LEGISYM

Express222™

Controlled Substance Ordering System

User Quick Reference Series

Exporting Digital Certificates

*This Quick Reference shows you the steps involved in
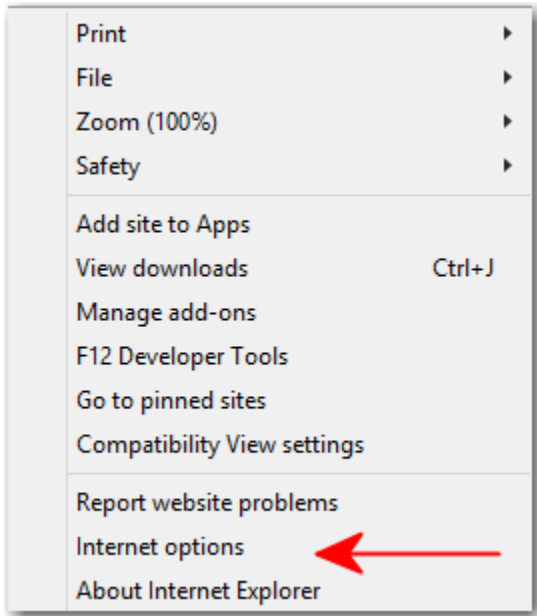exporting your digital certificate from your internet browser.*

Express 222 – Exporting Digital Certificates

Introduction

In order to use the Certificate store you will need to export a copy of the digital certificate from your Internet Browser.
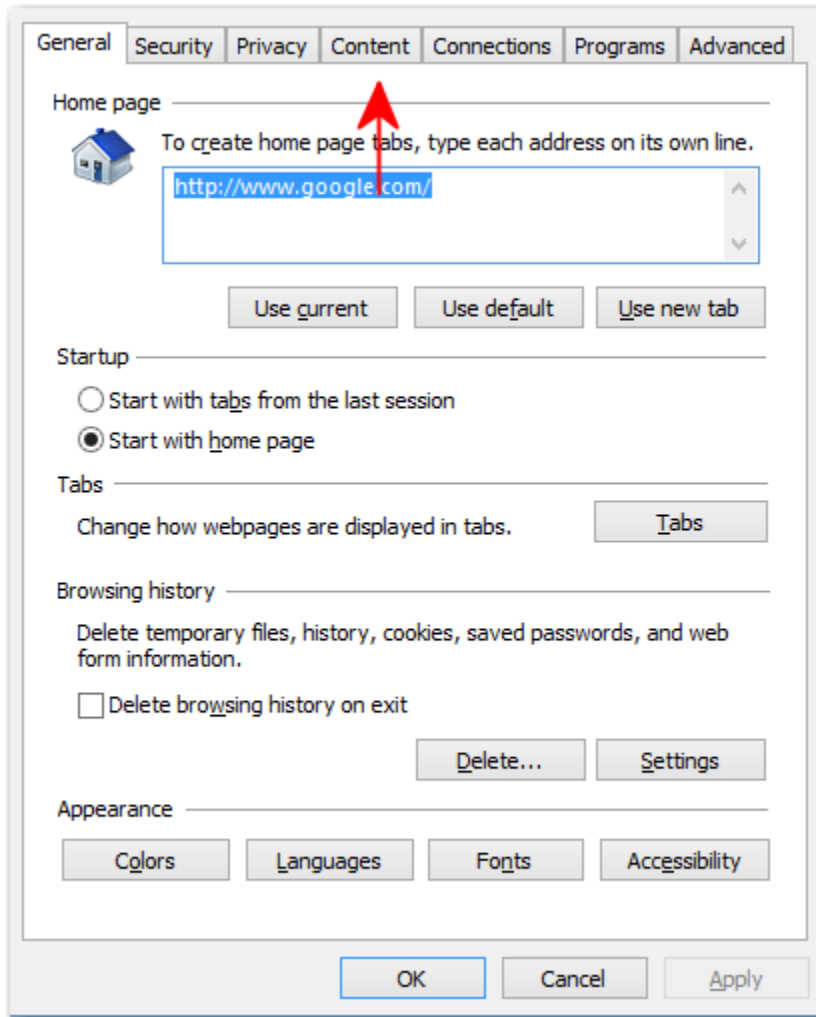
Exporting Certificate

To load the DEA Certificates to the e222 site, the certificates must first be exported from your Internet Browser. In Internet Explorer select Settings, the Internet Options.
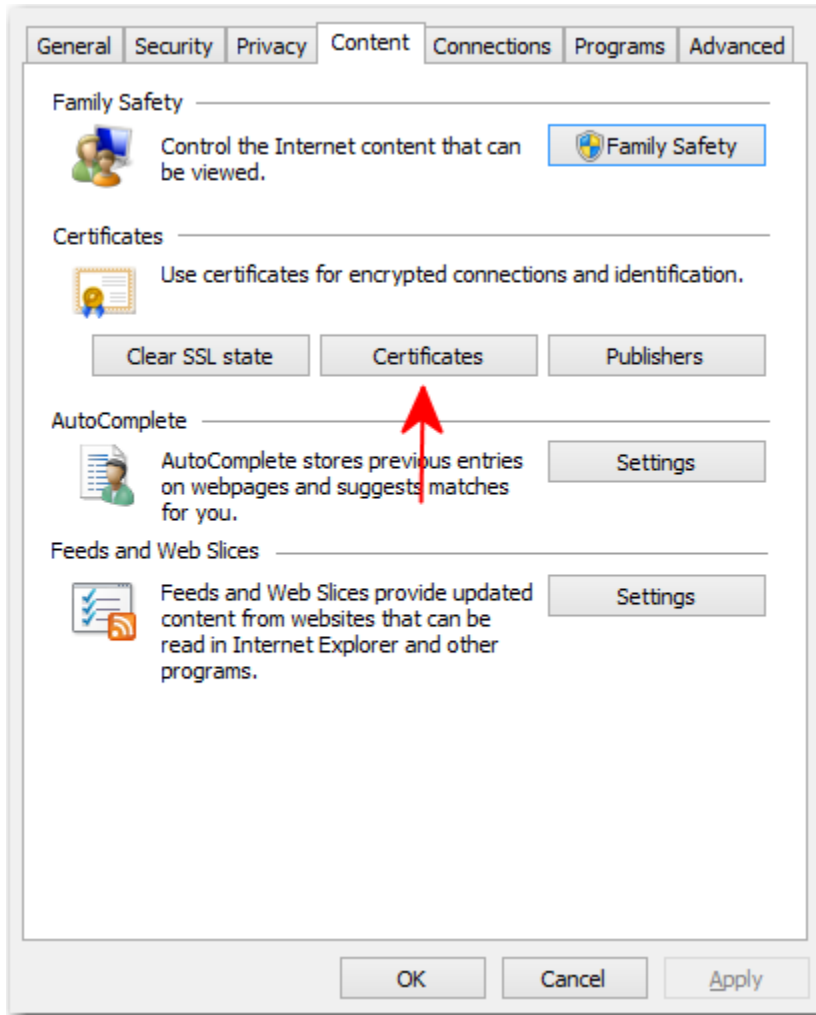
Select Content Tab
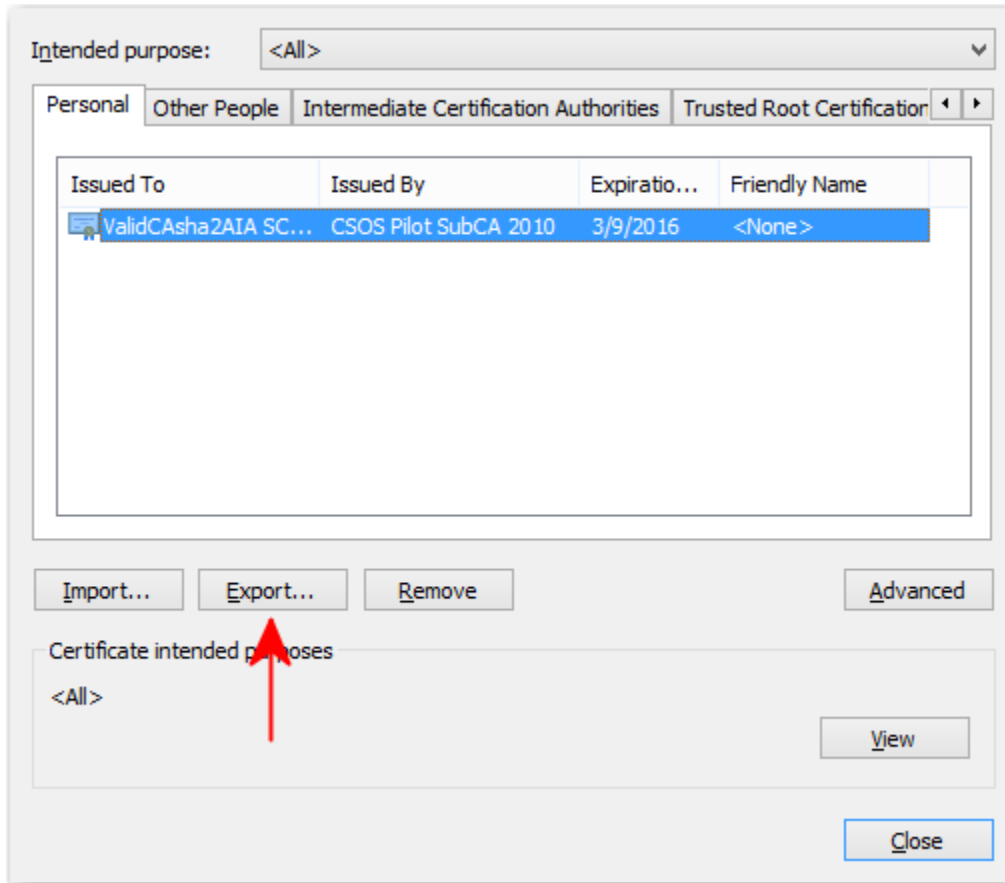
Express 222 – Exporting Digital Certificates

Select Certificates

Highlight the DEA digital Certificate and select Export.

