

Onboarding Process	Agency Action Items & Resources
<b>Step 1: Contact the OTCnet Deployment Team</b> - Discuss agency needs, prerequisites, hardware, and System Requirements for OTCnet Card Processing with your Deployment Specialist.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the <b>OTCnet System Requirements Guide</b> and work with the IT team to verify all workstations meet OTCnet's system requirements*</li> <li><input type="checkbox"/> Review the <b>OTCnet User Roles Guide</b> to understand the capabilities of each OTCnet user</li> <li><input type="checkbox"/> Review the <b>OTCnet Card Processing Hardware Overview</b> to understand OTCnet's Hardware Requirements and purchase your card reader</li> <li><input type="checkbox"/> Review the <b>Card Acquiring Service Application (CASA)</b></li> <li><input type="checkbox"/> Identify agency individuals for OTCnet user roles</li> </ul>
<b>Step 2: Onboarding Forms and Backend Setup</b> — Work with Deployment Team to complete the PLSA form and CAS application. Instructions are available on the <a href="#">CAS Enrollment page</a> .	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b>Primary Local Security Administrator (PLSA) Form</b>, applicable only to new OTCnet Agencies</li> <li><input type="checkbox"/> Complete the <b>CASA</b> and submit it to your Deployment Specialist - Note: The estimated processing time for account creation is 2 weeks.</li> <li><input type="checkbox"/> Add <b>Merchant ID</b> to CAS profile in the Shared Accounting Module (SAM)</li> <li><input type="checkbox"/> Review and assess your network for the necessary PCI requirements through WorldPay's Trustwave</li> </ul>
<b>Step 3: User Provisioning and Web-Based Training</b> – PLSA/LSA provisions Card Administrator and Card Operator; all users complete Web Based Training. Card Administrator creates endpoint within OTCnet and continues workstation setup.	<ul style="list-style-type: none"> <li><input type="checkbox"/> PLSA/LSA creates and provisions the Card Administrator role</li> <li><input type="checkbox"/> Card Administrator creates the Card Processing endpoint within OTCnet</li> <li><input type="checkbox"/> Card Administrator downloads the latest OTCnet Local Bridge (OLB) application on each workstation</li> <li><input type="checkbox"/> Card Administrator works with IT to install the latest OTCnet Local Bridge (OLB) application*</li> <li><input type="checkbox"/> PLSA/LSA creates and provisions OTCnet user roles to users (Card Operator and/or Card Administrator)</li> <li><input type="checkbox"/> All users complete <b>Web-Based Training</b> for OTCnet role</li> </ul>
<b>Step 4: Complete Setup and Terminal Configuration</b> –Users create OLB profiles, confirm successful login to OTCnet and OTCnet Local Bridge. Card Administrator configures terminals within OTCnet.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify each workstation has the latest OTCnet Local Bridge application</li> <li><input type="checkbox"/> Set up your Verifone card reader using the <b>OTCnet Card Processing Connection Guide</b></li> <li><input type="checkbox"/> Card Administrator completes Terminal Configuration within OTCnet</li> <li><input type="checkbox"/> All Card Processing users create and import an OLB Profile/Credentials (<b>See Web Based Training and OLB Resources Page</b>)</li> </ul>
<b>Step 5: Begin Card Processing</b> - Work with Deployment Specialist to process first card payment within OTCnet.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Process first card payment within OTCnet</li> <li><input type="checkbox"/> Review OTCnet Card Transaction Query with Deployment Specialist</li> </ul>

\*You may require Windows administrative rights to install the OTCnet Local Bridge (OLB) application and meet the OTCnet system requirements

## Additional Resources:

- **Web-Based Training** - [https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course\\_OTC/menu\\_all.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/menu_all.htm)
- **OTCnet Training Resources Library** - [https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course\\_OTC/library.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/library.htm)
- **OTCnet FAQs** - <https://www.fiscal.treasury.gov/otcnet/faqs.html>
- **OTCnet Card Processing Overview Sheet** - <https://www.fiscal.treasury.gov/files/otcnet/CardProcessingOverview.pdf>
- **Card Processing FAQ Document** <https://www.fiscal.treasury.gov/files/otcnet/CardProcessingFAQ.pdf>