



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.

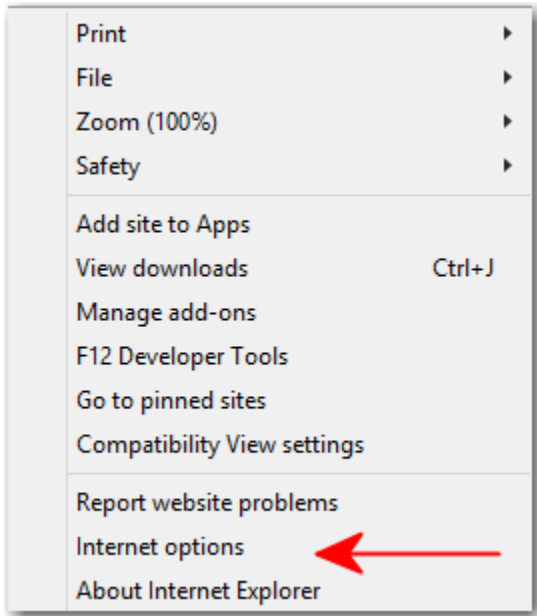
Express 222 – Exporting Digital Certificates

Introduction

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

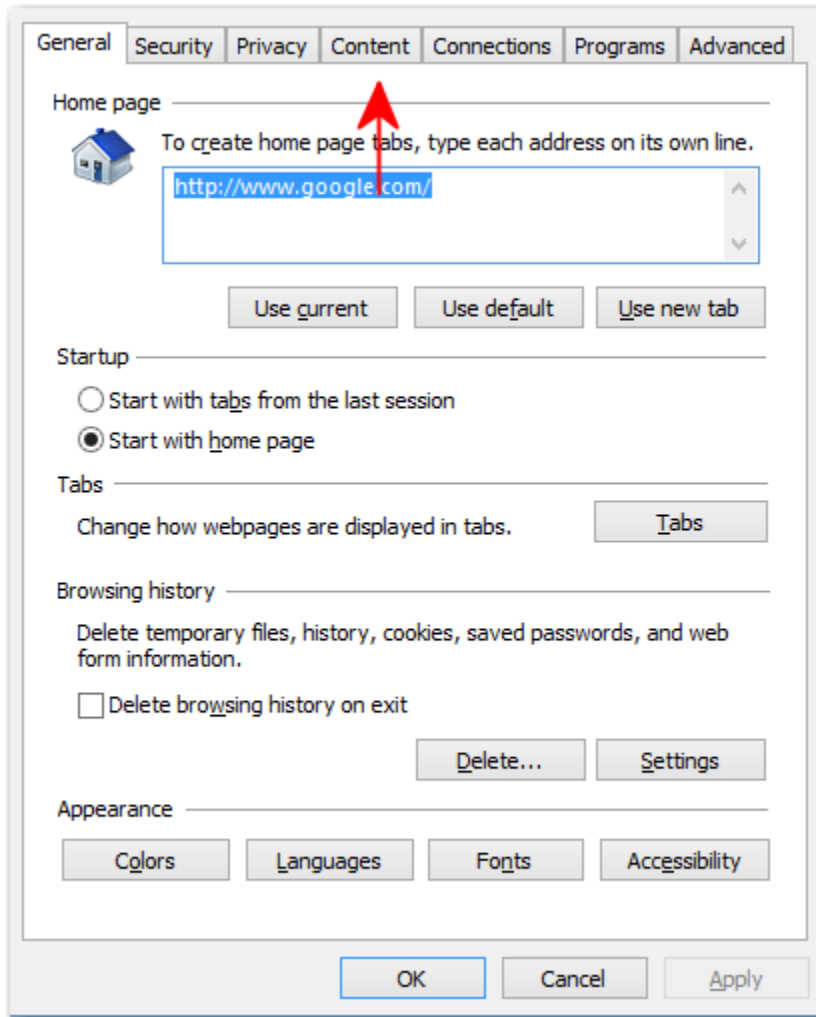
Exporting Certificate

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.



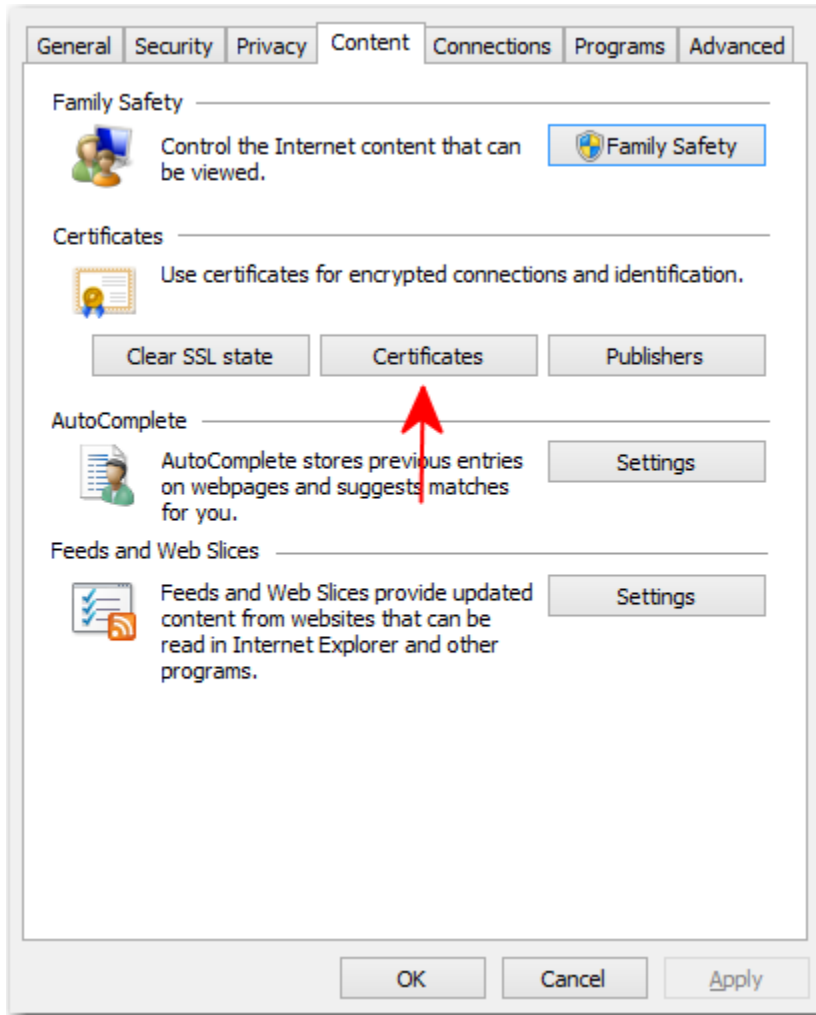
Express 222 – Exporting Digital Certificates

Select Content Tab



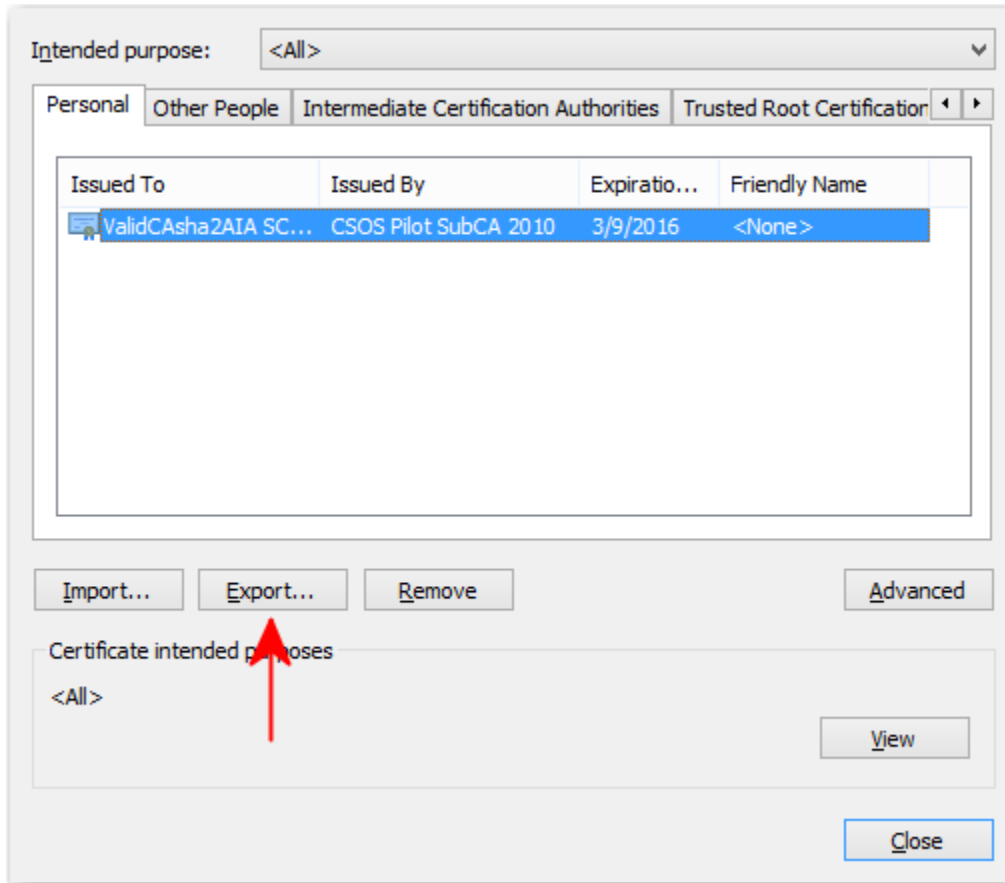
Express 222 – Exporting Digital Certificates