Select Next

Welcome to the Certificate Export Wizard

This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.

Next   Cancel
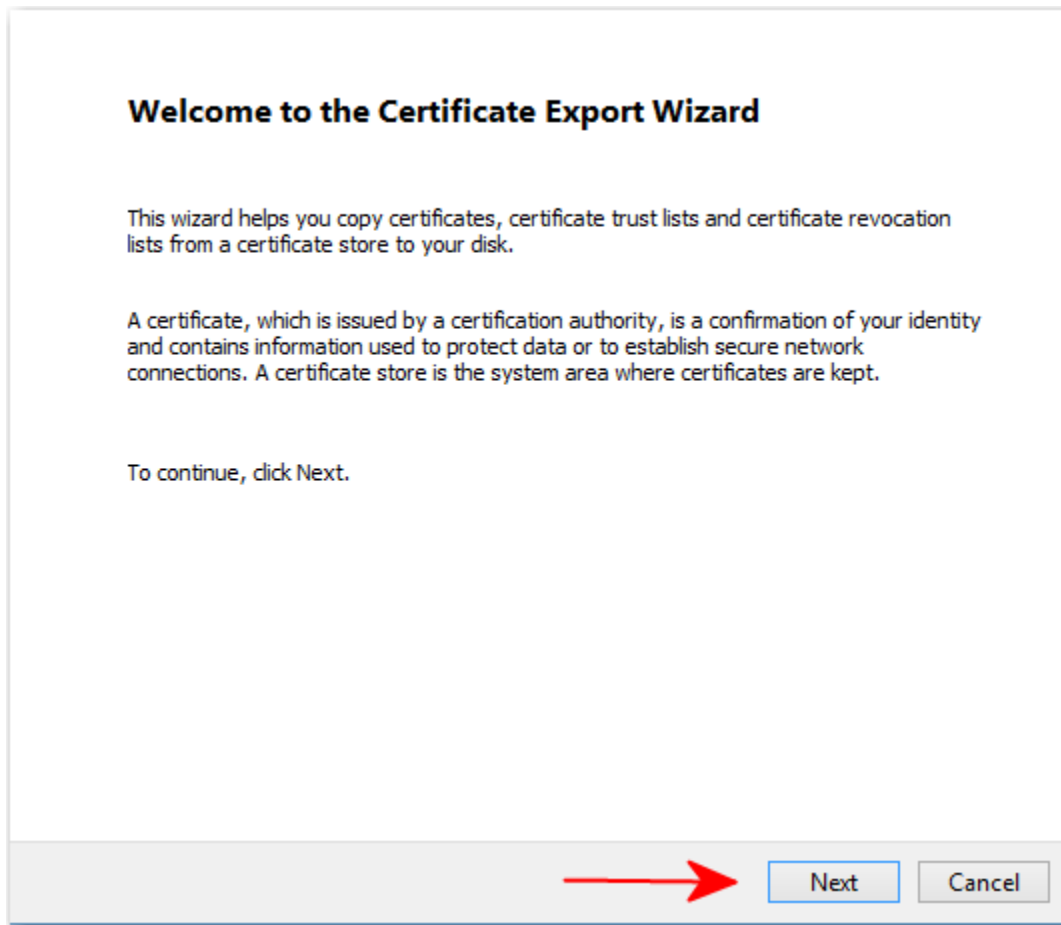
Select "Yes export the Private Key" and select Next.

Export Private Key
You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?

◉ Yes, export the private key
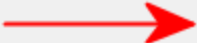
○ No, do not export the private key

Next   Cancel

Express 222 – Exporting Digital Certificates

Select "Include all certificates in the certification path if possible" and "Export all extended properties" options select Next.

Export File Format
Certificates can be exported in a variety of file formats.

Select the format you want to use:

○ DER encoded binary X.509 (.CER)

○ Base-64 encoded X.509 (.CER)

○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

☐ Include all certificates in the certification path if possible

◉ Personal Information Exchange - PKCS #12 (.PFX)

☑ Include all certificates in the certification path if possible

☐ Delete the private key if the export is successful

☑ Export all extended properties

○ Microsoft Serialized Certificate Store (.SST)

[Next] [Cancel]

Type in the signing password for your digital certificate and select Next.

Express 222 – Exporting Digital Certificates

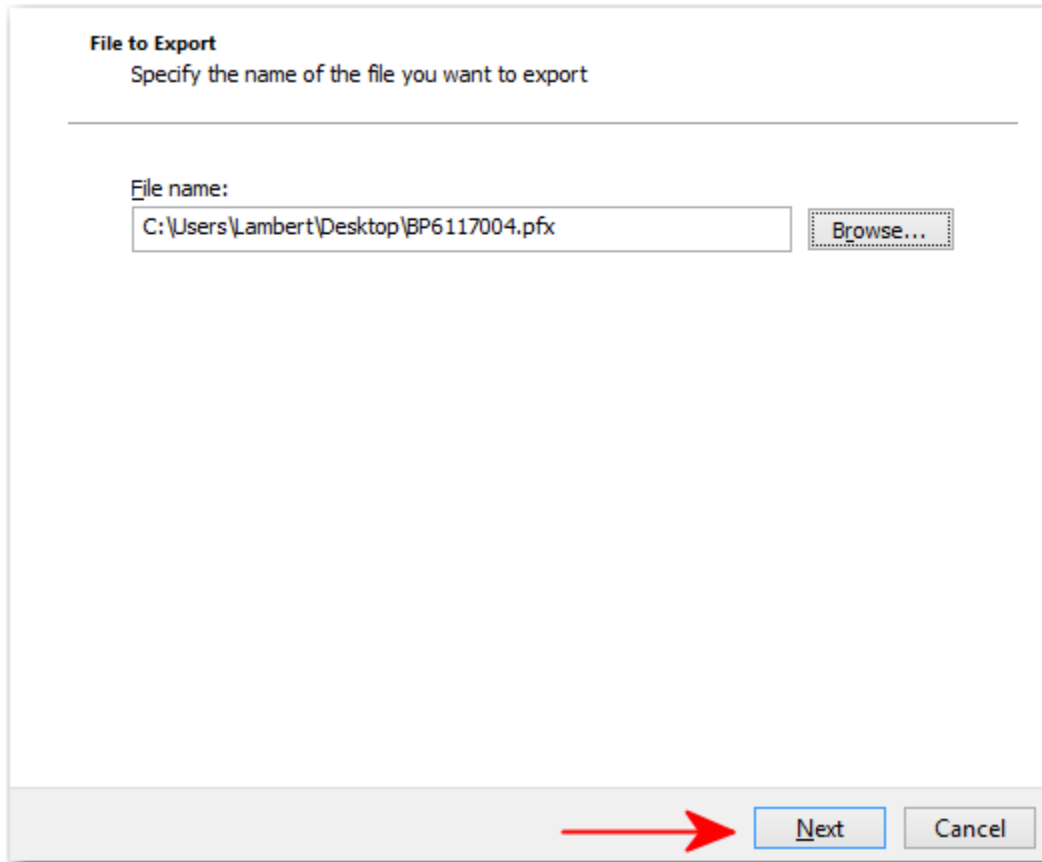Select Browse, and choose the desktop option. This will save the Digital Certificate to the desktop.

File to Export
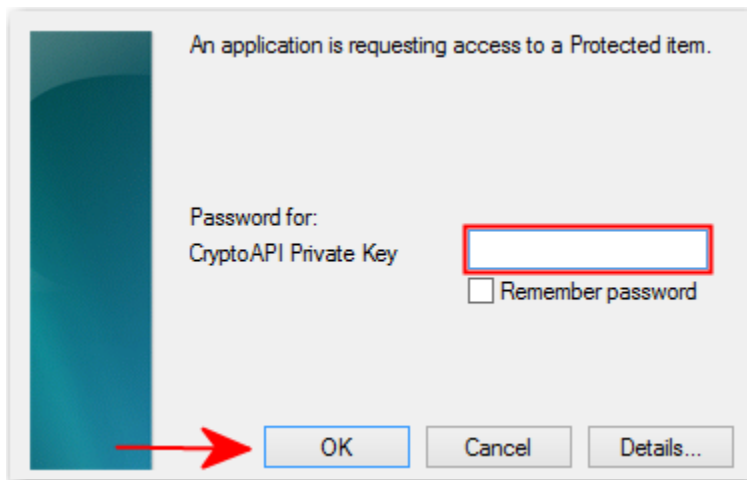Specify the name of the file you want to export

File name:

[   ] [Browse...]

[Next] [Cancel]

The .pfx file location has been exported, select Next.

File to Export
Specify the name of the file you want to export

File name:

C:\Users\Lambert\Desktop\BP6117004.pfx   Browse...

Next   Cancel

Type in the certificate digital certificate password and Select Ok.

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

Remember password

OK   Cancel   Details...

Express 222 – Exporting Digital Certificates

If you have downloaded the Digital Certificate from the DEA website using the Mozilla Firefox internet browser. The following steps should be used to export the Digital Certificate from this Internet Browser.

