



Bureau of the
Fiscal Service

Refresher Webinar Series 2026

Setting Up OTCnet

March 24, 2026

Topic #1



OTCnet Local Bridge

OTCnet Local Bridge: Frequently Asked Questions

What is the OTCnet Local Bridge (OLB)?

- The OLB is an application required for terminal detection and Check Capture, Check Processing, Card Processing, and Kiosk Tablet transactions.

Does the OLB impact Deposit Processing?

- No. If you only perform Deposit Processing activities, you do NOT need to download and install the OLB.

What are the prerequisites to access the OLB?

- Please reference the [System Requirements Guide](#) for all technical prerequisites. Check Processing users will need to install OTCnet firmware beforehand.

Can anyone download the OLB?

- The Check Capture Administrator and Card Administrator are the only users that can *download* the OLB application.

OTCnet Local Bridge: Check Capture & Card Processing Roles

User Role	Description	Download OLB	Install OLB	Create OLB Profile	Start & Stop OLB
Check Capture Administrator	This role has the permission to download software/firmware to the terminal using the Download Check Capture permission. The user can modify Check Capture sites and endpoint mappings, manage accounting codes, and more.	✓	✓	✓	✓
Check Capture Supervisor	The agency user in this role can perform almost all functions in Check Capture except the permissions associated with scanning checks.		✓	✓	✓
Check Capture Lead Operator & Operator	These roles can scan checks into a batch, classify checks at the item or summary level, close a batch, edit a batch, balance check amounts, enter batch control values during batch closing, and more.		✓	✓	✓
Card Administrator	This Card Processing role can manage endpoints and control the organization hierarchy. The user can modify the terminal configuration, view the audit log, and more.	✓	✓	✓	✓
Card Operator	The user in this role can process credit card payments, query card transactions and refunds, view/print receipts, view the terminal configuration, and more.		✓	✓	✓

All the user roles listed above are required to use the OLB. For a full description of each role, please refer to the [OTCnet User Roles Guide](#) located on the Fiscal Service website.

OTCnet Local Bridge: Setup Instructions

1

Review the OTCnet System Requirements Guide.

Read the *General Requirements*, *OLB System Requirements*, and related payment solution sections to ensure your setup is compatible with the OLB.

2

Log in to the OTCnet Application.

Users must be provisioned with OTCnet access to download the OLB. Once logged into the application, the Check Capture or Card Administrator will navigate to:

Administration > Manage Centralized Deployment > Download Release

OTCnet Local Bridge: Setup Instructions

3

Download the OLB.

The latest OLB version is 2.7.0.1. Refer to the *Download OLB Application* [PJA](#) for detailed instructions on this step.

Download Release

1

Download Release

Please select an application.

Application:

OTCnet Local Bridge

Cancel

Next >

OTCnet Local Bridge: Setup Instructions

4

Install the OLB onto your workstation.

Java must be installed beforehand. Launch the OLB zip file (Figure 1). Select *Next* on the dialog boxes. Select *Finish* once the OLB files are installed. The Start and Stop icons will appear on the desktop (Figure 2).

Figure 1



OLB zip file

Figure 2



*Start and Stop
OLB icons*

OTCnet Local Bridge: Setup Instructions

5 Create an OLB Profile or Import Credentials.

[Create a profile](#) or [import existing OLB credentials](#). Users who have access to multiple terminals should save their credentials to a shared folder and import it on each terminal.



Check Processing users must ensure that OTCnet firmware is installed before running the OLB.

6 Run the OLB.

Select the *Start OTCnet Local Bridge* (Figure 2) and enter your OTCnet user ID and password. To end your session, select the Stop icon or navigate to:

Start > Programs > Stop OTCnet Local Bridge.

OTCnet Local Bridge: Application Tips

Application Tips

- *If you use Internet Explorer, you may need to modify your Internet settings. Users are encouraged to use Google Chrome or MS Edge.*
- *To reset your OLB password, you will need to recreate your OLB profile. Refer to the “Import OLB Credentials” below.*
- *For more information, refer to the following training materials:*
 1. [Module 2.1 & 8: OTCnet Modules | Bureau of the Fiscal Service](#)
 2. [OTCnet Local Bridge \(OLB\) Information and Resources | Bureau of the Fiscal Service](#)



Check Processing Firmware

Check Capture Firmware: Frequently Asked Questions

What is the purpose of the firmware in OTCnet?

- It is the software that enables a check scanner device to be used on the terminal/computer connected to OTCnet.
- Upgrading the firmware ensures that the terminal and scanner can function properly and securely.

Who is authorized to download the OTCnet firmware?