Select Certificates



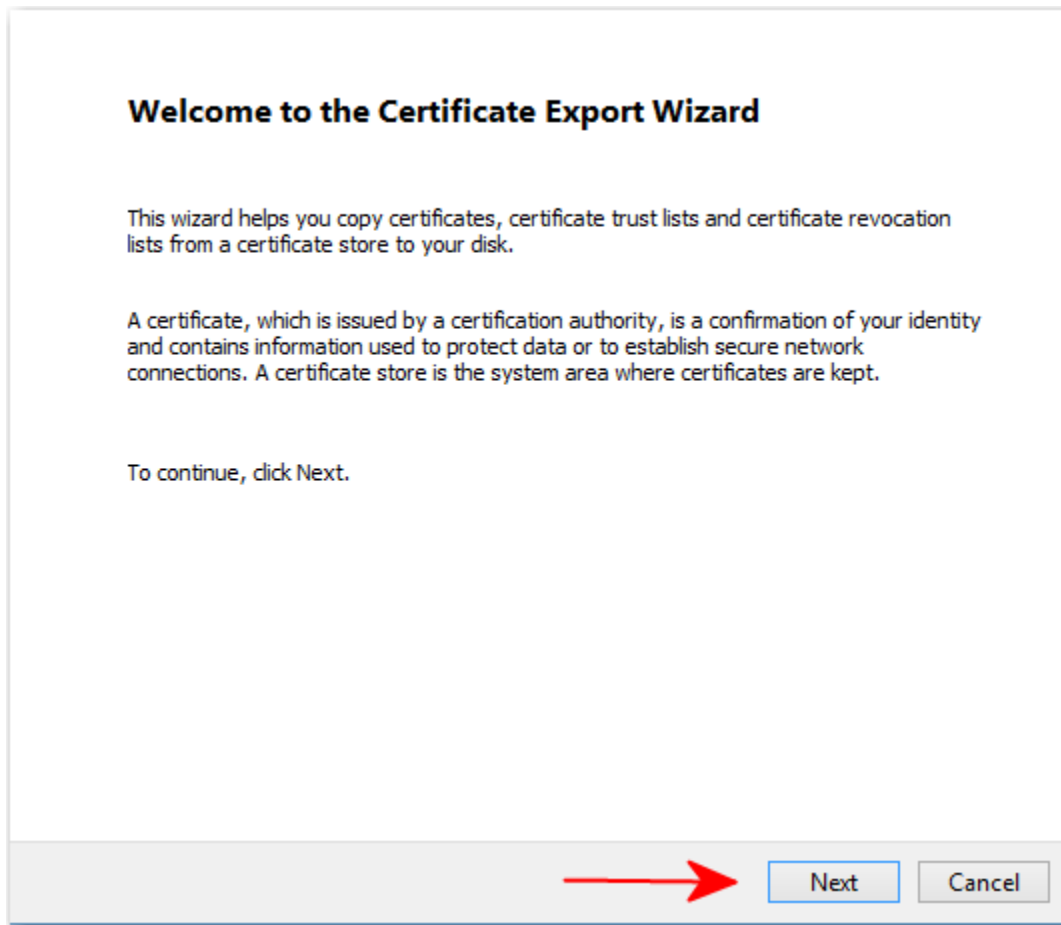
Express 222 – Exporting Digital Certificates

Highlight the DEA digital Certificate and select Export.



Express 222 – Exporting Digital Certificates

Select Next



Express 222 – Exporting Digital Certificates

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

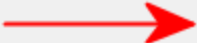
Express 222 – Exporting Digital Certificates

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)



Express 222 – Exporting Digital Certificates

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

Security
To maintain security, you must protect the private key to a security principal or by using a password.

Group or user names (recommended)

Add
Remove

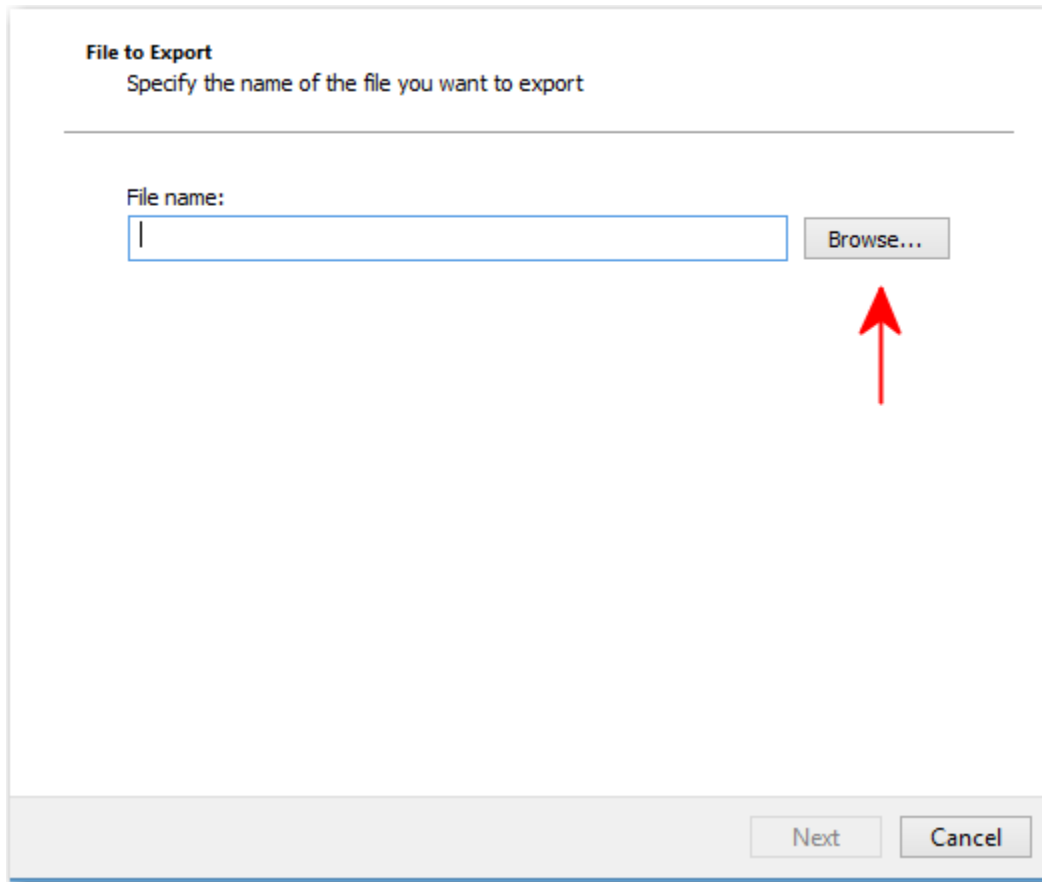
Password:
.....

Confirm password:
.....

