

## OTCnet User Roles Guide for Agencies and Financial Institutions

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The following tables illustrate which Check Capture, Deposit Reporting, and Card Processing user roles can be combined and assigned to individual agency and Financial Institution (FI) users.

**Table 1. OTCnet User Role Descriptions and Grantors**

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data, and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower-level endpoints will use in OTCnet.	Agency PLSA Agency LSA		•	
Agency Local Security Administrator (LSA)	The agency user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. LSAs can also view security reports.	Agency PLSA	•	•	•
Agency Primary Local Security Administrator (PLSA)	The agency user in this role has the same capabilities as an LSA with the additional capability to create and modify LSAs for their organization. There can only be one PLSA per agency.	OTCnet Customer Support Team	•	•	•

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Agency Manager	The agency user in this role can view and download Check Image and Research Archive (CIRA) Common Separated Value (CSV) reports and Adjustment, Correction, and Rescission (ACR) Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary-level classification, and the agency comments associated with an endpoint.	Agency PLSA Agency LSA	•		
Card Administrator	The agency user in this role has the capability to manage endpoints for card processing. This user can view and modify the terminal configuration and view the Card Processing audit log. The user can also modify, delete, view and search the organization hierarchy. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.	Agency PLSA Agency LSA			•
Card Operator	This user views the organizational hierarchy and searches within the organization. Users in this role can process credit card payments, query card transactions and refunds, view/print receipts, and view the terminal configuration. Finally, this user can read/view the audit log and has partial access to the user's own activities.	Agency PLSA Agency LSA			•

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Administrator (CCA)	<p>The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user can set up the location policy and location group. Additionally, this user can view, modify, and import accounting codes and modify endpoint mappings. The CCA can also configure the Check Capture functions and perform upgrades of the application, as well as download user profiles for the site. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries, and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary-level classification and the agency comments associated with an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Lead Operator	<p>The agency user in this role will have the ability to scan checks into a batch, view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, this user is authorized to accept checks with poor quality, make Magnetic Ink Character Recognition (MICR) line corrections, and accept duplicates. This user is not authorized, however, to use out-of-date Local Verification Database (LVD). This role can establish, maintain, and view processing options for an endpoint pertaining to summary-level classification and agency comments.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Operator	<p>The agency user has the authorization to scan checks into a batch, view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts, and enter batch control values during batch closing. The agency user can also view if an endpoint is designated for summary-level classification, and the agency comments associated with an endpoint. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, the user can enter the accounting code as they scan checks. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Supervisor	<p>The agency user in this role is the most powerful user on the Check Capture site. This user can perform almost all the functions in Check Capture, including view and classify checks at the item level or a batch at the summary level, accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality, as well as view, modify, and import accounting codes, and modify endpoint mappings. However, this user does not have any permissions associated with scanning checks. To ensure “checks and balances,” scanning checks is reserved for a Check Capture Operator or Lead Operator only. This role can also establish, maintain, and view processing options that one or more lower-level endpoints will use in OTCnet. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</p>	Agency PLSA Agency LSA	•		
CIRA Viewer	<p>The agency user in this role can only view organization endpoints and CIRA records. This is the check processing role with the lowest level of access. The agency user can view if an endpoint is designated for summary-level classification and the agency comments associated with an endpoint.</p>	Agency PLSA Agency LSA	•		
Deposit Approver	<p>The agency user in this role will approve the deposit report and submit the information to the Treasury General Account (TGA) financial institution.</p>	Agency PLSA Agency LSA		•	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA Agency LSA		•	
Federal Program Agency (FPA) Viewer	The agency user in this role will only be able to view deposits and adjustments and produce reports from them.	Agency PLSA Agency LSA		•	
Local Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for its depositing and lower-level endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower-level endpoints will use in OTCnet.	Agency PLSA Agency LSA		•	
Master Verification Database (MVD) Editor	The agency user in this role can create, update, and read verification records. This role can also download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The MVD Editor can view if an endpoint is designated for summary-level classification, and the agency comments associated with an endpoint.	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
MVD Viewer	The agency user in this role can read CIRA records, read verification records, and read block records containing only American Banking Association (ABA) permissions. This role also has permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports, and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification and the agency comments associated with an endpoint.	Agency PLSA Agency LSA	•		
View Report	The agency user in this role has access to all agency reports except the CIRA CSV report.	Agency PLSA Agency LSA	•	•	
Deposit Confirmer	The financial institution user in this role will verify the submitted deposit ticket and, if necessary, reject the deposit ticket, forward the information to the Treasury, and create adjustments, as necessary.	FI PLSA FI LSA		•	
FI Viewer	The financial institution user in this role can only search and view deposits and adjustments, view financial institution information, and produce reports.	FI PLSA FI LSA		•	
FI/FRB Local Security Administrator (LSA)	The financial institution/federal reserve bank user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access.	FI PLSA		•	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
FI/FRB Primary Local Security Administrator (PLSA)	The financial institution/federal reserve bank user in this role has the same capabilities as an LSA, with the additional capability to create and modify LSAs for their organization. There can only be one PLSA per financial institution.	OTCnet Customer Support Team		•	
FI/FRB Confirmer	The FI/FRB user in this role will verify the submitted deposit ticket or reject the deposit ticket, forward the information to the Treasury Department, and create adjustments, as necessary.	FI PLSA FI LSA		•	
FRB Viewer	The FRB user in this role will only be able to search and view deposits and adjustments, view FRB information and produce reports.	FI PLSA FI LSA		•	
Kiosk Operator	The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging into and locking down the Kiosk Tablet. This role is an agency user with limited permissions for logging into the OTCnet Kiosk application, scanning checks, processing card payments and printing receipts.	Agency PLSA Agency LSA	•		•

## Agency User Role Combinations

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The following tables illustrate which Deposit Reporting, Check Capture, and Card Processing user roles can be combined and assigned to an individual agency user.