Select Tools then Option to access the browser options menu. Confirm that the advanced option is highlighted and that the user is within the Certificates tab. Select the View Certificates option.
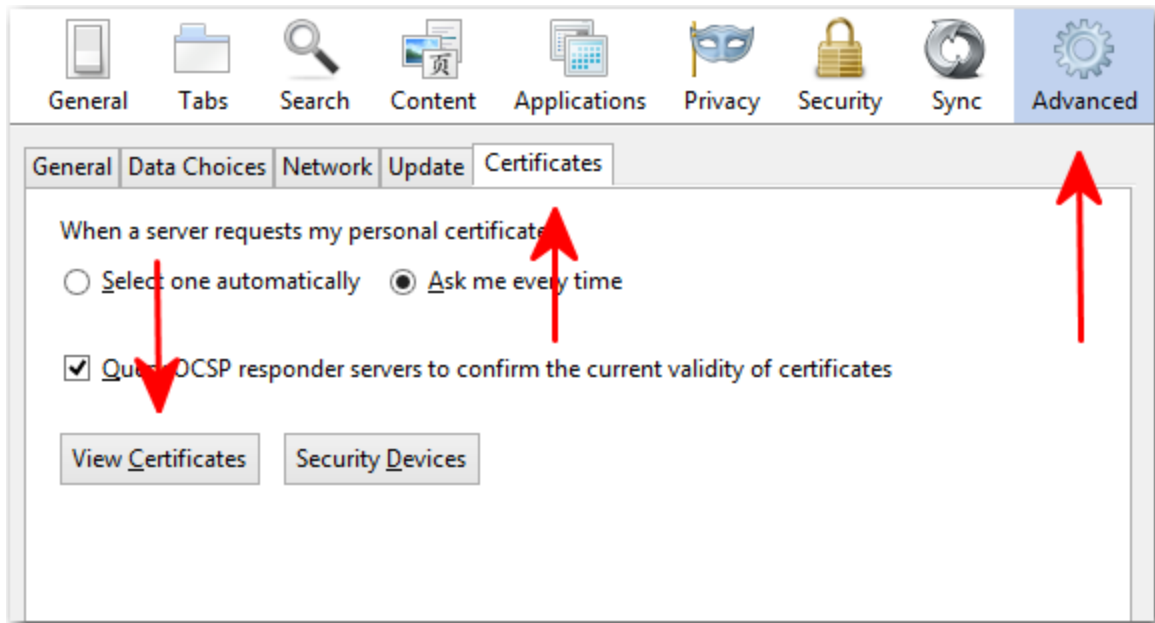
Select the Your Certificates tab and your certificates as seen below. Select the Backup option to start the export process.
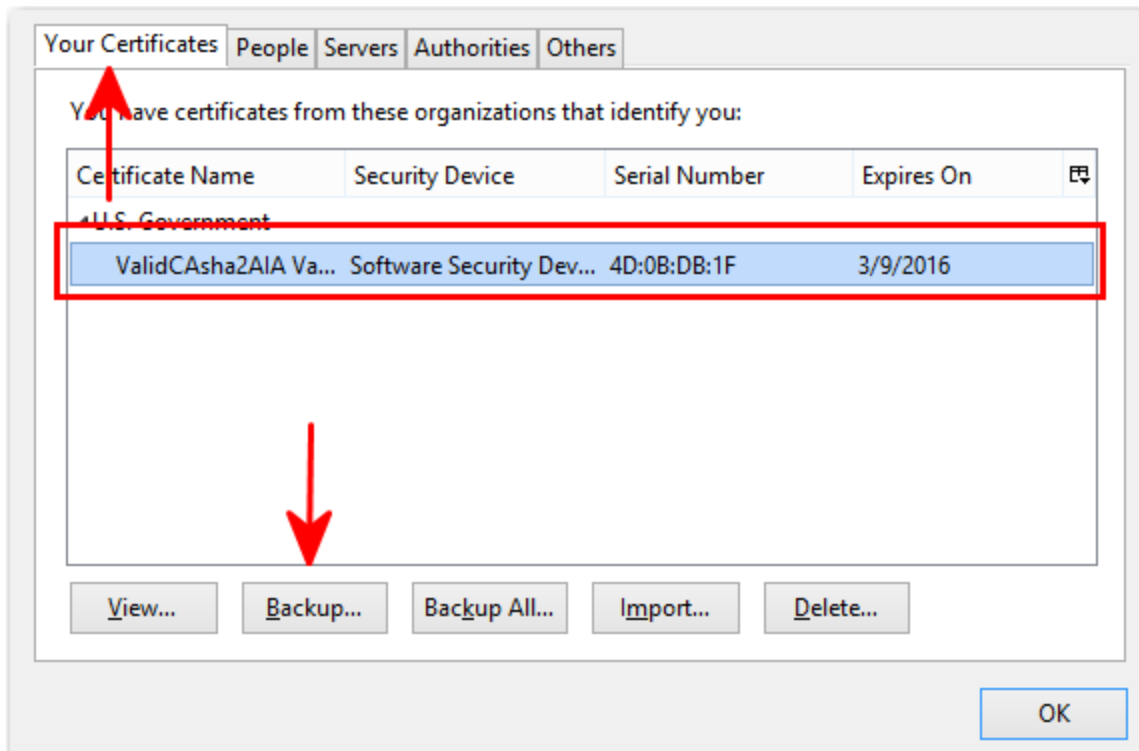
Express 222 – Exporting Digital Certificates

Select the Desktop option to save the file in an easy accessible location. Within the File Name Field create a unique name for the Digital Certificate, and select Save.
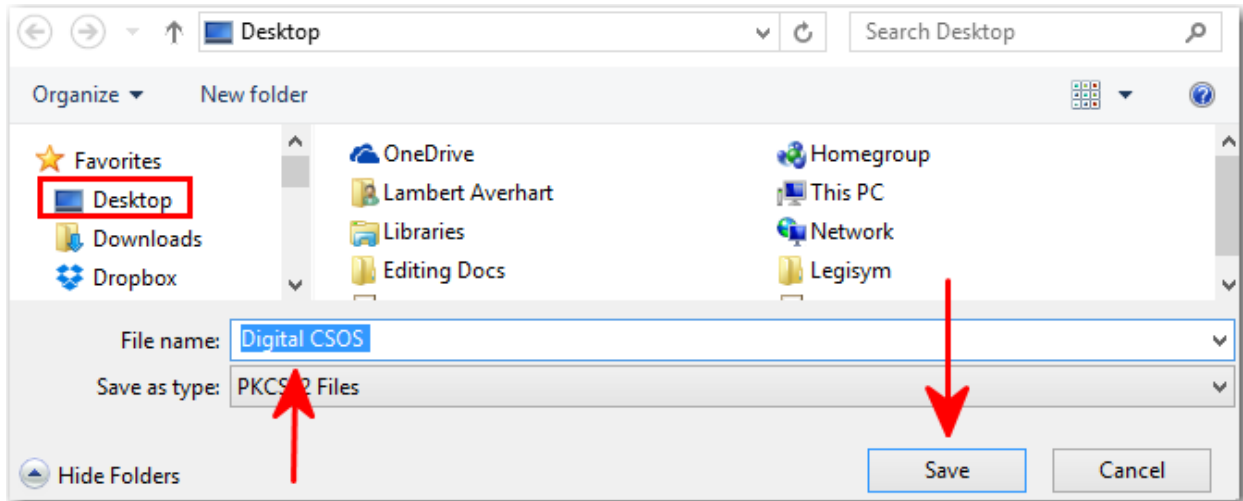
Type in your signing passward in the fields below and select OK.
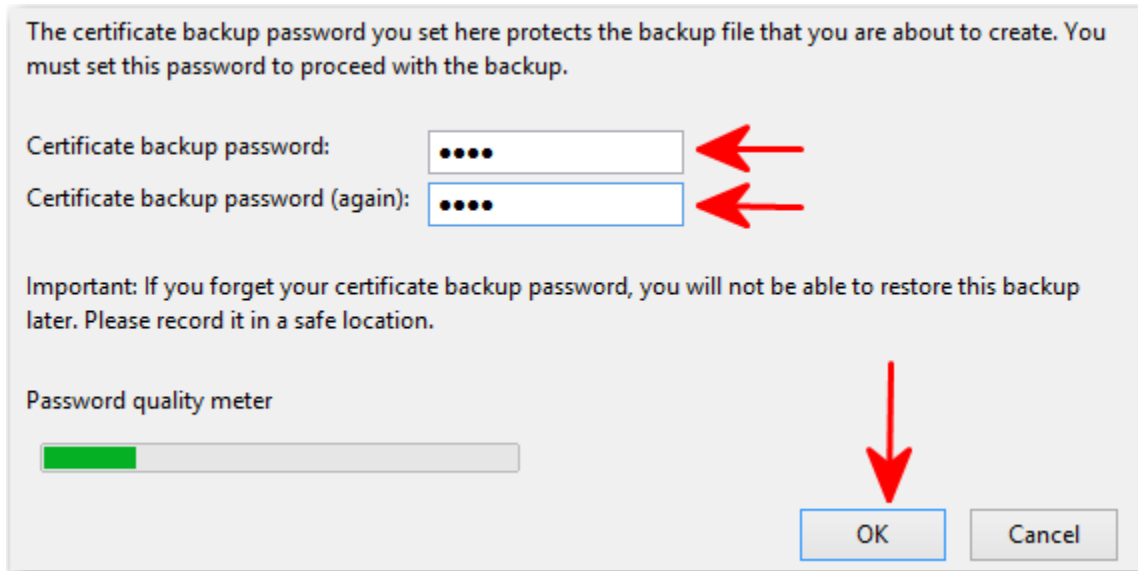
The screen below will appear to confirm a copy of your certificate has been exported from your Internet Browser.
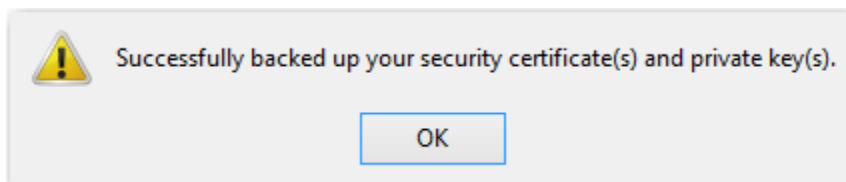
Express 222 – Exporting Digital Certificates