Next Cancel

Express 222 – Exporting Digital Certificates

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

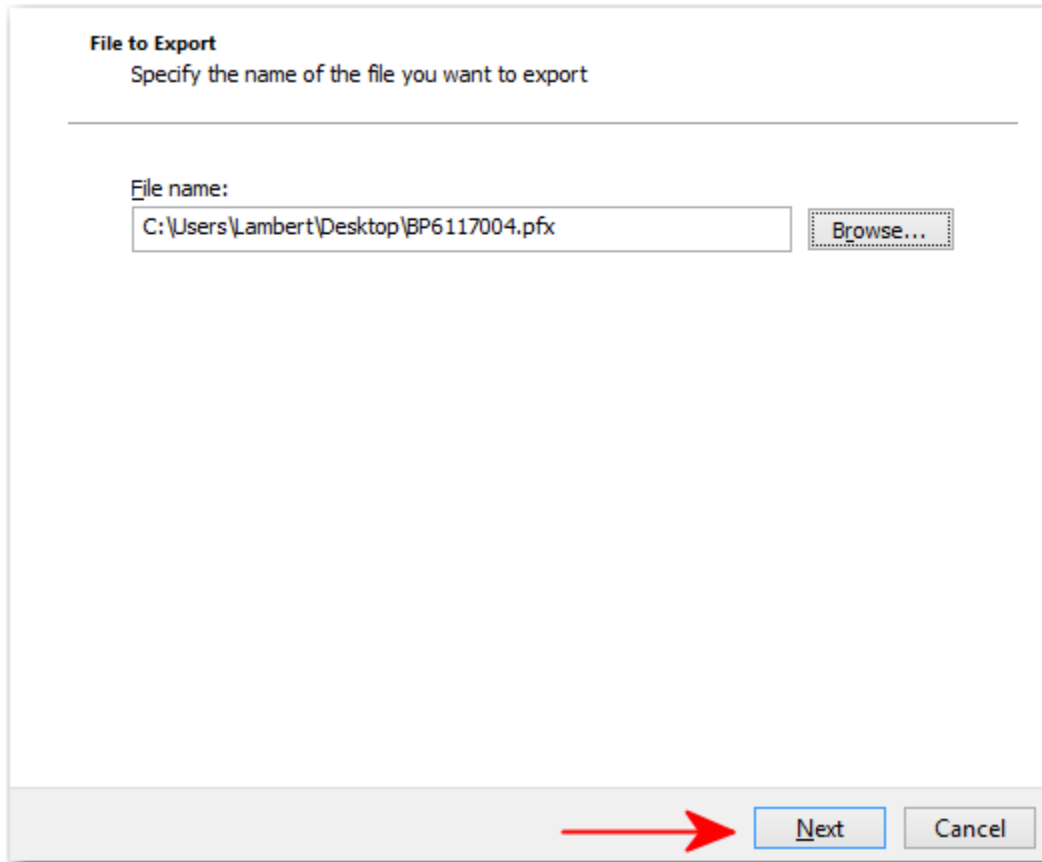


File to Export
Specify the name of the file you want to export

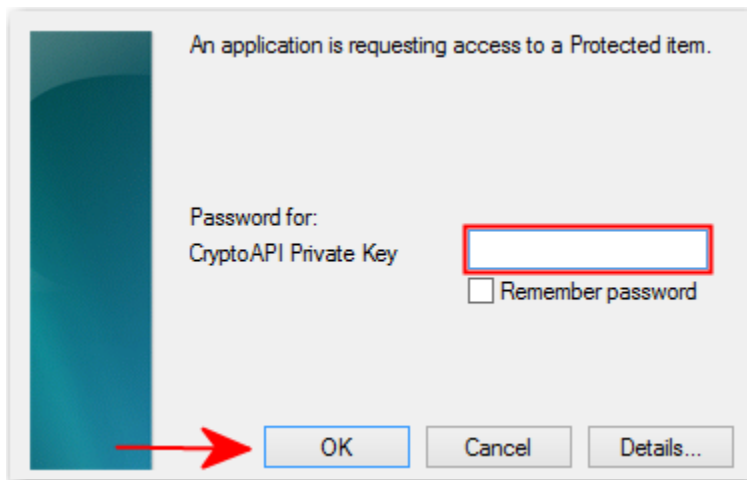
File name:

Express 222 – Exporting Digital Certificates

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



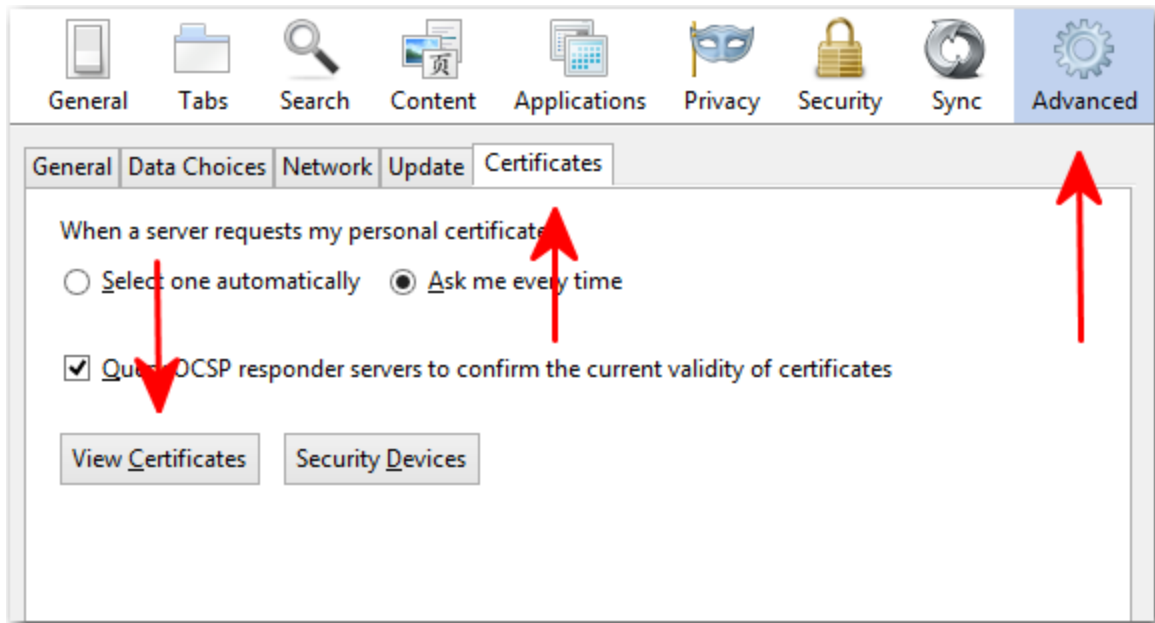
Type in the certificate digital certificate password and Select Ok.



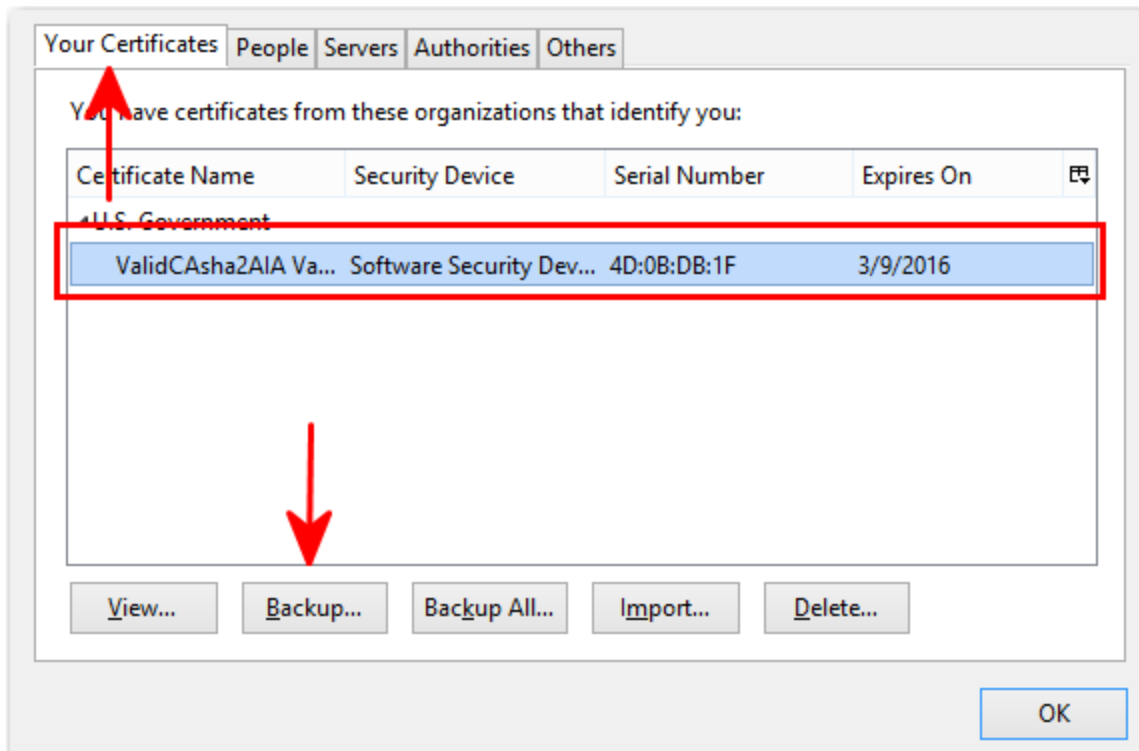
Express 222 – Exporting Digital Certificates

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.

