Approve or Reject an OTCnet User Account

To approve or reject an Over the Counter Channel Application (OTCnet) account creation or modification request, complete the following steps:

1. Log in to OTCnet. From the Administration tab, click Manage Users.
2. Log in to Identity Manager Single Sign On (ISIM) with your OTCnet credentials. The Request Management Your To-Do List page appears.
3. Click Account Approval. The Approve/Reject the Request page appears as shown in Figure 1.

![Figure 1: Approve/Reject the Request Page](image)

4. Click the Schedule for Now or Schedule for Later radio button.

**Application Tip**

If the Schedule for Later radio button is selected, enter the Date and Time for the identity to be created.

5. Click Approve, Reject or Cancel.

**Additional Buttons**

- Click Approve to approve the user account request.
- Click Reject to reject the user account request.
- Click Cancel to return to the ISIM Home Page. No data will be saved.
- Click View Request Data to view details of the request.
- Click Back to return to the Approve/Reject the Request page.