DOCUMENT CONTROL

Title: Exporting Digital Certificates

Issue:

Date: 2/23/2015

Author: Lambert Averhart

Distribution:

Reference:

Filename: Exporting Digital Certificates TRA-V1.0

Control:

DOCUMENT SIGNOFF

Nature of Signoff	Person	Signature	Date	Role
Author	Lambert Averhart			Documentation Developer
Reviewer	Sarah Tarver			PM

DOCUMENT CHANGE RECORD

Date	Version	Author	Change Details
2/23/2015	TRA-V1.0	Lambert Averhart	

LEGISYM

Express222™

Controlled Substance Ordering System

User Quick Reference Series

Remote Certificate Store Managing Digital Certificates

*This Quick Reference shows you the steps involved in
creating a digital certificate store, uploading and managing your digital certificates In Express222.*

Express 222 – Remote Certificate Store Managing Digital Certificates
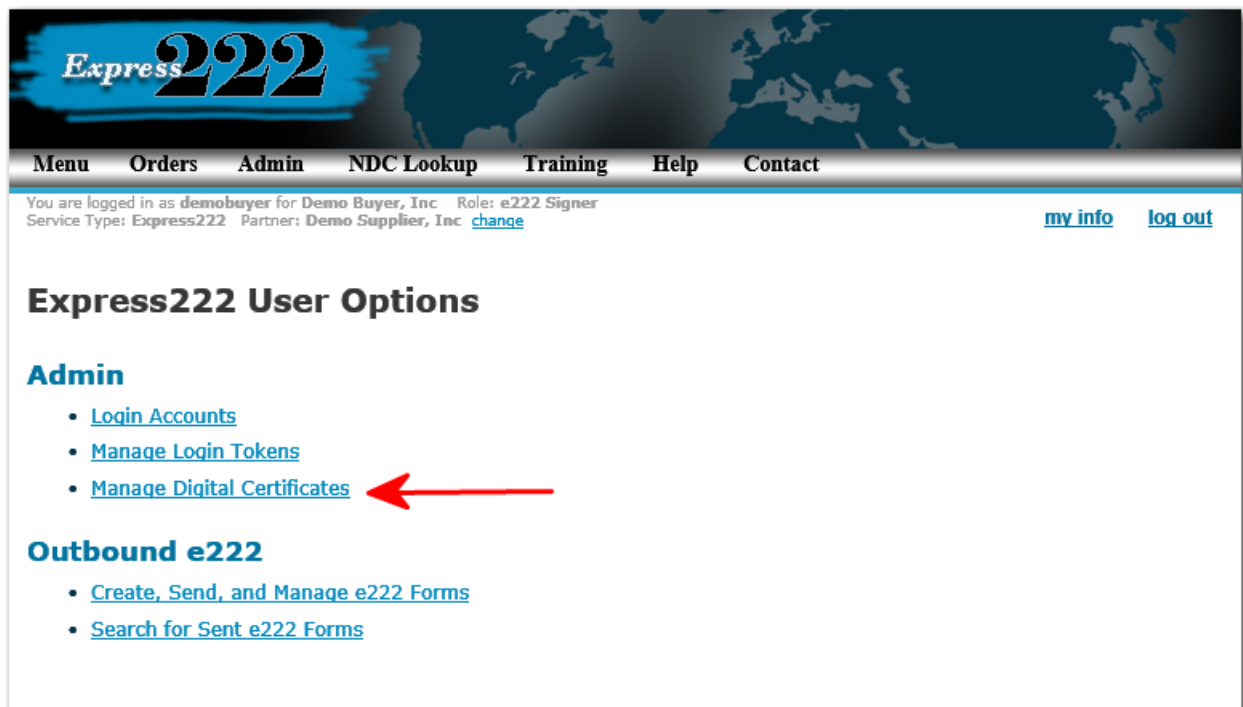
Introduction

The Remote Certificate Store allows you to upload your DEA issued digital signing certificate to a Legisym hosted certificate store for controlled substance order signing from any internet capable device.

See Exporting Digital Certificates Quick Reference Guide in training section of www.express222.com.

Manage Digital Certificates

To create the Remote Certificate store, upload multiple certificates, and delete any unwanted certificates select the Manage Digital Certificates option.

Review User License Agreement. Select I Agree to proceed.

Express 222 – Remote Certificate Store Managing Digital Certificates

Select the Browse Option to find the Digital Certificate .pfx/.p12 file on your PC.

Select the .PFX file and select Next
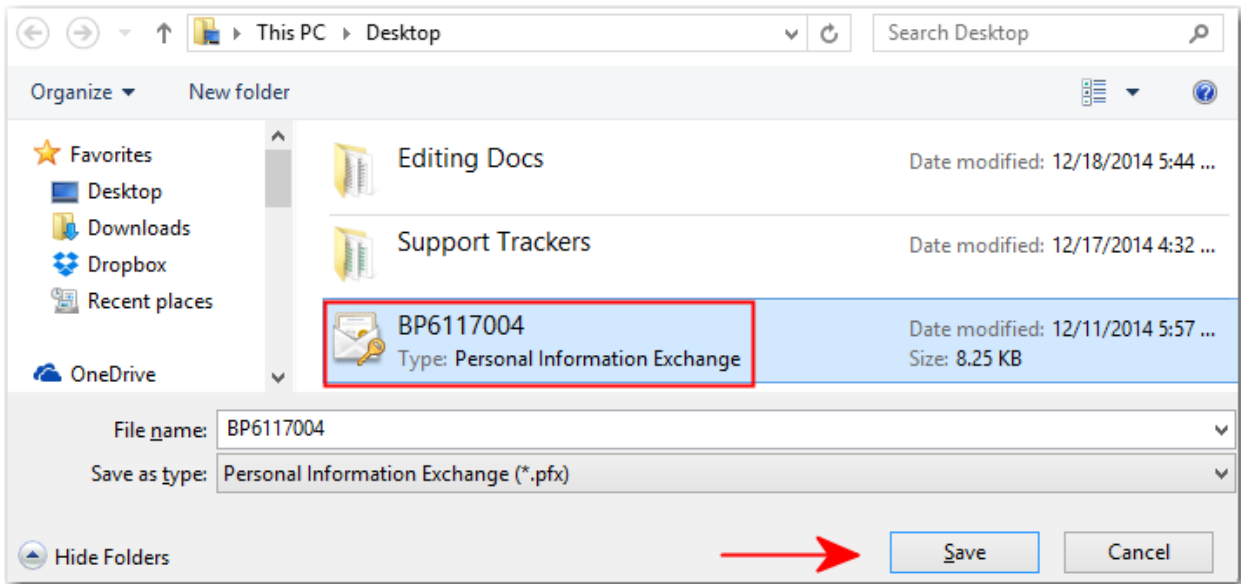
The DEA number will auto populate. The .pfx passcode will be the passcode you chose when you downloaded the certificate. Select Next in order to continue the Digital Certificate upload process.

Express 222 – Remote Certificate Store Managing Digital Certificates

Create a Certificate store password, this password will be used when accessing the Certificate store. The password will need to be a minimum of eight characters with at least one of each of the following: Uppercase letter, Number, Special chacter (! @ # $ % & *).

Create your own Security Question and Security Answer. These will be used in order to reset the Certificate Store Password, if it is forgotten. Select the Finish option to complete the certificate upload process.

Note: Selecting the Show Security Answer option, will allow the answer to be visible.
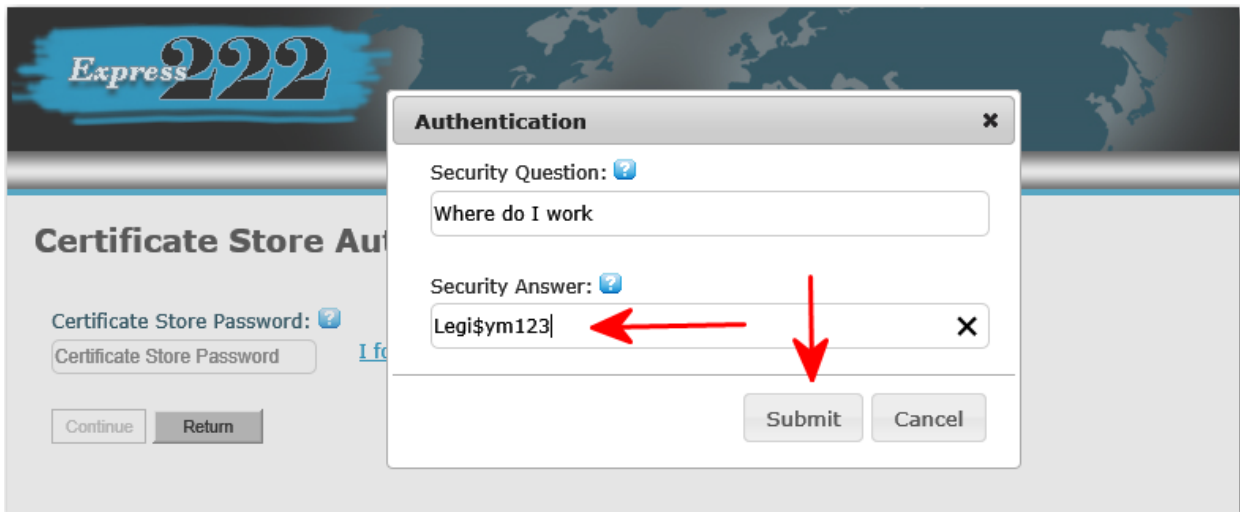
Express 222 – Remote Certificate Store Managing Digital Certificates

When the Manage Digital Certificate option is selected from the Main Menu. The Certification Store Authentication screen will populate. Type in the Certificate Store Password you chose during the Digital Certificate install. Select Continue to access the Certificate Store.