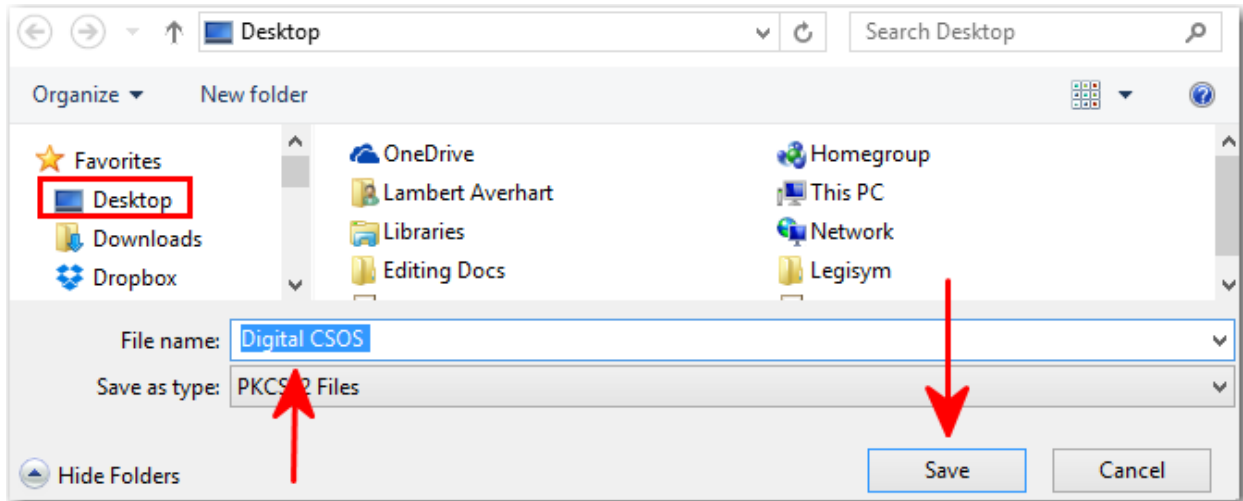


Select the Your Certificates tab and your certificates as seen below. Select the Backup option to start the export process.

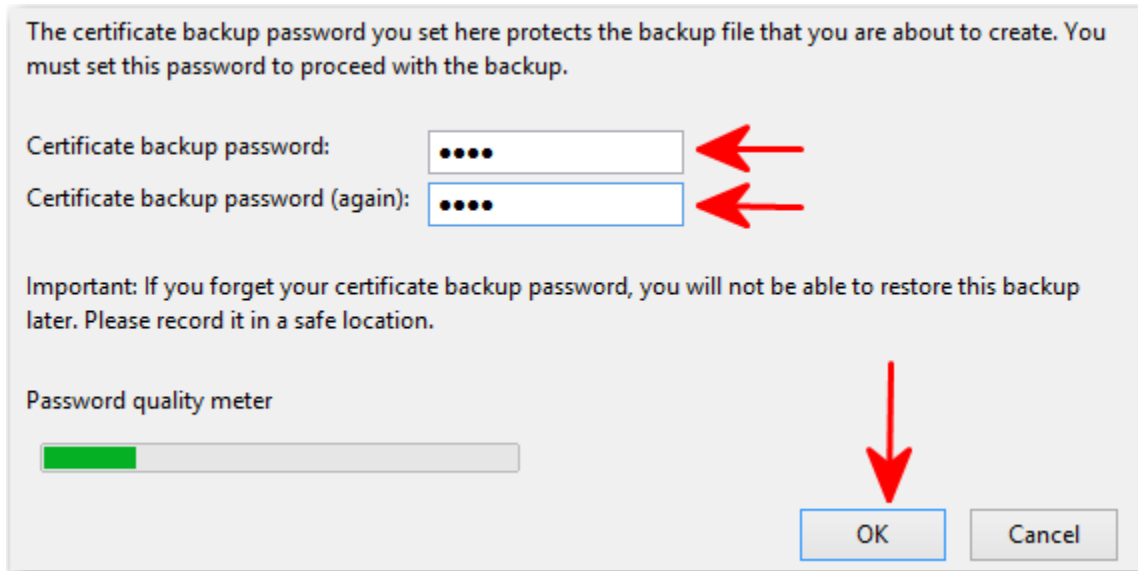


Express 222 – Exporting Digital Certificates

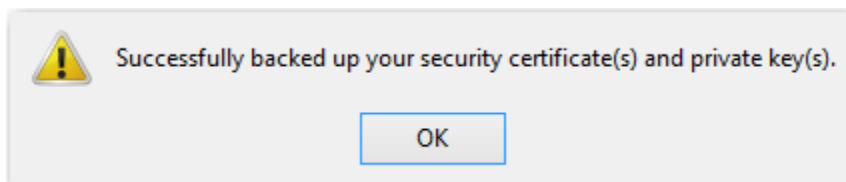
Select the Desktop option to save the file in an easy accessible location. Within the File Name Field create a unique name for the Digital Certificate, and select Save.



Type in your signing password 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	



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

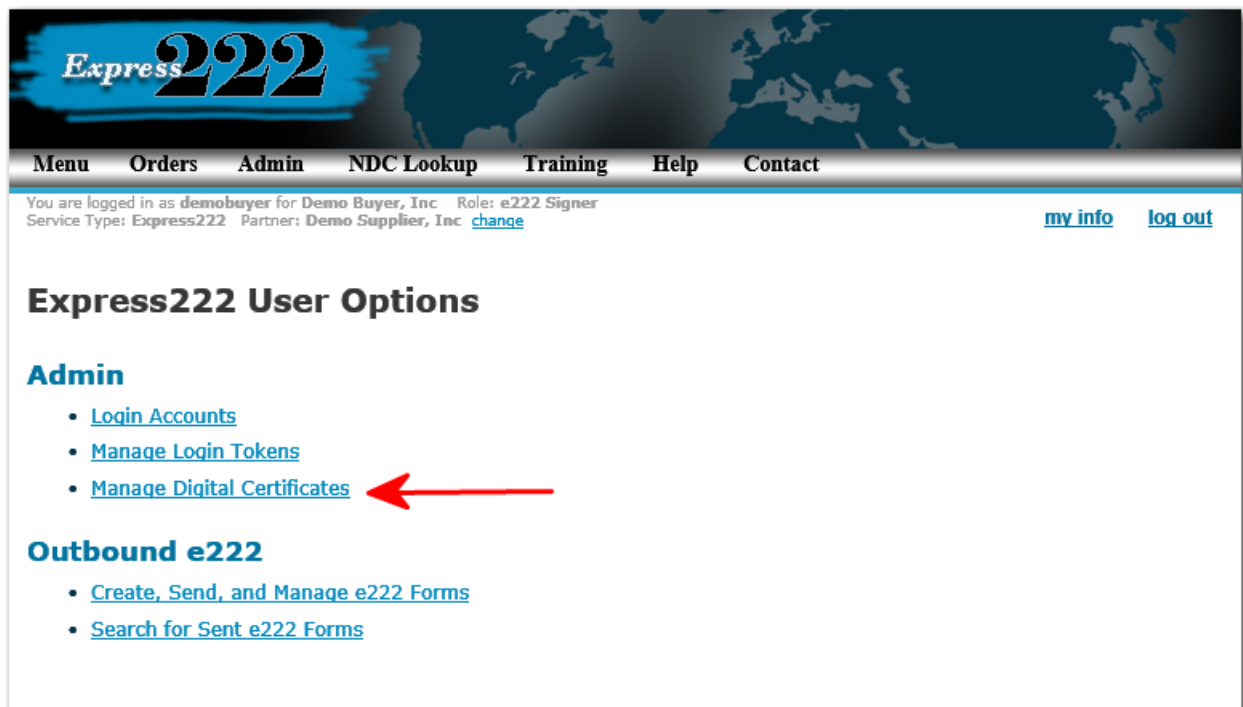
Introduction

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.



