

CSOS Signing Profile Quick Reference Card

How to create and delete a profile for CSOS signing

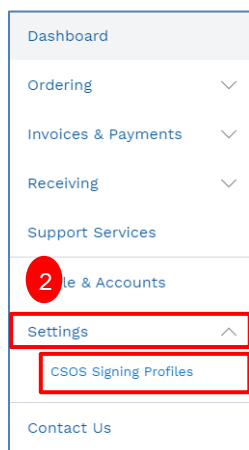
CREATE A PROFILE FOR CSOS SIGNING

The **CSOS Profile** tab allows for the creation, deletion and updating of CSOS signing profiles.

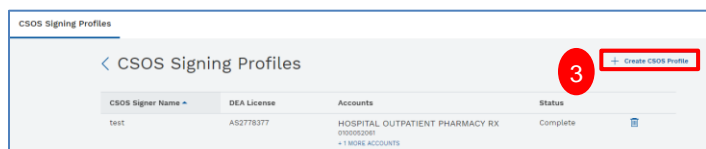
1. Click the **Menu** button.



2. Click **Settings** from the **Navigation Menu** and select **CSOS Signing Profiles**.

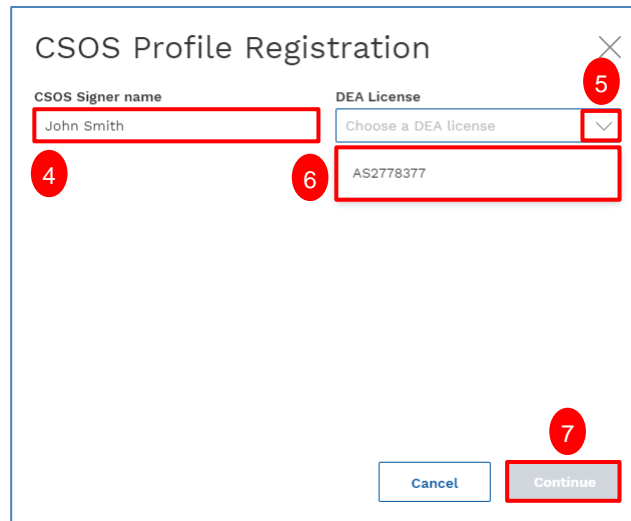


3. Click the **Create CSOS Profile** hyperlink.



Note: Multiple people using the same user ID to access the platform can each create a **CSOS Signing Profiles**.

4. Type the first and last name of the person responsible for signing the CSOS orders in the **CSOS Signer name** field.
5. Click .
6. Select the desired **DEA License**.
7. Click the **Continue** button.



CSOS Profile Registration

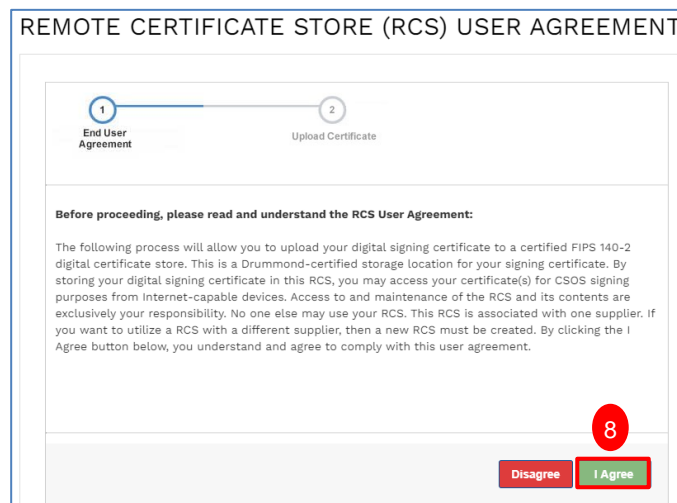
CSOS Signer name: John Smith

DEA License: Choose a DEA license

AS2778377

Cancel Continue

8. After reading the **Remote Certificate Store (RCS) User Agreement**, click the **I Agree** button.



REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT

1 End User Agreement 2 Upload Certificate

Before proceeding, please read and understand the RCS User Agreement:

The following process will allow you to upload your digital signing certificate to a certified FIPS 140-2 digital certificate store. This is a Drummond-certified storage location for your signing certificate. By storing your digital signing certificate in this RCS, you may access your certificate(s) for CSOS signing purposes from Internet-capable devices. Access to and maintenance of the RCS and its contents are exclusively your responsibility. No one else may use your RCS. This RCS is associated with one supplier. If you want to utilize a RCS with a different supplier, then a new RCS must be created. By clicking the I Agree button below, you understand and agree to comply with this user agreement.