Recover your Remote Certificate Store Password with your Security Question. Select the I Forgot option and answer the Security question.

Note: The Security Answer was created during the initial setup of the Certificate store.

After the Security Question has been answered you will be prompted to create a new Certificate Store Password.

If you has forgotten the Certificate Store Password and the answer to the Security Question. The user will need to contact Legisym support at 1-877-332-3266 option 2.

Once logged in to the Certificate Store you are able to Upload New Certificate, Manage Security Details, Remove Selected Certificates, and Disable Certificate Store.


The Finish option will return users to the Main Menu screen.

Express 222 – Remote Certificate Store Managing Digital Certificates

Upload New Certificate: Select the Browse Option to find the Digital Certificate on your PC. The DEA# Number field will auto populate. The PFX/P12 File Password is the signing password to the Digital Certificate.
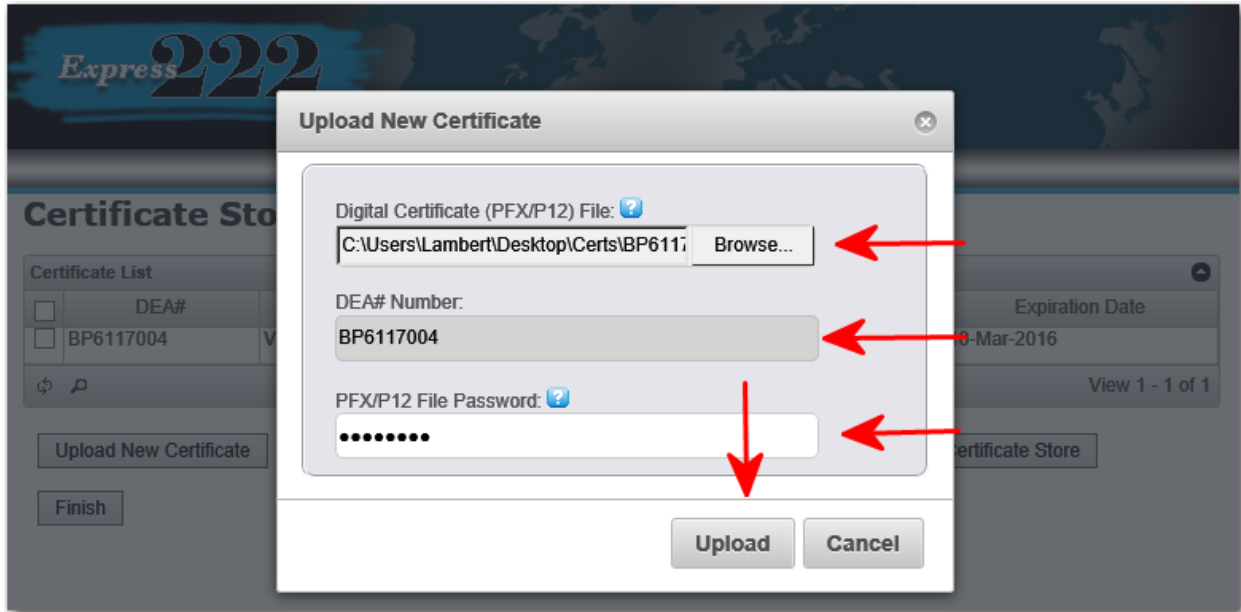

Manage Security Details: The Certificate Store Password, Security Question and Security Answer can be updated from this screen. Selecting the Show Security Answer option, will allow the answer to be visible.
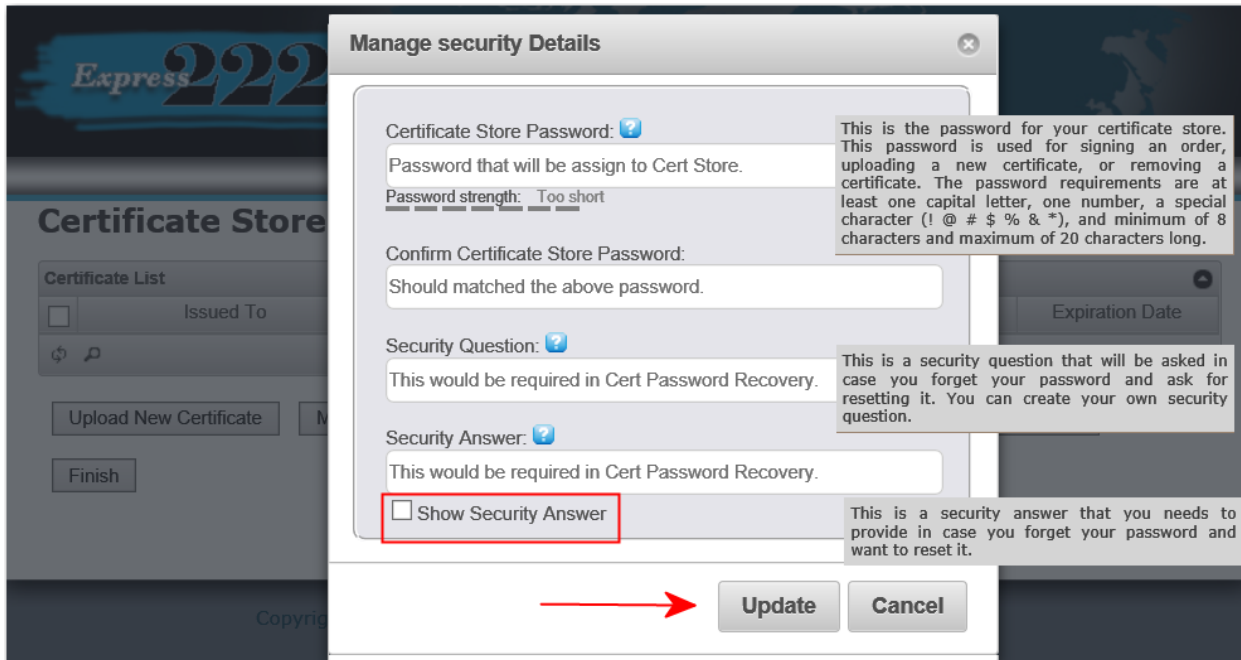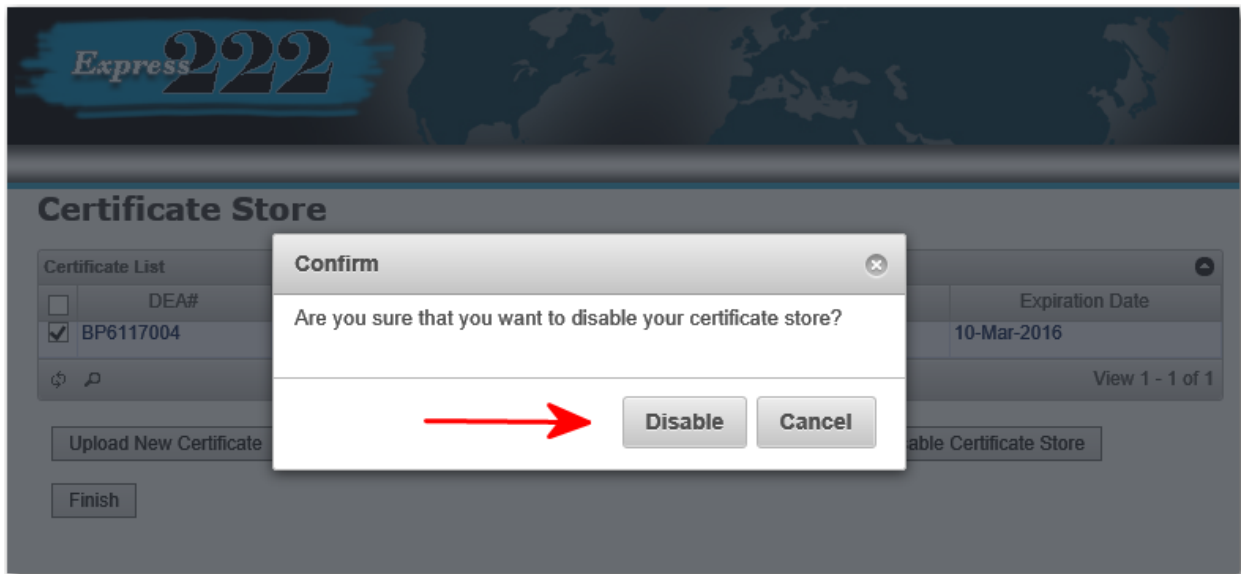
Express 222 – Remote Certificate Store Managing Digital Certificates