The screenshot displays the Express222 web application interface. At the top, there is a navigation menu with links for Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. Below the menu, a user status bar indicates the user is logged in as 'demobuyer' for 'Demo Buyer, Inc.' with the role of 'e222 Signer'. The main content area is titled 'Express222 User Options' and is divided into two sections: 'Admin' and 'Outbound e222'. Under the 'Admin' section, there are three links: 'Login Accounts', 'Manage Login Tokens', and 'Manage Digital Certificates'. A red arrow points to the 'Manage Digital Certificates' link. Under the 'Outbound e222' section, there are two links: 'Create, Send, and Manage e222 Forms' and 'Search for Sent e222 Forms'.

Express 222 – Remote Certificate Store Managing Digital Certificates

Review User License Agreement. Select I Agree to proceed.



The screenshot displays the 'Express 222' logo at the top left. Below it is a progress bar with three steps: 1. End User License Agreement (highlighted), 2. Upload Certificate Wizard Step 1, and 3. Upload Certificate Wizard Step 2. The main content area is titled 'REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT'. Below the title is a bold instruction: 'Before proceeding, please read and understand the RCS User Agreement:'. A paragraph of text follows, explaining the process of uploading a digital signing certificate to a certified FIPS 140-2 digital certificate store. At the bottom right, there are two buttons: 'Disagree' (red) and 'I Agree' (green). A red arrow points down to the 'I Agree' button.

Remote Certificate Wizard

1 End User License Agreement 2 Upload Certificate Wizard Step 1 3 Upload Certificate Wizard Step 2

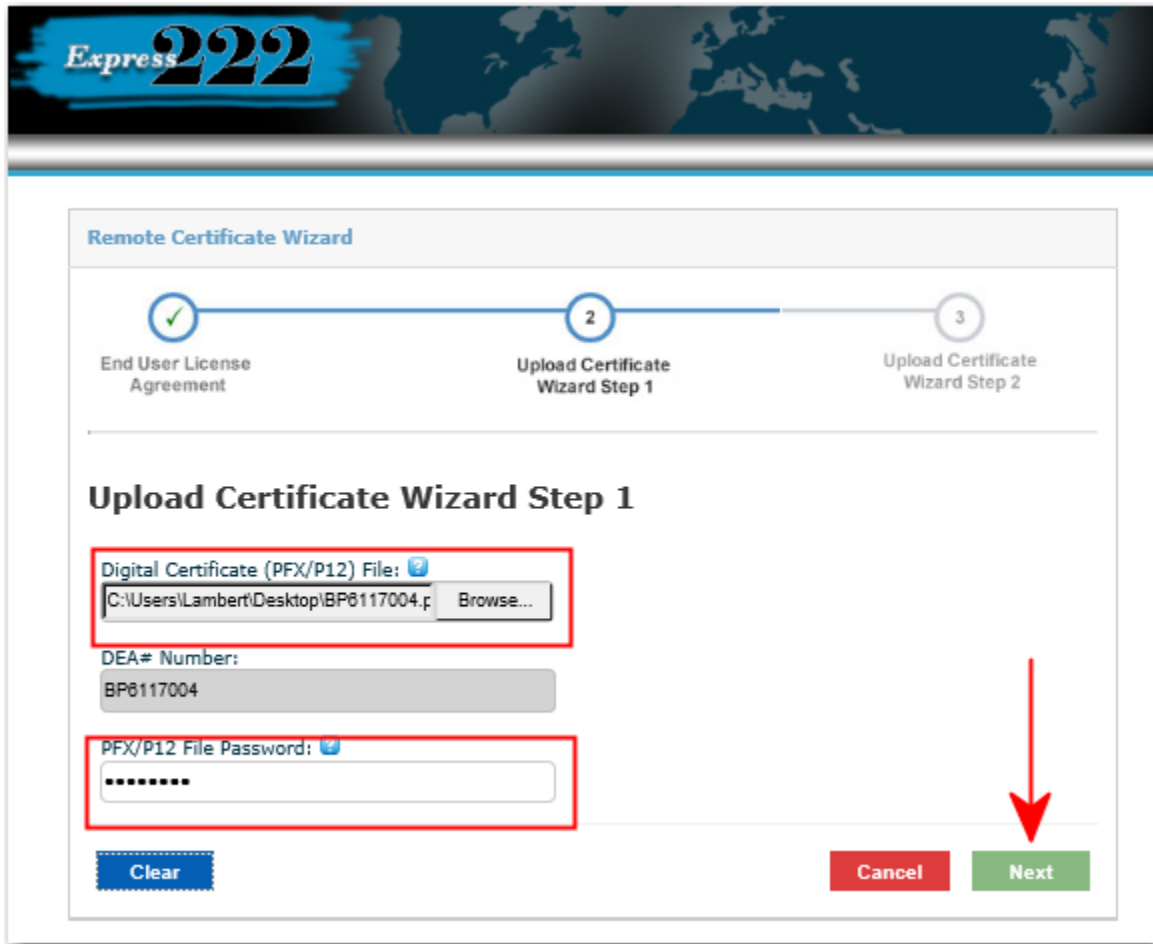
REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT

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 DEA approved, Drummond Group 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.

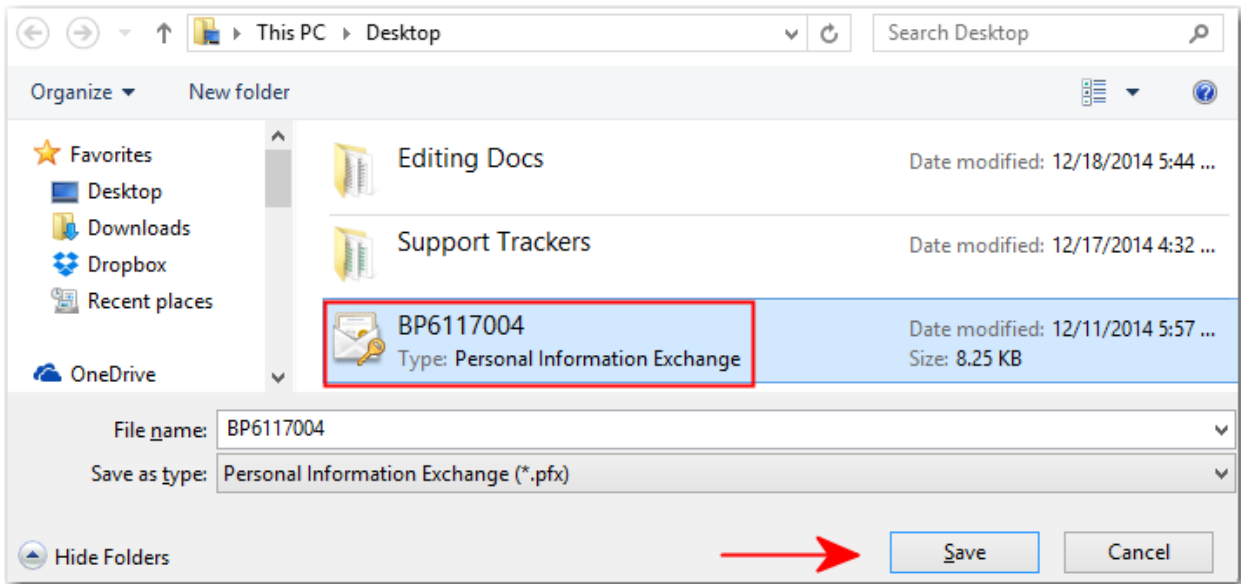
Express 222 – Remote Certificate Store Managing Digital Certificates

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



The screenshot shows the 'Remote Certificate Wizard' interface. At the top, there is a progress bar with three steps: 1. End User License Agreement (completed), 2. Upload Certificate Wizard Step 1 (current step), and 3. Upload Certificate Wizard Step 2. The main content area is titled 'Upload Certificate Wizard Step 1'. It contains a 'Digital Certificate (PFX/P12) File:' field with a text box containing 'C:\Users\Lambert\Desktop\BP6117004.p' and a 'Browse...' button. Below this is a 'DEA# Number:' field with a text box containing 'BP6117004'. Further down is a 'PFX/P12 File Password:' field with a masked password '*****'. At the bottom, there are three buttons: 'Clear' (blue), 'Cancel' (red), and 'Next' (green). A red arrow points to the 'Next' button.

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 character (! @ # \$ % & *).

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.

