Start the OTCnet Offline Server

To start the OTCnet Offline server, complete the following steps:

1. Double-click the OTCnet Offline (Production or QA) icon located on your terminal desktop as shown in Figure 1.

   Figure 1. OTCnet Offline Icon, Production

   ![OTCnet Offline Icon, Production](image)

Or

Click Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA). The OTCnet Offline Startup page appears as shown in Error! Reference source not found.

   Figure 2. OTCnet Offline Startup

   ![OTCnet Offline Startup](image)
2. Enter your **User ID** and **Password** in the appropriate text boxes in the *OTCnet Offline Startup* page. Click **Log In**.

**Application Tips**

- The *Offline Server Startup* prompt appears as a standalone prompt, outside the browser.
- If you are a **Check Capture Administrator (CCA)** and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter the temporary password you created when you created your **CCA Offline Logon Profile**.
- If you are a not a **CCA** and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter your temporary password.
- After your credentials are successfully authenticated, the *Offline Check Capture* application log in page displays.
- If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your **CCA** to reset/create your offline password.