team. From that point on, the Customer Support Team will be able to assist you with any questions that you may have. They can be reached 24/7 at FMS.OTCChannel@citi.com or 1-866-945-7920.