Remote Certificate Wizard

End User Agreement Upload Certificate Wizard Step 1 3 Upload Certificate Wizard Step 2

Upload Certificate Wizard Step 2

**All fields are mandatory*

Certificate Store Password: * ?
Password that will be assign to Cert Store.
Password strength: Too short

Confirm Certificate Store Password: *
Should matched the above password.

Security Question: * ?
This would be required in Cert Password Recovery.

Security Answer: * ?
This would be required in Cert Password Recovery.

Show Security Answer

This is the password for your certificate store. This password is used for signing an order, uploading a new certificate, or removing a certificate. The password requirements are at least one capital letter, one number, a special character (! @ # \$ % & *), and minimum of 8 characters and maximum of 20 characters long.

This is a security question that will be asked in case you forget your password and ask for resetting it. You can create your own security question.

This is a security answer that you needs to provide in case you forget your password and want to reset it.

Cancel Finish

Note: Selecting the Show Security Answer option, will allow the answer to be visible.

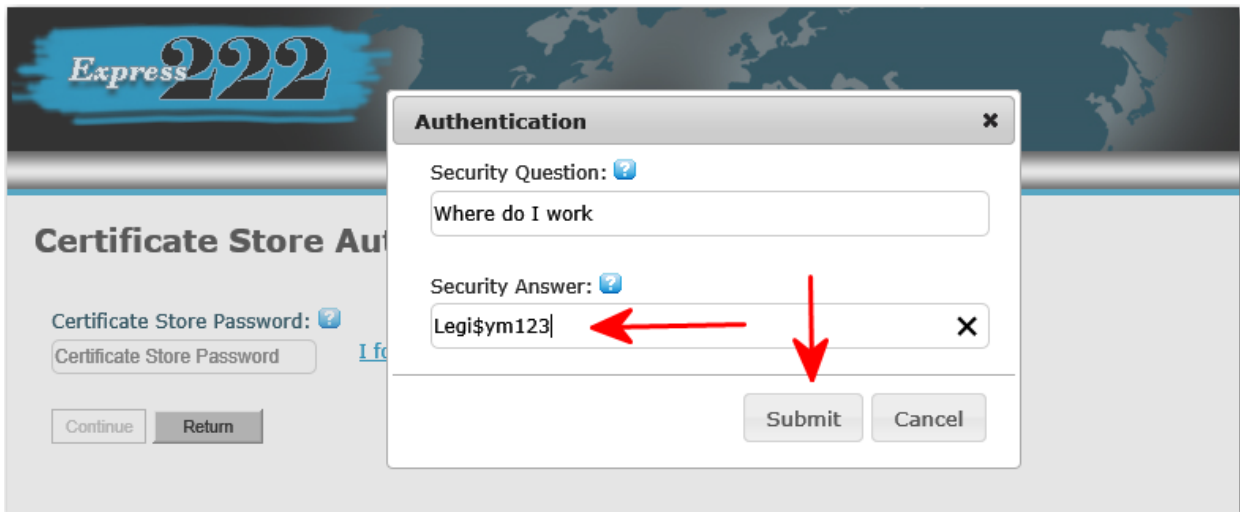
Express 222 – Remote Certificate Store Managing Digital Certificates

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.



The screenshot shows the 'Express 222' logo at the top. Below it is the title 'Certificate Store Authentication'. There is a label 'Certificate Store Password: ?' followed by a password input field containing ten dots. To the right of the field is a link that says 'I forgot'. Below the input field, there are two buttons: 'Continue' and 'Return'. A red arrow points from the top of the page down to the password field. A red rectangular box highlights the 'Continue' and 'Return' buttons.

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



The screenshot shows the same 'Certificate Store Authentication' screen as before, but with an 'Authentication' dialog box overlaid. The dialog box has a title bar with 'Authentication' and a close button. It contains a 'Security Question: ?' field with the text 'Where do I work'. Below that is a 'Security Answer: ?' field with the text 'Legi\$ym123'. To the right of the answer field is a close button (an 'X'). At the bottom of the dialog box are 'Submit' and 'Cancel' buttons. A red arrow points from the top of the dialog box down to the 'Submit' button. Another red arrow points from the left side of the dialog box to the 'Security Answer' field.

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.

Express 222 – Remote Certificate Store Managing Digital Certificates

Certificate Store Authentication

Certificate Store Password: ?

..... ←

Password strength: Moderate

Confirm Certificate Store Password:

..... ←

Reset Password

If you have 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.

Certificate Store

Certificate List

<input type="checkbox"/>	DEA#	Issued To	Issuing Date	Expiration Date
<input type="checkbox"/>	BP6117004	ValidCA ValidOrderOne	14-Mar-2013	10-Mar-2016

Page 1 of 1 View 1 - 1 of 1

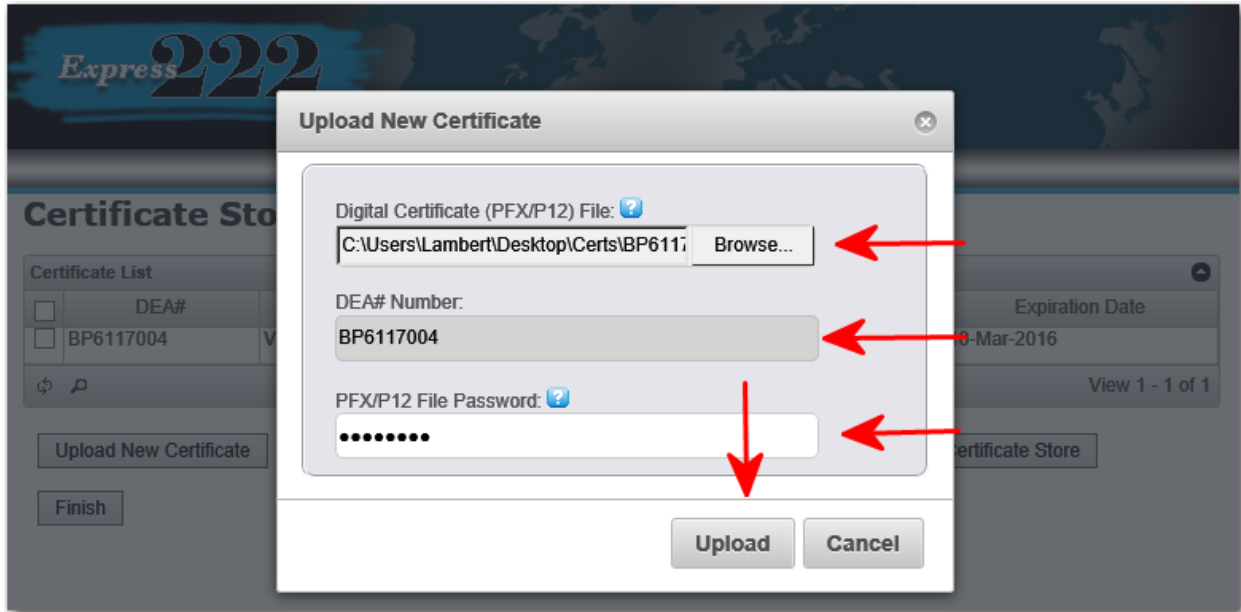
Upload New Certificate Manage Security Details Remove Selected Certificates Disable Certificate Store

