Log in to OTCnet Online

To log in to Fiscal Service Single Sign-On (OTCnet Online), complete the following steps:

1. Access <u>https://otcnet.for.fiscal.treasury.gov</u>. A page is presented which displays the following login options: **PIV/CAC** and **ID.me**, as shown in Figure 1.

Figure 1. OTCnet Login Screen

OTCnet	
PIV / CAC	Authenticate using PIV, PIV-I, CAC, Yubikey
ID.me	Certificate Authentication enables U.S. Federal employees and contractors to authenticate using a federally provided credential (PIV, PIV-I, CAC, Yubikey)

2. Select the option that best represents your status and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.

Application Tips

PIV/CAC (Government Users/Contractors)

- Select the **PIV/CAC** button.
- If prompted, select your certificate and enter your PIN.
- If prompted, follow the on-screen instructions to verify your email address.

The first time a **PIV/CAC** certificate is used to authenticate, the email verification process is initiated.

- A web page is displayed prompting you to submit the email address that will be associated with your certificate. A verification code is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.

ID.me for Non-Government Users

- Select the ID.me button.
- Follow the on-screen instructions to sign in with an existing account or create an account.
- If prompted, follow the on-screen instructions to verify your identity.
- Use your work email address to create initially your ID.me identity. It is still recommended to add your personal email to your ID.me identity.

- 3. When you log in to OTCnet Online for first time you **may** be alerted that you are not permitted to access the application until your agency's security administrator completes your user provisioning in OTCnet as shown in Figure 2.
- 4. Once your agency's security administrator has imported your user identity to OTCnet and assigned endpoints and roles for you, you will be able to access the application.

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	You are not permitted to access modules with	nin this application until your agency's security administration	tor finishes your user registration.
	Thank you for logging into OTCnet. You have completed the steps to request access to the application. Please contact your agency's security administrator to assign your OTC Endpoint(s) and role(s). Once they have completed your role and endpoint assignments, you will be able to access modules in the application.		
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Figure 2. First Time Log In Screen

5. To completely log out, close your browser. You will need to reauthenticate next time you login to OTCnet.



Application Tip

Ensure that you login to OTCnet **at least once every 120 days** (or four months). Your user account will be disabled after 120 consecutive days of inactivity. To restore your account, contact the **Customer Support Team** to begin the process.

Application Tip

If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, and use Microsoft Edge or Google Chrome when logging in to OTCnet Online, you will not see the OTCnet splash screen. Instead, the system automatically displays the OTCnet Homepage Message Overlay.