Remove Selected Certificates: In order to remove a certificate from the Certificate Store, select the radio button next to the certificate. Then select the Remove Selected Certificates option as seen below.
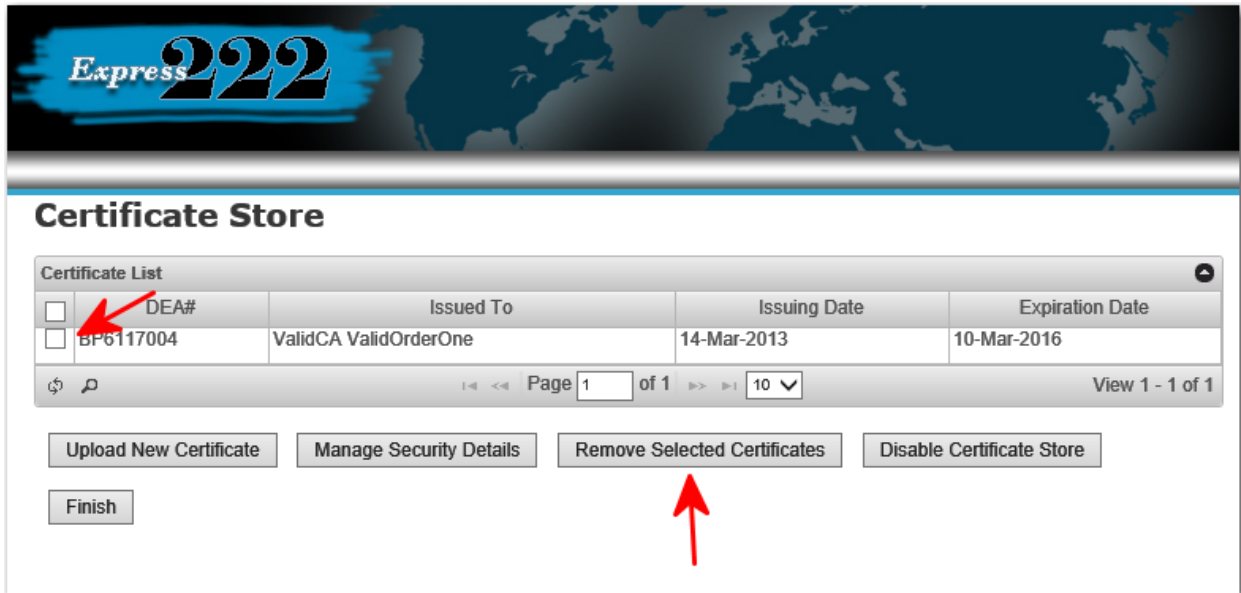

After the Remove Selected Certificates option is selected. The pop up below will appear to confirm the request. Select yes, to remove the selected certificate.

Express 222 – Remote Certificate Store Managing Digital Certificates

Disable Certificate Store: To temporary disable the certificate store, select the Disable Certificate store option. Once this option is selected the window below will populate to confirm your request.
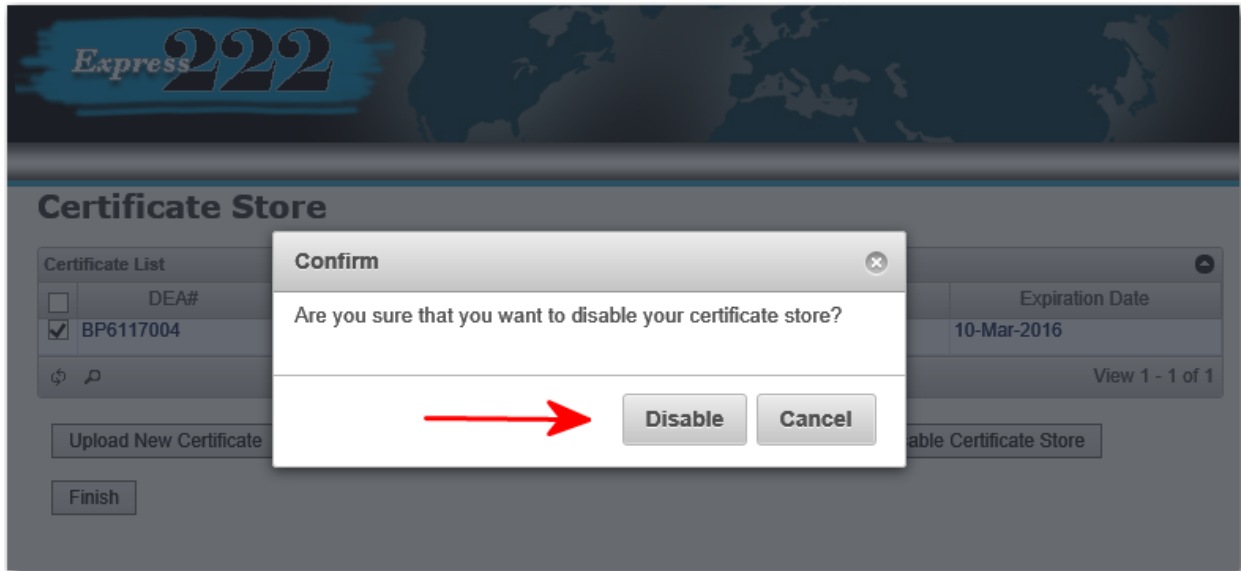
If your Certificate store is setup and you have forgotten your certificate store password. Orders can be signed by selecting the here hyperlink in the window below. This link will take you back to the desktop signing option. For more information in reference to desktop signing refer to the Place an Order document in the training section of www.express222.com.

Note: In order to resolve Certificate Store Password issues, please call Legisym Support at 1-877-332-3266 option 2.

DOCUMENT CONTROL

Title:	Remote Certificate Store Managing Digital Certificates
Issue:	
Date:	2/23/2015
Author:	Lambert Averhart
Distribution:	
Reference:	
Filename:	RCS TRA-V1.0
Control:	

DOCUMENT SIGNOFF

Nature of Signoff	Person	Signature	Date	Role
Author	Lambert Averhart			Documentation Developer
Reviewer	Alan Raper			Director Customer Service
Reviewer	Sarah Tarver			PM

DOCUMENT CHANGE RECORD

Date	Version	Author	Change Details
2/23/2015	TRA-V1.0	Lambert Averhart	Creation
7/13/2015	TRA-V1.1	Lambert Averhart	Update

Express222™

Controlled Substance Ordering System

User Quick Reference Series

Placing an Electronic 222 Order

This Quick Reference will show you the steps involved in creating, signing, and sending an electronic 222 order, and viewing the order confirmation form.

Express 222 – Placing an Electronic 222 Order

The Express222™ system allows you to create and transmit electronic forms 222 to your controlled substance supplier, Safecor Health. To place an order, you must be logged in to the Express222™ Web site. You can get to the login page by either clicking on the link from your supplier's Web site, csos.safecorhealth.com , or by going directly to www.express222.com and clicking on the "Customer Area" button. Once logged in, you will be presented with a list of options:
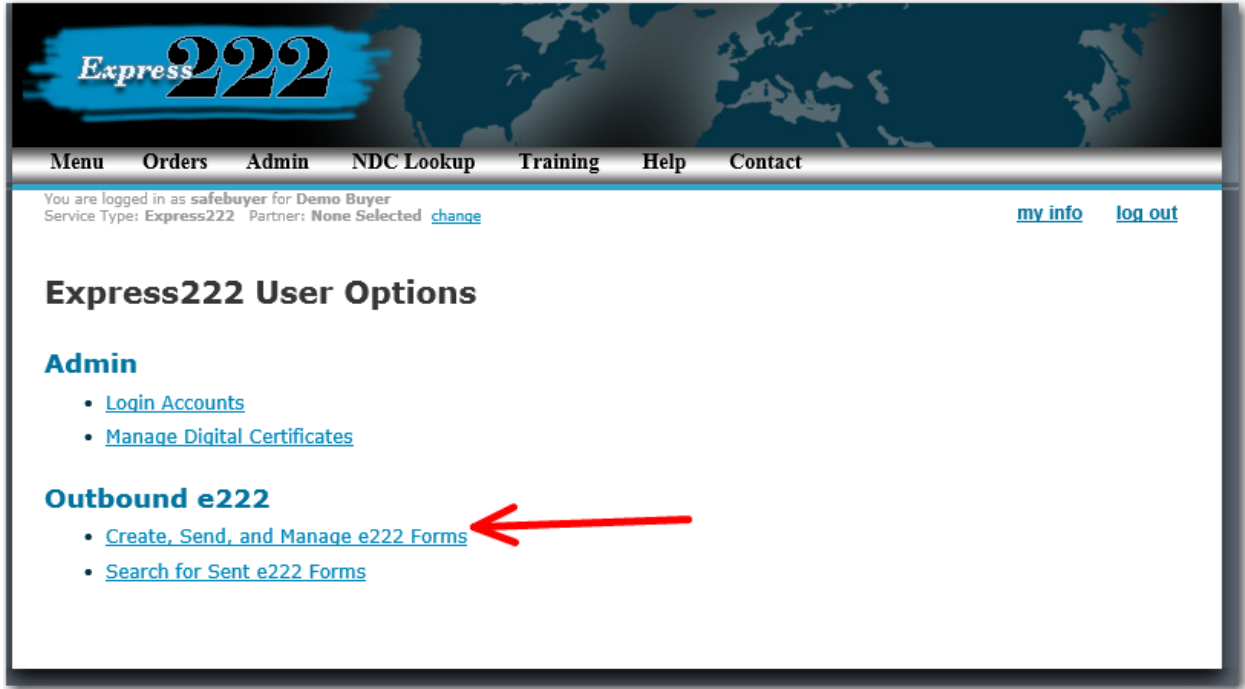
Click on the "Create, Send and Manage e222 Forms" option. If you use Express222™ with more than one supplier, and you did not come from the supplier's site, the Trading Partner Selection page is displayed:
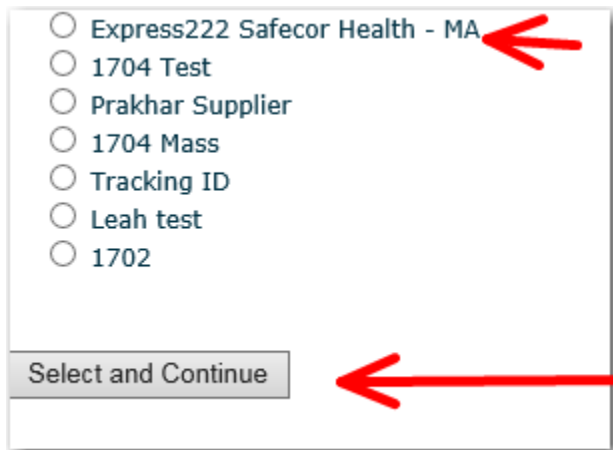
Choose the supplier you want to place an order with, and click on the "Select and Continue" button.

