

Create the OTCnet Local Bridge (OLB) Profile

To create an OLB profile, complete the following steps:

1. From **Administration**, select **Manage Users>Create Local Bridge and User Profile**.
2. Select the relevant **radio button** for your version of the OLB.



Application Tip

Before you create your new profile, and if you downloaded and installed the newest version of the OLB, you must import the new OLB credentials file, *required*.

3. Enter your **Local Bridge Password** and confirm your **Local Bridge Password** as shown in Figure 1. Select **Submit**.

Figure 1. Create Local Bridge and User Profile



Application Tip

Select **Submit** and the system generates the credential file based on the application version selected.



Additional Buttons

- Select **Clear** to reset the password fields.
- Select **Cancel** to return to the OTCnet Home Page.

4. A *Do you want to open or save [file name].ini?* dialog box appears. Select the **Save** drop-down arrow and select **Save as**.



Application Tips

- When saving the OLB credential file, **do not** rename the file as the file name must remain the same as it was generated.
- If the file name is changed, the OLB application will not run.

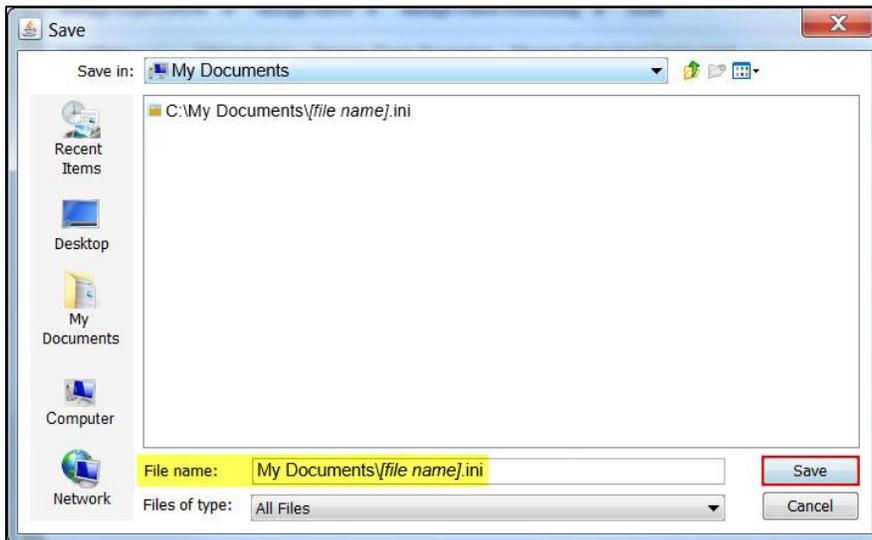


Additional Buttons

- Select **Open** and the file opens in the Microsoft Notepad application.
- Select **Cancel** and the *Do you want to open or save* dialog box closes, you remain on the *Create Local Bridge and User Profile* page.

5. The Save dialog box appears. Select **Save** as shown in Figure 2 or **Cancel**.

Figure 2. Create Local Bridge and User Profile Save





Application Tips

- Choose the location where you want to save the OLB credential file. Save the OLB credential file to any folder where you can save a file (e.g., My Documents folder, Desktop folder).
 - The default location on the Save dialog box is the user's **My Documents** folder.
 - For a forgotten OLB password, or if you attempt to enter an incorrect password three times (or more), you must recreate an OLB credential file through the *Create Local Bridge and User Profile* page and save it again.
 - You must also import your OLB credentials again, which is the next step in the OLB startup process.
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Additional Button

Select **Cancel** to return to the *Create Local Bridge and User Profile* page without saving the file.