Disagree I Agree

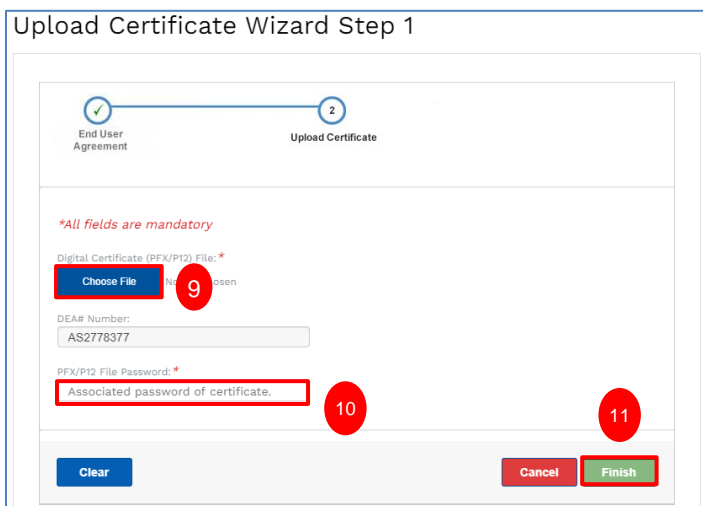
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9. Click the **Choose File** button to upload the CSOS Certificate. This is the digital certificate file that was issued to the signer by the DEA.
10. Type the password associated with the certificate.
11. Click the **Finish** button.

Note: This process will upload the digital certificate to the platform. The associated password will be required for any order which contains controls.

Upload Certificate Wizard Step 1



End User Agreement (1) Upload Certificate (2)

*All fields are mandatory

Digital Certificate (PFX/P12) File: *
Choose File (9)

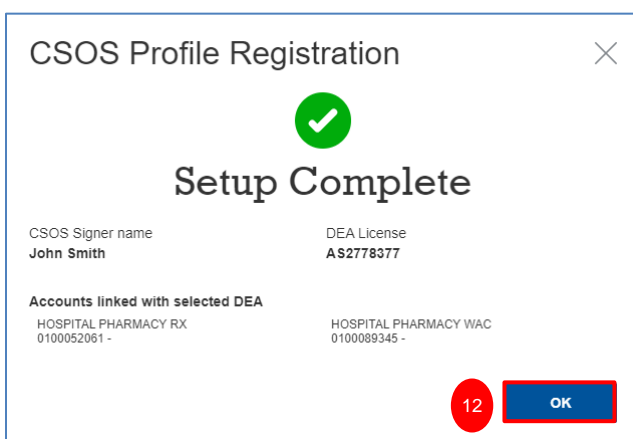
DEA# Number:
AS2778377

PFX/P12 File Password: *
Associated password of certificate. (10)

Clear Cancel Finish (11)

12. Click the **OK** button on the **CSOS Profile Registration** screen.

CSOS Profile Registration



Setup Complete

CSOS Signer name: John Smith
DEA License: AS2778377

Accounts linked with selected DEA:
HOSPITAL PHARMACY RX 0100052061 -
HOSPITAL PHARMACY WAC 010009345 -

OK (12)

Note: The **Status** displays as "Complete" when all steps have been successfully completed.

< CSOS Signing Profiles + Create CSOS Profile

CSOS Signer Name	DEA License	Accounts	Status
John Smith	AS2778377	HOSPITAL OUTPATIENT PHARMACY RX 0100052061 + 1 MORE ACCOUNTS	Complete

DELETE A CSOS PROFILE

The delete option can be used to delete expired licenses or licenses that are no longer valid.

1. Click the **Trash Can** button from the **CSOS Signing Profiles** screen on the appropriate profile line.

< CSOS Signing Profiles + Create CSOS Profile

CSOS Signer Name	DEA License	Accounts	Status
John Smith	AS2778377	HOSPITAL OUTPATIENT PHARMACY RX 0100052061 + 1 MORE ACCOUNTS	Complete
test	BP6117002	HOSPITAL OUTPATIENT PHARMACY RX 0100052061 + 1 MORE ACCOUNTS	Complete

Note: The **Update Cert** button displays, to the left of the **Delete** icon, for certs in an "Incomplete" status to be accessed and updated.

2. Click the **Delete** button.

Delete CSOS Profile?

This profile will no longer be available for CSOS signing.

Cancel Delete (2)

3. Confirm the deleted profile no longer appears on the **CSOS Signing Profiles** screen.

< CSOS Signing Profiles + Create CSOS Profile

CSOS Signer Name	DEA License	Accounts	Status
John Smith	AS2778377	HOSPITAL OUTPATIENT PHARMACY RX 0100052061 + 1 MORE ACCOUNTS	Complete