Finish

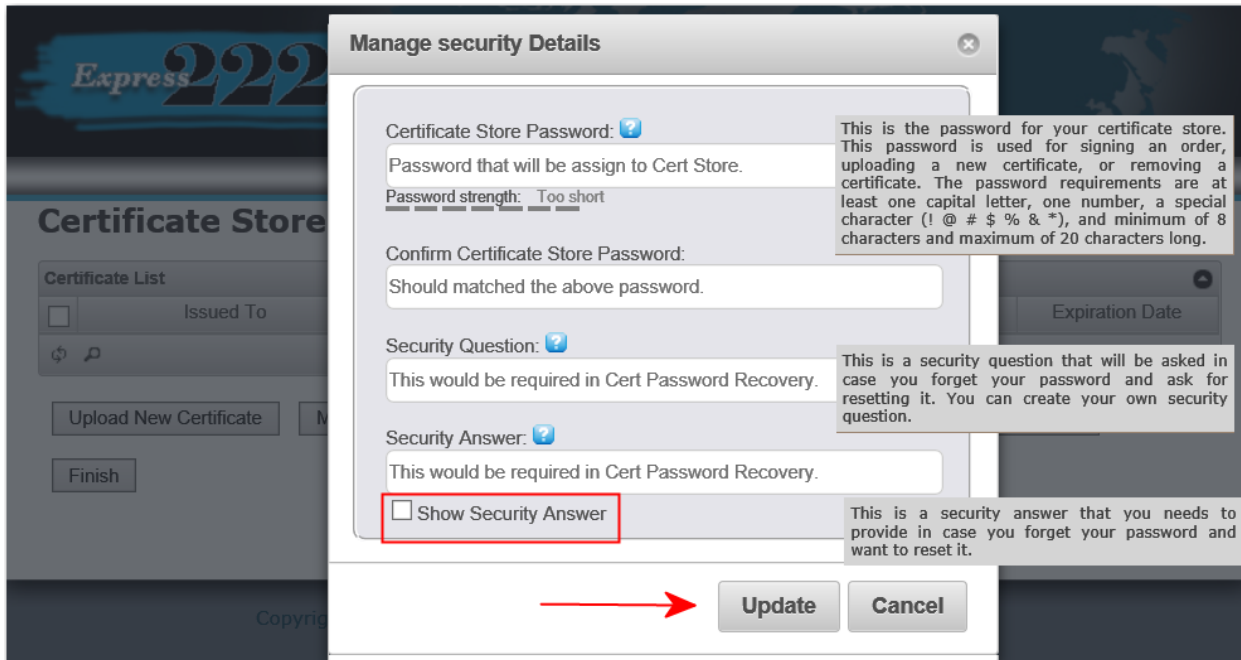
The Finish option will return users to the Main Menu screen.

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.

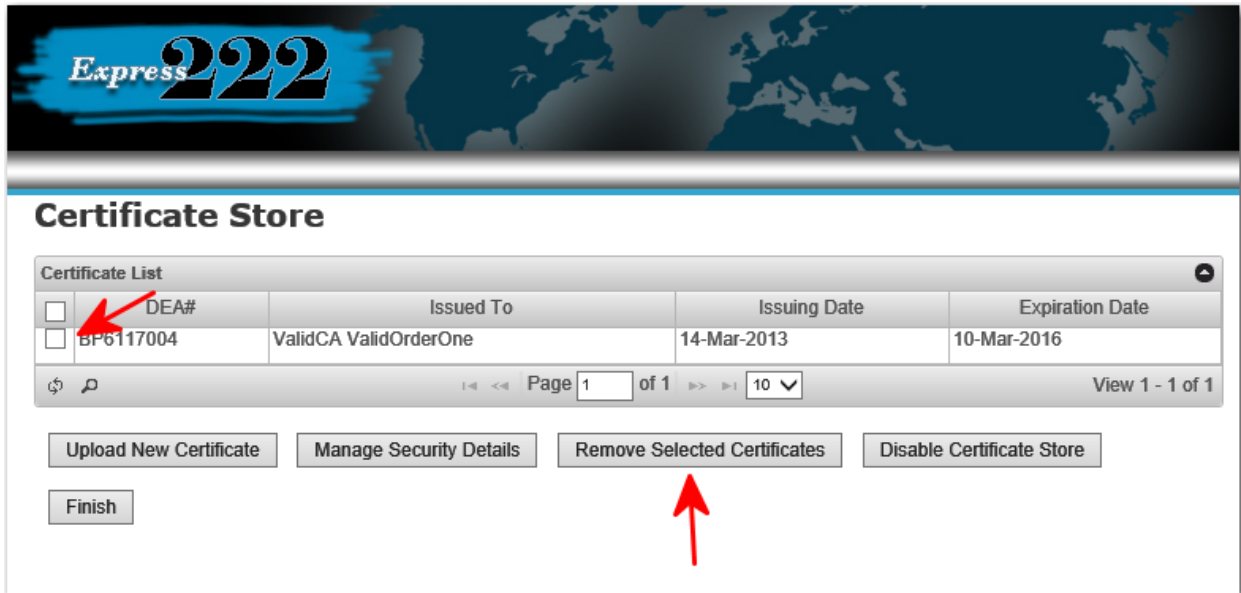


Manage Security Details: The Certificate Store Password, Security Question and Security Answer can be updated from this screen. Selecting the Show Security Answer option, will allow the answer to be visible.

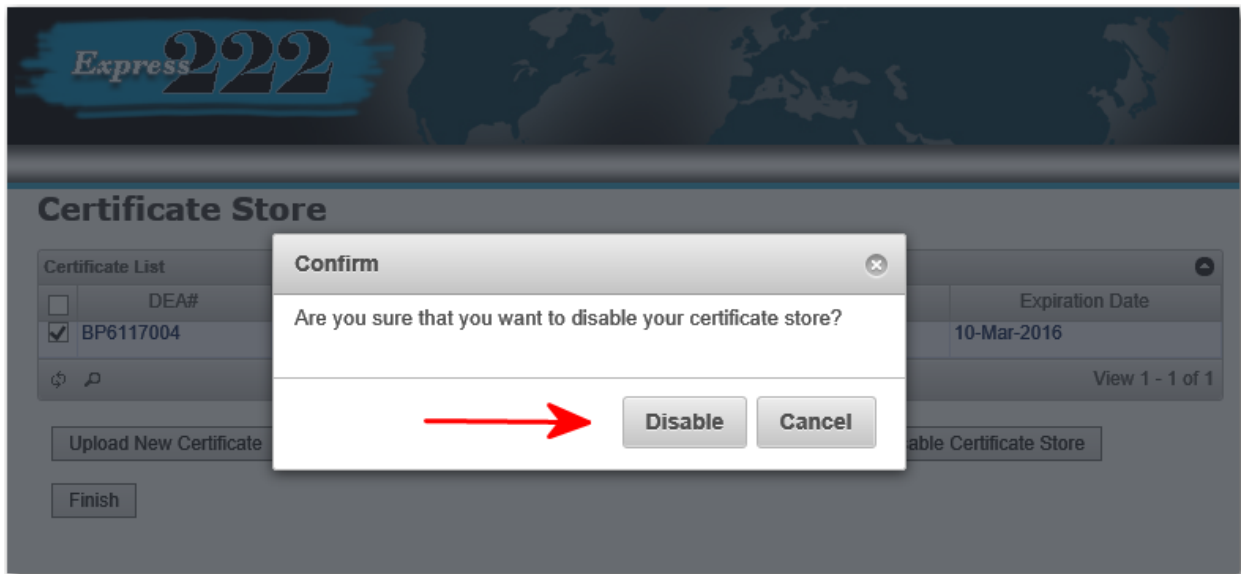


Express 222 – Remote Certificate Store Managing Digital Certificates

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.

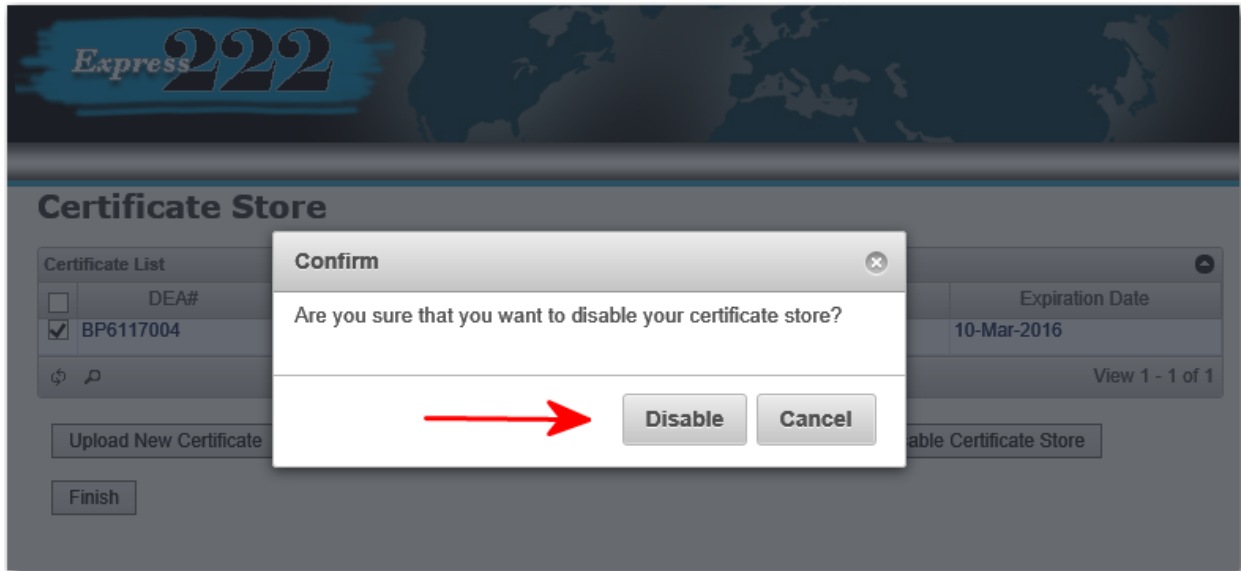


After the Remove Selected Certificates option is selected. The pop up below will appear to confirm the request. Select yes, to remove the selected certificate.