The Express222™ Orders page is displayed:

Express 222 – Placing an Electronic 222 Order

This page shows a list of all the orders you've created but have not yet submitted to this supplier. To create a new order, click on the "Create a New Order" button.

The Order Create page with Safecor Health is displayed as a Blank 222 Form:

Fill out the blank form per the instructions supplied by Safecor Health.

When the order has been completed, click on the save and sign button.

The Order Disposition page is displayed:

This page specifies where the order confirmation email will be sent, and the phone number at which you can be reached by your supplier in the event there is a question about the order. Your normal email address and phone number are automatically filled in for you, but you can change either of these pieces of information if needed.

If you are the DEA Registrant who is authorized to sign controlled substance orders, click on the "Send Order Now" button. (If you are not authorized to sign the order, you can enter all of the order information and then click the "Save and Exit Without Sending" button, so the DEA Registrant can come back into the system and sign it later.) Your supplier will not be notified of the order until you click on the "Send Order Now" button.

We will proceed as if you clicked on the "Send Order Now" button.

Express 222 – Placing an Electronic 222 Order

The order that you are signing is displayed in the background, and the Remote Certificate Store password box is displayed.

Enter the password for the remote certificate store you set up and click on sign.

Express 222 – Placing an Electronic 222 Order

The e222 Form Submission Disposition page is displayed:

If your signed order passes all of the DEA's electronic controlled substance order validation criteria, then you'll see a message like the one in the illustration above. This indicates that your order was successfully transmitted to the supplier, and that you will receive a confirmation email shortly.

If the signed order does not pass all of the DEA's requirements, then this page will tell you that the order was not successfully signed and transmitted, and will explain why. The reasons might include:

- You used a non-DEA-issued certificate to sign the order
- You used a DEA-issued administrative (not intended for order signing) certificate
- Your DEA-issued certificate has expired
- Your DEA-issued certificate has been revoked (by the DEA)
- Your supplier has a different DEA number on file for you than the DEA number in the certificate
- Your order contains controlled substances that your DEA license does not allow you to order

Now the status of your order has changed from "open" to "sent", and you can go back and see the order by clicking on the "Orders" link in the menu:

The Order Options page is displayed:

Click on the "Create, Send and Manage e222 Forms" link.

Express 222 – Placing an Electronic 222 Order

The Orders page is displayed:

Click on the "Sent Orders" tab.

Express 222 – Placing an Electronic 222 Order

A list of all the orders you've sent to this supplier is displayed:

The list is sequenced in reverse order, with the most recent orders at the top of the list. To view the order you just signed and submitted, click on the "View" icon on the line for that order. (The View icon is the one with the magnifying glass on it.)

Express 222 – Placing an Electronic 222 Order

The 222 form is displayed:

You can view the 222 form in a separate Window for printing by clicking in the generate PDF button.

Express 222 – Placing an Electronic 222 Order

In addition, a confirmation email was sent to the email address you specified earlier in the process - right before the order was signed (see page 6.) The confirmation email contains the same e222 form that you just saw on the previous page:

From: Express222 Messenger (support@legisym.com)
Sent: Apr 28 2017 09:24AM
To: Demo Buyer (noemail@legisym.com)
Subject: e222 Form Sent to Safecor Health - MA

EXPRESS222 CSOS ORDER CONFIRMATION

TO:

SAFECOR HEALTH, LLC
317 New Boston Street
WOBURN, MA 01801
Supplier DEA #: RS0383543
DATE: 2017-04-28

	No. of Pkgs	Size of Package	Name of Item	National Drug Code	Pkgs Received	Date Received
1	1942	5 ml	X2-21047 71805 Methadone HCl 5 mg / 5 mL	000543555**		

	DEA Registration No. BP6117004	Name and Address of Registrant
	Schedules 2	ValidCA ValidOrderOne 10546 Market Street Suite 435 Birmingham, AL 34598
	No. of this Order Form 17XX20111	

This is not a DEA issued Form 222. This form is available for convenience.

Service Contract: Express222 Safecor Health - MA

In the example above, you are seeing the confirmation email inside of the email application used by Legisym to demo the Express222™ system.

This email and the form on the Express222™ site both contain blank columns on the right side, just like the DEA-issued form 222, that can be used to indicate the quantity and date received for each line item. If you prefer, your receiving information can be entered online. To learn how to do this, please see the help document entitled "Documenting Product Receipt for a 222", which is available on the Training page of the Express222™ site.

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Express222™
Controlled Substance Ordering System

User Quick Reference Series

Documenting Product Receipt for an E222

This Quick Reference Guide shows you the steps involved in marking the line items on an electronic 222 form as received.

PROCESS FLOW DETAILS

When you issue an electronic form 222 to your supplier through the Express222™ system, you will receive an email confirmation at the email address specified when the order was submitted.

An example of a confirmation email is shown below.

This email will be sent to the email address associated with the User's login account

The confirmation email helps you to process the form in much the same way as you currently process the actual DEA Form 222. You can ensure that the email came from Express222™ by logging in to the Web site to verify the confirmation email against the E222 in the Express222™ system. Instructions for accomplishing this are included next.

1. **Log in** with your Express222™ **username** and **password**.
   The **Options** page is displayed.