Start by viewing the user roles columns. A “•” in the column indicates that the corresponding agency user role in the row on the left can be assigned to this user role.

**Table 2. Combinable Agency Deposit Processing User Roles**

Agency User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Agency PLSA							•
Agency LSA							•
Accounting Specialist				•	•	•	•
Local Accounting Specialist			•		•	•	•
Deposit Preparer			•	•		•	•
Deposit Approver			•	•	•		•
FPA Viewer	•	•	•	•	•	•	
CIRA Viewer			•	•	•	•	
View Report			•	•	•	•	
MVD Editor			•	•	•	•	
MVD Viewer	•	•	•	•	•	•	
Check Capture Operator			•	•	•	•	
Check Capture Lead Operator			•	•	•	•	
Check Capture Administrator		•	•	•	•	•	

Agency User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Check Capture Supervisor			•	•	•	•	
Card Administrator			•	•	•	•	
Card Operator			•	•	•	•	

Table 3. Combinable Agency Check Capture User Roles

Agency User Roles	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supvr.	Batch Approver	Batch Uploader
Agency PLSA					•						
Agency LSA					•			•			
Accounting Specialist		•	•	•	•	•	•	•	•		
Local Accounting Specialist		•	•	•	•	•	•	•	•		
Deposit Preparer		•	•	•	•	•	•	•	•		
Deposit Approver		•	•	•	•	•	•	•	•		
Agency Manager				•				•	•		
CIRA Viewer			•	•	•	•	•	•	•		
View Report		•		•	•	•	•	•	•		
MVD Editor	•	•	•		•	•	•	•	•		
MVD Viewer		•	•	•		•	•	•	•		
Check Capture Operator		•	•	•	•					•	•
Check Capture Lead Operator		•	•	•	•			•	•	•	•
Check Capture Administrator	•	•	•	•	•		•		•		
Check Capture Supervisor	•	•	•	•	•		•	•			
Batch Approver						•	•				
Batch Uploader						•	•				
Card Administrator		•	•				•	•	•		
Card Operator		•	•			•	•	•	•		
FPA Viewer		•	•	•	•	•	•	•	•		

**Table 4. Combinable Agency Card Processing User Roles**

Agency User Roles	Card Administrator	Card Operator
Agency PLSA		
Agency LSA		
Accounting Specialist	•	•
Local Accounting Specialist	•	•
Deposit Preparer	•	•
Deposit Approver	•	•
Agency Manager		
CIRA Viewer		
View Report		
MVD Editor		
MVD Viewer		
Check Capture Operator		•
Check Capture Lead Operator	•	•
Check Capture Administrator	•	•
Check Capture Supervisor	•	•
Batch Approver		
Batch Uploader		
Card Administrator		•
Card Operator	•	

### Financial Institution User Role Combinations

#### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which financial institution user roles can be combined and assigned to an individual FI user. Start by viewing the user roles columns. A “•” in the column indicates that the corresponding FI user role in the row on the left can be assigned to this user role.

**Table 5. Combinable Financial Institution User Roles**

Financial Institution User Roles	FI PLSA	FI LSA	FI Confirmer	FI Viewer
FI PLSA				•
FI LSA				•
FI Confirmer				•
FI Viewer	•	•	•	

## OTCnet Report Access by User Roles

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which Deposit Reporting user roles can be assigned to an individual in order to access OTCnet reports. Start by viewing the user roles columns. A “•” in the column indicates that the corresponding report in the row on the left can be accessed by this user role.

**Table 6. User Role Access to OTCnet Deposit Reporting Reports**

	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
<b>Security Reports</b>							
Users by Access Group	•	•					
User Information	•	•					
Users by Role	•	•					
<b>Business Reports</b>							
Adjustments By OTC Endpoint					•	•	•
Daily Voucher Report			•	•			
Deposits By Accounting Code					•	•	•
Deposits By OTC Endpoint					•	•	•
Deposit History by Status					•	•	•
Non-Reporting OTC Endpoint			•	•	•	•	•
Processing Options by Agency Endpoint			•	•			
<b>Administrative Reports</b>							
View Vouchers Complete					•	•	•
View Voucher Event Log					•	•	•
View Voucher Event Detail					•	•	•
View Vouchers in Progress					•	•	•
<b>Deposit Processing Historical Reports</b>							
Deposit Processing Historical Reports					•	•	•
Adjustment Historical Report					•	•	•

### OTCnet Report Access by User Roles

#### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which Check Capture roles can be assigned to an individual in order to access OTCnet reports. Start by viewing the user roles columns. A “•” in the column indicates that the corresponding report in the row on the left can be accessed by this user role.

**Table 7. User Roles Access to OTCnet Check Processing Reports**

Business Reports	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Administrator
View CIRA	•	•		•	•	
View CIRA CSV Report	•			•	•	•
Agency CIRA Report	•		•	•	•	•
View Deposit Ticket	•		•	•	•	•
View Debit Voucher	•		•	•	•	•
View ACR Activity Report	•		•	•	•	•
<b>Administrative Reports</b>						
View Audit Log						•
View Verification Records				•	•	
LVD Contents Report	•		•	•	•	•
Organizational Hierarchy Report	•		•	•	•	•
<b>Check Processing Historical Reports</b>						
CIRA CSV Historical Report	•		•	•	•	•

**Table 8. User Roles Access to OTCnet Card Processing Reports**

Business Reports	Card Administrator	Card Operator	Card Uploader
Card Transaction Query		•	