- The Check Capture Administrator can login to OTCnet and download the firmware on each workstation that performs OTCnet Check Capture capabilities.

Who can install the OTCnet firmware?

- Any authorized user that has administrator rights to the terminal can install the firmware.

Check Processing Firmware: Downloading and Installing

- 1 Review the [OTCnet System Requirements Guide \(SRG\)](#).**
Read the *Check Processing Requirements* section to ensure your setup is compatible with the application.
- 2 Log in to OTCnet.** Your Agency's CCA must have active OTCnet access to download the Firmware. Once logged in, the user should navigate to the *Administration* tab > *Manage Centralized Deployment* > *Download Release* > *Firmware*.
- 3 Select Firmware.** From the drop-down menu, select *Firmware* then *Next*.

Location: [Home](#)>>[Administration](#)>>[Manage Centralized Deployment](#)>>[Download Release](#)

Download Release

Please select an application.

Application:

Check Processing Firmware: Downloading and Installing

- 4a** **Download the Firmware:** On the *Select Firmware for Download* page, select the firmware hyperlink (see below).

Location: [Home](#)>>[Administration](#)>>[Manage Centralized Deployment](#)>>[Download Release](#)

Select Firmware for Download

Select Firmware for Download

Please click the Application/Firmware/Security Update to download:

Select the Firmware

Showing 1 - 5 of 5 Records

Application/Firmware	Release Date	Description
 Firmware4.4.0	2024-10-10 00:00:00	OTCnetFirmware4.4.0.zip

Check Processing Firmware: Downloading and Installing

4b

Download the Firmware: The *Review Firmware Download* page appears. Select the **Download** button as shown below. The *Save Program* dialog box appears.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'Deposit Processing', 'Check Processing', 'Card Processing', 'Administration', and 'Reports'. Below this is a secondary navigation bar with dropdown menus for 'Manage Organizations', 'Manage FI', 'Manage Users', 'Management', 'Manage Check Processing', 'Manage Card Processing', and 'Manage Centralized Deployment'. The breadcrumb trail reads 'Location: Home>>Administration>>Manage Centralized Deployment>>Download Release'. The main heading is 'Review Firmware Download'. Below the heading is a table with the following data:

New Firmware Name	New Firmware Version	Release Date
Firmware	4.4.0	10/10/2024 00:00:00

At the bottom of the page, there are three buttons: 'Previous', 'Download', and 'Return Home'.

4c

Download the Firmware: Ensure that the downloaded Firmware **.zip** folder is saved in an accessible folder on the terminal/laptop's drive.

Check Processing Firmware: Downloading and Installing

5 **Install the Firmware:** Locate the .zip folder where the firmware file (.EXE file) resides and double-click the file to start the installation. The *Welcome to the OTCnet Firmware Installation Wizard* dialog box appears.

Select *Next* until reaching the *Destination Folder* dialog box. To install the firmware to a different file destination than where it is saved, select *Browse* to navigate to a different folder.

Select *Next* through the *Ready to Install the Application* dialog box until the file installation screen starts. The *OTCnet Firmware has been successfully installed* message will appear when everything is installed. Select ***Finish***.

OTCnet Firmware: Application Tips

Application Tips

- *The existing version of the firmware must be uninstalled before it is upgraded to another version. The most recent version is 4.4.0.*
- *When installing, ensure that the scanner is not plugged into the terminal.*
- *The OLB cannot be installed (and all OTCnet functions are unavailable) until the installation of the firmware is complete.*
- *The installation time can vary. Users can expect a duration of up to 30 minutes. Do not close the installation window until it is complete.*
- *For reference, review the [Download](#) and [Install Firmware PJAs](#).*



Card Processing Requirements

OTCnet Card Processing: Introduction Video



ONE STOP SHOP



OTCNET IS A ONE STOP SHOP FOR ALL FORMS OF PAYMENT.

OTCnet Card Processing: Configuration Settings

Step 1: Review Requirements

- ✓ Contact the OTCnet Deployment team
- ✓ Review documents (e.g., SRG) and PCI requirements to assess compatibility
- ✓ Identify all individuals for OTCnet user roles

Step 2: Complete Forms

- ✓ Complete PLSA Form (for new agencies only)
- ✓ Complete Card Acquiring Service Application
- ✓ WorldPay adds Merchant ID to CAS profile

Step 3: Configure OTCnet

- Complete Web-Based Training
- Provision OTCnet roles/create endpoints
- Download latest OLB version/create profile

