



**U.S. Department of Treasury
Financial Management Service**

OTCnet Conversion Overview, Checklist & Roll out Schedule Check Capture and Check Processing

**Release 1.0
Documentation Version 1.0**

Agency Name	
Agency Location	
Agency Representative	
Agency Representative Title	
Phone Number	
Email Address	
Date Completed	

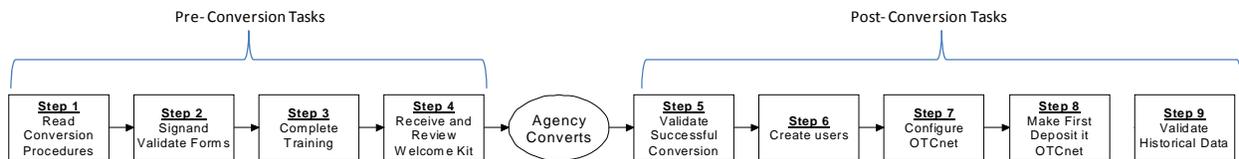
Welcome! You will be moving your Over the Counter Deposit Activity from Paper Check Over the Counter (PCC OTC) to the Over the Counter Channel Application (OTCnet). We are excited that you will be converting to OTCnet and we look forward to working with you to ensure a smooth transition. You will be working with a **Deployment Specialist** throughout your conversion, and he will be able to assist you with any questions or concerns that you may have. You can reach your Deployment Specialist at (703)377-5586 or at FMS.OTCDeployment@citi.com.

We expect that your conversion to OTCnet will occur on **XX/XX/XXXX**. After converting to OTCnet, all of your Over the Counter deposits will be made using OTCnet. You will no longer be making deposits using PCC OTC.

Please note: If you are downloading the CSV file in PCC OTC, the file format has been changed for OTCnet. Please contact your Deployment Specialist to ensure that the file format is consistent with your internal processes.

Conversion Process

In order to facilitate your transition, we have done a thorough analysis of your usage of PCC OTC and laid out a clear process for your transition.



Conversion Steps

STEP 1: Read through the enclosed documents, which outline your agency information. If you need to make any modifications to the attached document, please do not hesitate to reach out to your Deployment Specialist.

STEP 2: Sign and complete PLSA Form, validate your Agency Site Profile (ASP) is accurate, and return both documents to FMS.OTCDeployment@citi.com. Please note:

- If your Agency's AA does not cover all locations within your Agency, each location will need to complete its own AA
- The updated ASP includes masking of Personally Identifiable Information (PII) user defined fields. Masking of PII user defined fields will be included in a future release of OTCnet
- If your location also exists in the TGA net hierarchy, please review, complete, and submit the attached Merge Hierarchy Supplement with your other documentation
- If you have to create more than 20 users for OTCnet and would like to discuss using an automated upload process, please contact your Deployment Specialist

STEP 3: Complete training prior to making your first deposit in OTCnet. Training must be completed by all OTCnet users, including the Primary Local Security Administrator (PLSA). It is the responsibility of the PLSA to ensure that all users have accessed and completed the training.

STEP 4: Receive your Welcome Kit, which will contain directions for accessing and getting set-up on OTCnet.

STEP 5: Validate successful conversion of your hierarchy (after the date specified above). OTCnet will now be ready for you to log in and validate that your conversion was successful. If you have any issues, questions, or concerns with the migration, contact your Deployment Specialist.

STEP 6: Create users by using the new User Provisioning tool ITIM.

STEP 7: Configure OTCnet using the Getting Started Sheet from your Welcome Kit.

STEP 8: Make First Deposit in OTCnet on your Conversion Date! Then, disable users in PCC OTC and uninstall PCC OTC from the workstation. If needed, please reach out to your Deployment Specialist to set-up a specific time for them to assist you.

STEP 9: Validate migration of your historical data, which should be complete and ready for you to retrieve as needed. The historical data migration will run daily to pick up any returns in PCC OTC for conversion to OTCnet.

Once Conversion to OTCnet is complete and successful, please contact Customer Support with any additional questions or concerns. The Customer Service Number is 1.866.945.7920.

We look forward to working with you throughout this process and welcome any comments or questions you may have about your conversion to OTCnet. Again, you can reach your Deployment Specialist at 703.377.5586 or at FMS.OTCDeployment@citi.com.

AGENCY CONVERSION CHECKLIST

Welcome to OTCnet! Please use the checklist below to help you complete the eleven Conversion Steps.

- Step 1: Read** over Conversion documents:
 - Decide if your Conversion Date and/or Conversion Roll Out Schedule will work well for you and your team
IF NOT, reach out to your Deployment Specialist as soon as possible to re-schedule
 - Review your Agency Site Profile and contact your Deployment Specialist to discuss any questions or make any modifications
 - If you are a PCC OTC & TGAnet user, review your Merged Hierarchy Supplement document and contact your Deployment Specialist to discuss any questions or make any modifications
 - Review and complete the PLSA form

- Step 2: Sign** and submit paperwork
 - Sign PLSA form
 - Review and validate that your location's Agency Site Profile is correct
 - If you are a PCC OTC & TGAnet user, review and validate your agency's Merged Hierarchy Supplement document
 - Submit documents to the OTC Deployment Team at FMS.OTCDeployment@citi.com

- Step 3: Complete** training at <https://qa-train.otcnet.fms.treas.gov/training>
- Complete Primary Local Security Administrator (PLSA) Web Based Training
 - Assist **all users** with completing Web Based Training
 - Ensure **all users** have completed Web Based Training

Please Note: as part of your responsibilities, you will need to complete OTCNET Web-based Training (WBT), which you may access at <https://qa-train.otcnet.fms.treas.gov/training> Per your Agency Agreement, when setting up OTCnet users, you are also responsible for distributing the wbt link to ENSURE YOUR organization completes training prior to making a deposit in OTCnet. All users must complete training prior to making a first deposit on OTCnet

- Step 4: Receive** Electronic Welcome Kit
 - Review the contents of your Welcome Kit

- Step 5: Validate** successful conversion
 - Log into OTCnet
 - Conduct a simple evaluation of the hierarchy, user defined fields, and users

Please Note: At this time you will not see all your historical data.

- If information **IS NOT** correct, **please** contact your Deployment Specialist to resolve the issue

- Step 6: Create your users**

- Create Check Capture Administrator and Check Capture Supervisor
- Create remaining Check Captures users

Please Note: If you are creating multiple users, please contact your Deployment Specialist to discuss options for using the user creation Spreadsheet.

- Step 7: Configure OTCnet using the Getting Started Sheet from you Welcome Kit**

- Follow the directions for accessing OTCnet and begin configuration

Please Note: If you need assistance with system configuration, please reach out to your Deployment Specialist.

- When you are finished configuring OTCnet, please contact your Deployment Specialist and they will assess your readiness to make your first deposit in OTCnet

- Step 8: Make first deposit in OTCnet!**

- Make a deposit in OTCnet
- Disable PCC OTC users
- Uninstall PCC OTC from all workstations

- Step 9: Validate historical data**

- Log onto OTCnet and conduct an evaluation of transaction data

Please note: Historical data migration will be run daily. ALL returns to PCC OTC will be updated to OTCnet daily