# Create the OTCnet Local Bridge (OLB) Profile

To create an OLB profile, complete the following steps:

- 1. From Administration, click Manage Users>Create Local Bridge and User Profile.
- 2. Select the relevant radio button for your version of the OLB or for Over the Counter Application (OTCnet) Offline.



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. Click Submit.

Figure 1. Create Local Bridge and User Profile Radio Buttons and Password

Check Processing	Administration	Reports	
lanage Organizations 👻 Mana	ige Users 👻 Manage C	heck Processing	Manage Centralized Deployment  Audit
cation: Home >> Administration >>	Manage Users >> Create L	ocal Bridge and Use	r Profile
reate Local Bridge ar	d User Profile		
Enter Local Bridge and Us	er Profile Password		
enotes required fields			
Email Address: John Doe@xxxAg	ancy.gov		
Application			
Online Local Bridge v	ersion 4.6.0.0 or newer		
Offline version 4.6.0.0	or newer		
lease note, all Offline CCA u	sers should store their	Offline credentia	al file in the Offline folder on their local terminal to create their user profiles.
Enter Local Bridge/Offline Pa	ssword*		
Confirm Local Bridge/Offline	Password*		
			Clear Cancel Submit



#### **Application Tip**

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



#### **Additional Buttons**

- Click **Clear** to reset the password fields.
- Click **Cancel** to return to the OTCnet Home Page.
- 4. A *Do you want to open or save [file name].ini*? dialog box appears. Click the **Save** dropdown 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**

- Click **Open** and the file opens in the Microsoft Notepad application.
- Click **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. Click **Save** as shown in Figure 2 or **Cancel**.



🛓 Save			X
Save in	: 🕞 My Docu	ments	🔹 🦻 🔊 🛄 -
Recent Items Desktop My Documents	C:\My Doc	:uments\ <i>[file name]</i> .ini	
	File name:	My Documents\[file name].ini	Save
Network	Files of type:	All Files	✓ Cancel



#### **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.



## **Additional Button**

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