

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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears. Enter your search criteria.
 - Select **Yes** or **No** for **Report With Children**



Application Tips

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

CONTROLLED UNCLASSIFIED INFORMATION				
Users By Access Groups (FI)				
Generated: 06/27/2024 01:24:08 PM EDT				
<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
Access Group: 111_A_Org_Bank_1				
RTNs: 122235384				
Deposit Confirmer, FI Viewer	Active	BoA Deposit-Confirmer	bdepos02	aa3@a.com
Access Group: Alaska USA Federal Credit Union				
RTNs:				
Deposit Confirmer	Active	NPSTHREE	nqaft02	automatedotcnetuser+nps8@gmail.com
Access Group: All Financial Institutions				
RTNs:				
Agency Onboarding & Support (AOS)	Active	Agency gsupport	agsup502	agency@gmail.com



Application Tips

- For **new users** who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.
 - **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**
- Select **Download**
- Or
- Select **Print PDF Report**



Additional Button

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