Step 4: Set Up Card Scanner

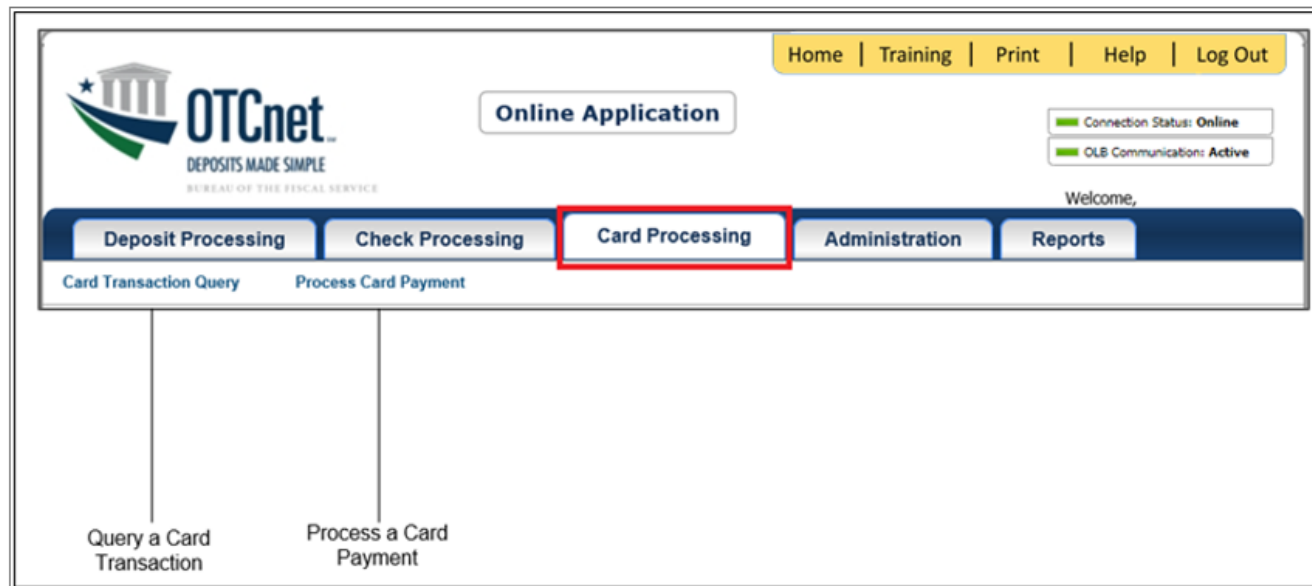
- Connect Verifone scanner to network
- Test first payment on device
- Register terminal in OTCnet!

The OTCnet Deployment Team will assist you along every step of the process. Review the Card Processing [connection guide](#) for details.

OTCnet Card Processing: OTCnet Functions

1. **Query a Card Transaction:** Allows a user to find a previous card transaction
2. **Process a Card Payment:** Allows a user to process a new card payment

Figure 20. Card Processing Tab



Card Processing: Application Tips

Application Tips

1. *No firmware is needed for Card Processing.*
2. *Only the Card Administrator is authorized to download the OLB and complete the card terminal configuration within OTCnet.*
3. *For more information, refer to the following training materials:*
 1. [Card Processing Overview Sheet](#)
 2. [Onboarding Guide](#)
 3. [Card Processing FAQ](#)
 4. [Connection Guide](#)
 5. [Hardware Overview](#)

Wrap Up

Resources



OTCnet Website

[OTCnet | Bureau of the Fiscal Service](#)



OTCnet Customer Support

FiscalService.OTCChannel@citi.com

24/7 Customer Support: 866.945.7920



OTCnet Deployment Team

FiscalService.OTCDeployment@citi.com

Telephone: 703.377.5586

- OLB Information & Resources

[OTCnet Local Bridge \(OLB\) Information and Resources | Bureau of the Fiscal Service](#)

- System Requirements Guide

[otcnet-sys-req.pdf](#)

- OTCnet Training Website

[OTCnet Roles | Bureau of the Fiscal Service](#)

A copy of this presentation will be emailed to all those who registered for this webinar.

Upcoming Webinar Refreshers

Join us for the next OTCnet 2026 Refresher Webinar!

Please see the dates, time, and topics.

Register early by using the links provided below and save the date!

Date	Topic	Registration Link
Tuesday, April 21 , 2026, 1:30 PM ET	<i>Managing Users in OTCnet</i>	<u>Register</u>
Tuesday, May 12 , 2026, at 1:30 PM ET	<i>OTCnet Deposit Processing Overview</i>	<u>Register</u>

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Refresher Webinar Series 2026

Copy and paste the link below to submit:
<https://forms.osi.office365.us/r/GTX1XGhFtz>

Follow up Survey