2. Select the **Create, Send, and Manage e222 Form**s option.
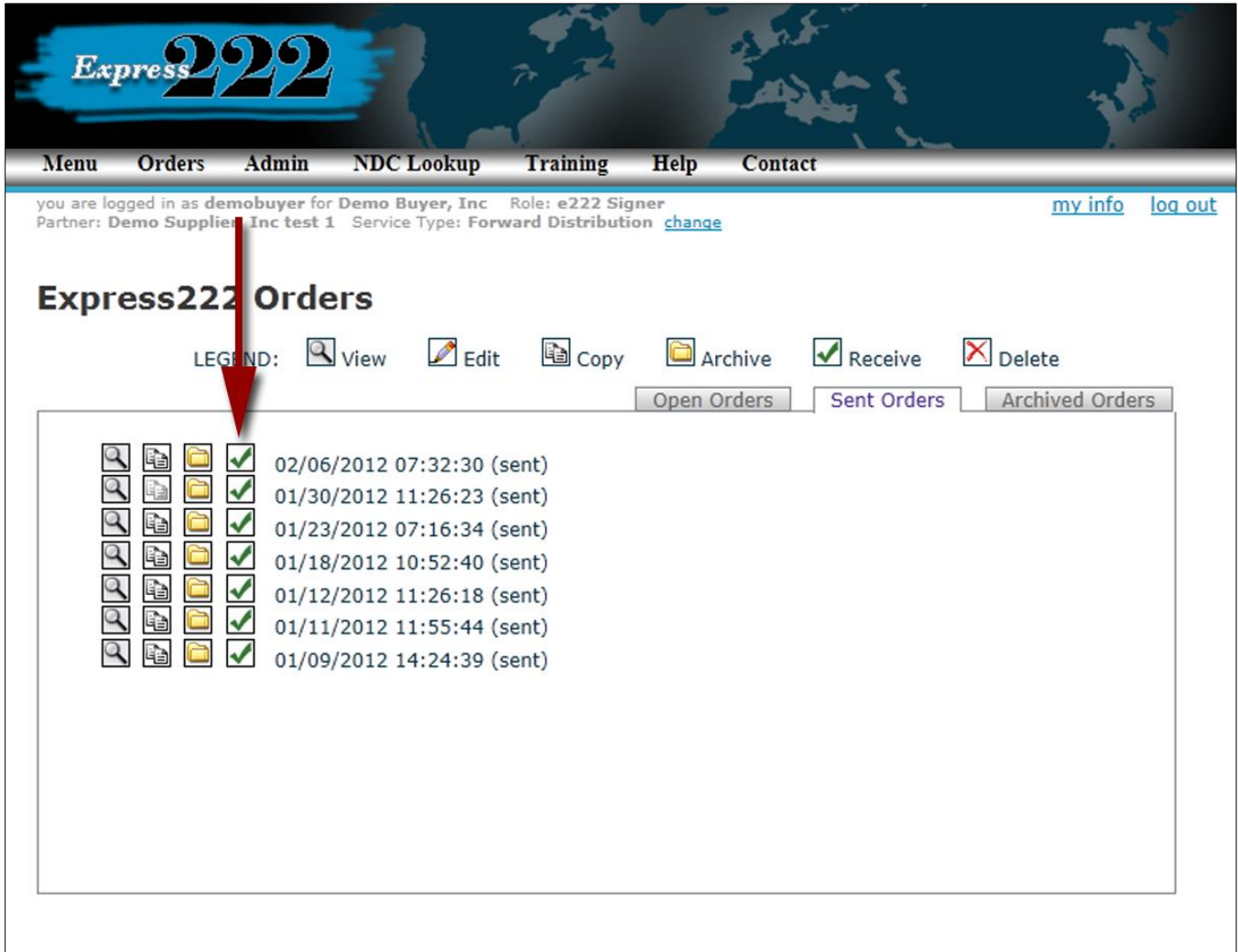

3. The **Express222 Orders** page is displayed.

4. Click on the **Sent Orders** tab to see the list of E222s you've sent to your supplier.
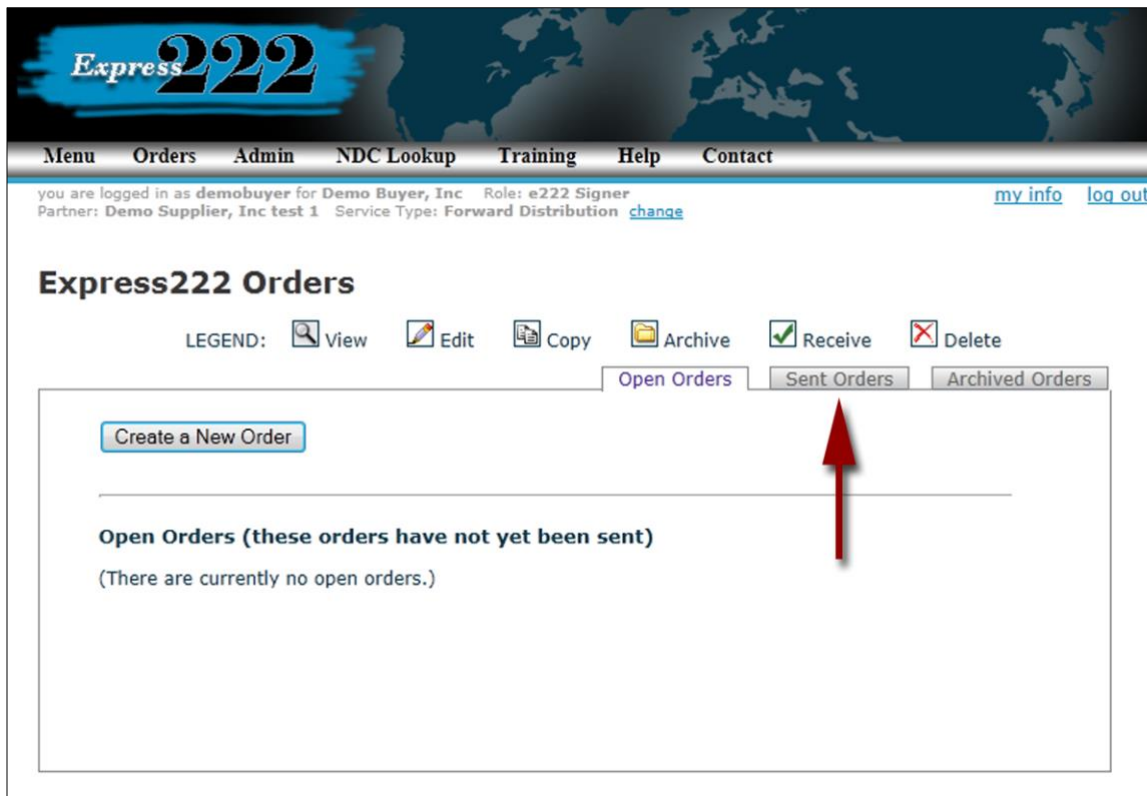
5. The list of e222 forms you've **sent to this supplier** is displayed.

Locate the order you wish to mark as received, and **click** on the **Receive** icon to the left of that order.
The **Receive** icon looks like this: ✅

6. The **Receiving Status** page is displayed. This page:
   - **Shows each line item** on the E222 Form and
   - **Allows you to receive against the specific quantities** that the supplier indicated have been shipped.

Using the example below:

The **first line item** has a **requested quantity of 25**;
   - The supplier indicated that **20 were shipped**, and the **remaining 5 were voided**.
   - To **receive 20**, simply **type the quantity** 20 and the **date it was received**, and **then click** on the **received** button.

The **second line item** has a **requested quantity of 16**;
   - The supplier **shipped 10 on one day** and **6 on another day**.
   - The system **allows you to receive against each** of these **shipped quantities**.

*NOTE: Instead of clicking the receive button on each line, **you can also type in the quantities for several line items** and **then click** on the **Commit pending changes** button to **process all of your receiving entries at the same time**.*

7. Once you **click either** the **receive** button **or** the **Commit pending changes** button, the quantities and dates you typed are processed, and the page is redisplayed.

   To change any of the **received quantities** you entered, **click** on the **Clear** icon to the left of the quantity.
   The "Clear" icon looks like this: ❌

   The received quantity information for this order is now a part of your Express222™ order archives, and will appear on the online E222 form whenever you view it. **To view the E222 form showing the received quantities**, click on the **Back to Sent Orders List**" link at the bottom of the page.

8. The **Express222 Orders** list page is displayed.

   Again, locate the desired order in the list, and **click** on the **View icon** to the left of that order. The "View" icon looks like this: 🔍
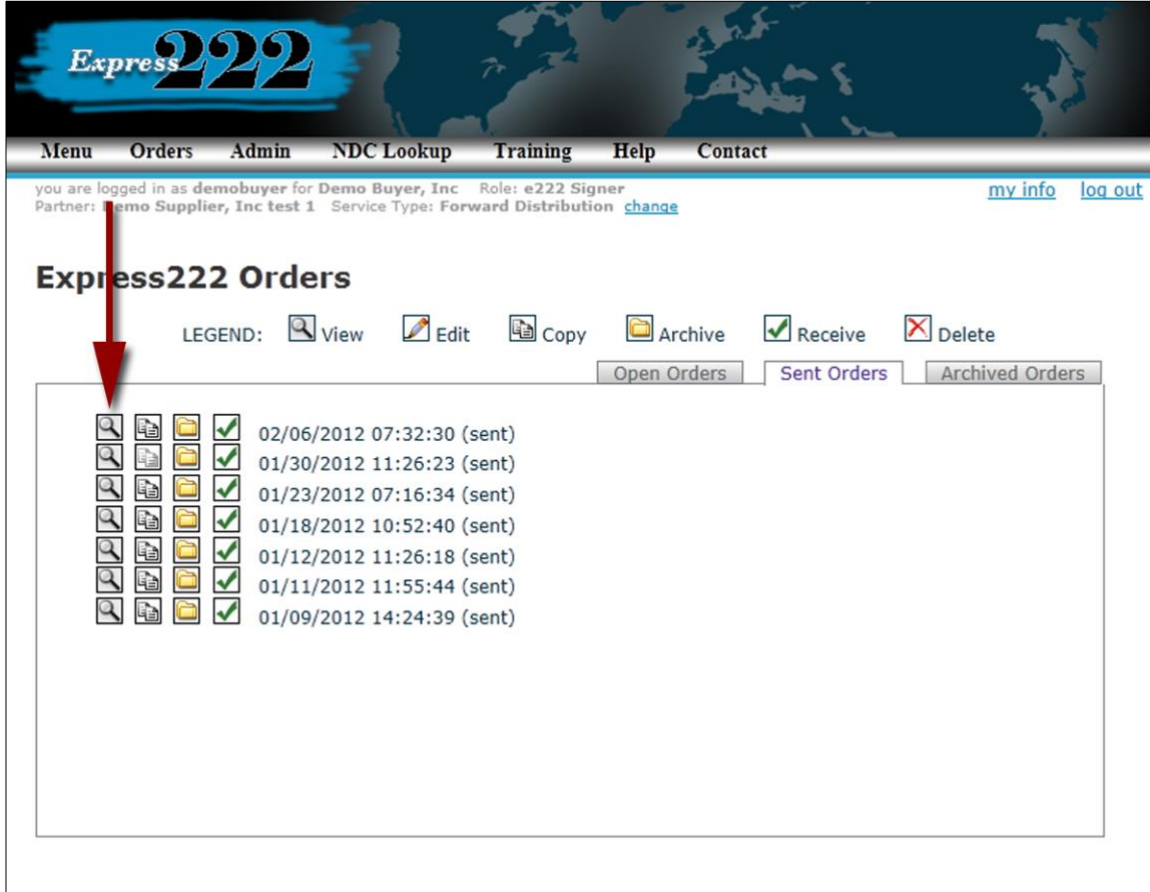
9. The E222 form with your receiving information is displayed.

Express 222

| Menu | Orders | Admin | NDC Lookup | Training | Help | Contact |

You are logged in as **demobuyer** for Demo & Buyer, Inc   Role: e222 Signer
Partner: **Demo & Supplier, Inc test 1**   Service Type: Forward Distribution change

my info   log out

TO:
Demo Supplier, Inc
108 North Industrial Blvd
Anytown, ND 01234
Supplier DEA #: BP6025516
DATE: 2012-01-23

	No. of Pkgs	Size of Package	Name of Item	National Drug Code	Pkgs Shipped	Date Shipped	Pkgs Received	Date Received
1	10	5	20-3076 Methylphenidate HCL	51927307601				
2	25	100	20-1008 Oxycodone HCL USP	51927000803 51927000803	20.0000 5.0000 void	2012-01-24 2012-01-24	20.0000	2012-01-25
3	16	100	215020 OXYCODONE TABS 30MG *C2*	52152021502	16.0000	2012-01-24		

	DEA Registration No. BP6117004	Name and Address of Registrant
	Schedules 2	ValidCA ValidOrderOne 10546 Market Street Suite 435 Birmingham, AL 34598
	No. of this Order Form 12XX00009	

This is not a DEA issued Form 222. This form is available for convenience.
Before shipping product, please check this order in the certified CSOS software that generated this form.

Service Contract: Demo Supplier SC1

PO Number: 10DB-64504

Special Instructions:

| Digital Signature | Linked Records | Receiving | Return to Order List |

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