



## OTCnet User Roles Guide for Agencies and Financial Institutions

### Overview

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

OTCnet Agency and Financial Institution User Roles Guide				
Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
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.	Agency PLSA, 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 of creating and modifying LSAs for their organization. There can only be one PLSA per agency.	FMS OTCnet Customer Support Team	•	•
Agency Manager	The agency user in this role can view/download CIRA CSV reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports.	Agency PLSA, LSA	•	



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Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Batch Approver	<p>The user assigned this role permission will have the ability to approve a batch either prior to batch upload (from Offline) or when a batch is uploaded/submitted to OTCnet but not yet approved. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Uploader allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.</p> <p><i>Note: This role only applies to the Offline version of OTCnet.</i></p>	Agency PLSA, LSA	•	
Batch Uploader	<p>The user assigned this role permission will have the ability to upload a batch from Offline OTCnet to the online database; this user has no other permissions, and therefore should typically be granted to a Check Capture Operator and Lead Operator. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Approver allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.</p> <p><i>Note: This role only applies to the Offline version of OTCnet.</i></p>	Agency PLSA, LSA	•	



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Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Check Capture Administrator	The agency user in this role has the capability to define and modify the check capture sites. For example, they will be able to setup the location policy and location group, as well as import, modify and map accounting codes. This user will also configure the Check Capture functions and perform upgrades of the application. This user will have the permission to download user profiles for the site as well. Lastly, the user in this role will have the permission to download software or firmware to the terminal using the Download Check Capture application permission.	Agency PLSA, LSA	•	
Check Capture Lead Operator	The agency user in this role will have the ability to scan checks into a batch, close a batch, edit a batch, balance check amounts and enter batch control values during batch closing. However, this user is not allowed to accept duplicates, make MICR corrections, authorized the use of out-of-date LVD or accept checks with poor quality.	Agency PLSA, LSA	•	
Check Capture Operator	The agency user in this role can scan checks into a batch, close and view a batch. This user cannot make edits to a batch.	Agency PLSA, LSA	•	
Check Capture Supervisor	The agency user in this role is the most powerful user on the Check Capture site. The user can perform almost all the functions in Check Capture including accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality, as well as import, modify and map accounting codes. However, this user does not have any permission associated with scanning checks. To ensure "checks and balances," scanning checks is reserved for a Check Capture Operator or Lead Operator only.	Agency PLSA, LSA	•	
CIRA Viewer	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.	Agency PLSA, LSA	•	
Deposit Approver	The agency user in this role will approve the deposit report and submit the information to the TGA financial institution.	Agency PLSA, LSA		•



## OTCnet Agency and Financial Institution User Roles Guide

Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA, LSA		•
FPA Viewer	The agency user in this role will only be able to search / view deposit and adjustments, and produce reports from it.	Agency PLSA, LSA		•
Local Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level endpoints. This role will establish and maintain 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, LSA		•
MVD Editor	The agency user in this role can create, update and read verification records. This role can also download CSV formatted reports.	Agency PLSA, LSA	•	
MVD Viewer	The agency user in this role can read CIRA records in addition to read verification records and read block records containing only ABA permissions. This role also has the permission to download CSV formatted reports.	Agency PLSA, LSA	•	
View Report	The agency user in this role will have access to agency reports with the exception of the CIRA CSV report.	Agency PLSA, LSA	•	•
Deposit Confirmer	The financial institution user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.	Financial Institution PLSA, LSA		•
FI Viewer	The financial institution user in this role will only be able to search / view deposit and adjustments, view Financial Institution information and produce reports from it.	Financial Institution PLSA, LSA		•
Financial Institution 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.	Financial Institution PLSA		•



## OTCnet Agency and Financial Institution User Roles Guide

Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Financial Institution 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 of creating and modifying LSAs for their organization. There can only be one PLSA per financial institution.	FMS OTCnet Customer Support Team		•
FRB Confirmer	The FRB user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.	Financial Institution PLSA, LSA		•
FRB Viewer	The FRB user in this role will only be able to search / view deposit and adjustments, view FRB information and produce reports from it.	Financial Institution PLSA, LSA		•



## PCC OTC to OTCnet Agency User Roles Change

### Overview

OTCnet has been developed to allow individual users specific roles that will enable each person to perform their job responsibilities. Responsibilities from certain PCC OTC roles have been integrated into new OTCnet roles. In the table below please see the former PCC OTC roles, to the left, and the corresponding OTCnet role to the right.

PCC Roles in OTCnet	
PCC OTC	OTCnet
Cashier	Check Capture Operator
POC	Check Capture Supervisor
Agency User Admin MVD Information Security	Primary Local Site Administrator (PLSA)
MVD Edit	MVD Editor
MVD View	MVD Viewer
CIRA	CIRA Viewer
MVD View/CIRA MVD View/CIRA/Reports MVD View/CIRA/Reports+CSV MVD View/Report	MVD View CIRA Viewer View Reports
MVD Edit/CIRA MVD Edit/CIRA/Reports MVD Edit/CIRA/Reports+CSV MVD Edit/Report	MVD View CIRA Viewer View Reports
Agency Manager 1 Agency Manager 2	Agency Manager

\* Other roles are available and some roles can be held in conjunction with other roles ; if you need additional information, please consult the OTCnet User Guide for a full list.



## OTCnet Agency Deposit Reporting User Roles Combinations

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The following tables illustrate which Deposit Reporting and Check Capture roles can be combined and assigned to an individual Agency user.

Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

OTCnet Agency Deposit Reporting User Roles							
Deposit Reporting and Check Capture 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	•	•	•	•	•	•	•
Agency Manager							
CIRA Viewer			•	•	•	•	
View Report			•	•	•	•	
MVD Editor			•	•	•	•	
MVD Viewer	•	•	•	•	•	•	
Check Capture Operator			•	•	•	•	
Check Capture Lead Operator			•	•	•	•	
Check Capture Administrator		•	•	•	•	•	
Check Capture Supervisor			•	•	•	•	



## OTCnet Agency Check Capture User Roles

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The following tables illustrate which Deposit Reporting and Check Capture roles can be combined and assigned to an individual Agency user.

Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

OTCnet Agency Check Capture User Roles											
Deposit Reporting and Check Capture User Roles	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
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						•	•				





## OTCnet Financial Institution User Roles

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The table below illustrates which Financial Institution roles can be combined and assigned to an individual Financial Institution user.

Start by viewing the user roles columns at the top. All cells that contain a "•" in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

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