Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. From the Administration tab, select Manage OTC Endpoints > Select OTC Endpoints. The Online User ID and Online Password dialog appears.

2. Enter your Online Password and click Login as shown in Figure 1. The Select OTC Endpoint Downloads dialog box appears.

   **Figure 1. Online Password**

   ![Online Password Dialogue Box]

   - Enter the password that you use to access OTCnet Online.
   - If your OTCnet Online credentials (Log In and Password) are expired or do not exist an error message appears.
   - Ensure your OTCnet Offline credentials correspond to an existing OTCnet Online account.

3. Click Close. The Step 1 of 2 Select OTCnet Endpoint(s) page appears with the Select OTC Endpoint message.

   **Application Tips**

   - It is recommended that you do not click the Cancel button. Instead, wait for the Close button to ensure the OTC Endpoints (CHK) display on the Select OTC Endpoints page.
   - When the Select OTC Endpoints Task dialog box appears, the system downloads the OTC Endpoint information (CHK) (Short Name, Agency Location Code plus 2 [ALC+2], and Description).
4. Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the Select column as shown in Figure 2.

**Figure 2. Select OTC Endpoints**

4. Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the Select column as shown in Figure 2.

**Figure 2. Select OTC Endpoints**

- Only active OTC Endpoints (CHK) to which a user has access is listed.
- OTC Endpoints (TGA) are not displayed.

5. Click Next. The Step of 2 of 2 Review OTC Endpoint(s) page appears.

6. Verify the OTC Endpoints to be saved to the database. Click Submit. A Confirmation page appears presenting the OTC Endpoints that have been successfully saved into the local offline database.

**Application Tips**

**Additional Button**

Click Return Home to the OTCnet Home Page.