Express 222 – Remote Certificate Store Managing Digital Certificates

Disable Certificate Store: To temporarily 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.

Express 222 – Remote Certificate Store Managing Digital Certificates

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

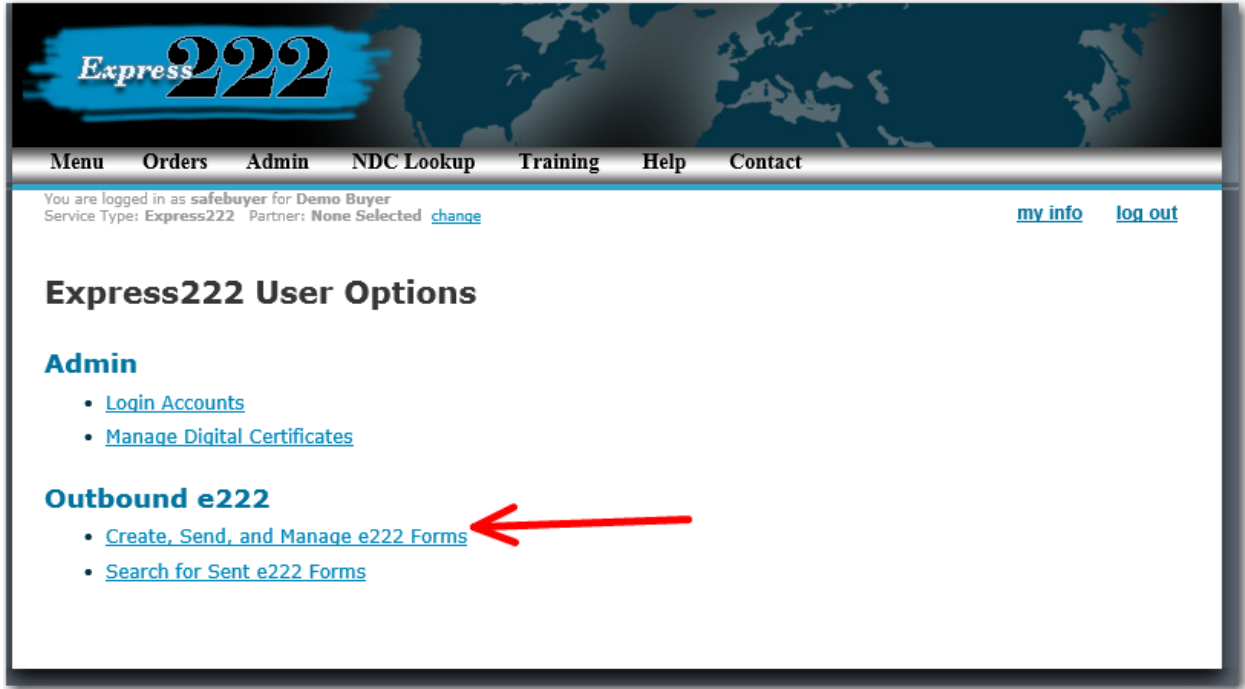
User Quick Reference Series

Placing an Electronic 222 Order

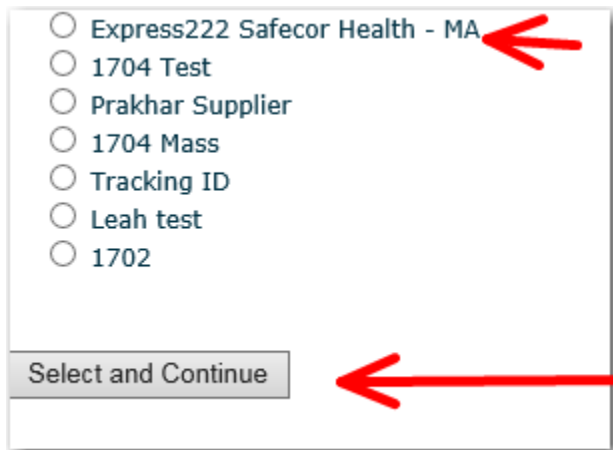
This Quick Reference will show you the steps involved in creating, signing, and sending an electronic 222 order, and viewing the order confirmation form.

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

The screenshot displays the Safecor Health e222 system interface. At the top left is the Safecor Health logo. To its right, the text reads "e222 - controlled substance ordering system". Below this is a navigation menu with items: Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. A user login status bar indicates: "You are logged in as safebuyer for Demo Buyer Role: e222 Signer Service Type: Express222 Partner: Safecor Health - MA" with links for "my info" and "log out".


The main content area is titled "Express222 Orders". Below the title is a legend with icons for View, Edit, Copy, Archive, Receive, and Delete. There are three tabs: "Open Orders" (which is selected), "Sent Orders", and "Archived Orders".

Under the "Open Orders" tab, there is a button labeled "Create a New Order" with a red arrow pointing to it. Below this button, the text reads: "Open Orders (these orders have not yet been sent)" and "(There are currently no open orders.)".

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.

Express 222 – Placing an Electronic 222 Order

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



e222 - controlled substance ordering system

Menu Orders Admin NDC Lookup Training Help Contact

You are logged in as safebuyer for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA [my info](#) [log out](#)

Create an Express222 Order

TO:
SAFECOR HEALTH, LLC
317 New Boston Street
WOBURN, MA 01801

Supplier DEA #: RS0383543
DATE: 2017-04-28 09:11:23


	No. of Packages	Size of Package	Name of Item	DEA Schedule	National Drug Code
1				C2 ▾	
2				C2 ▾	
3				C2 ▾	
4				C2 ▾	
5				C2 ▾	
6				C2 ▾	
7				C2 ▾	
8				C2 ▾	
9				C2 ▾	

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

[Exit Without Saving](#)

Express 222 – Placing an Electronic 222 Order

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



e222 - controlled substance ordering system

Menu Orders Admin NDC Lookup Training Help Contact

You are logged in as safebuyer for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA [my info](#) [log out](#)

Create an Express222 Order

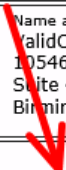
TO:
SAFECOR HEALTH, LLC
317 New Boston Street
WOBURN, MA 01801

Supplier DEA #: RS0383543
DATE: 2017-04-28 09:11:23

	No. of Packages	Size of Package	Name of Item	DEA Schedule	National Drug Code
1	1942	5 ml	71805 Methadone HCl 5 mg / 5 mL	C2	000543555** x
2				C2	
3				C2	
4				C2	
5				C2	
6				C2	
7				C2	
8				C2	
9				C2	

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

[Add More Lines](#) [Save](#) [Save and Exit](#) [Save and Sign](#) [Exit Without Saving](#)



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

Express 222 – Placing an Electronic 222 Order

The Order Disposition page is displayed:

SAFECOR HEALTH e222 - controlled substance ordering system

Menu Orders Admin NDC Lookup Training Help Contact

You are logged in as **safebuyer** for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA [my info](#) [log out](#)

Finalize Order

Date: 2017-04-28 09:19:25

PO Number:

Tracking Id:

Email address to which confirmation is to be sent:

Phone number at which a representative may contact you:

Special Instructions:

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.

The screenshot displays the Safecor Health e222 interface. At the top left is the Safecor Health logo. The page title is "e222 - controlled substance ordering system". A navigation menu includes "Menu", "Orders", "Admin", "NDC Lookup", "Training", "Help", and "Contact". The user is logged in as "safebuyer for Demo Buyer" with the role of "e222 Signer". The service type is "Express222" and the partner is "Safecor Health - MA". Links for "my info" and "log out" are visible.

The main content area is titled "Order To Be Signed" and contains the following information:

- Supplier:** SAFECOR HEALTH, LLC, 317 New Boston Street, WOBURN, MA 01801, DEA# RS0383543
- Signer:** ValidCA ValidOrderOne, DEA# BP6117004
- Order:** Signature Request Date: 2017-04-28, Tracking Number: 17XX20111

A table at the bottom shows the order details:

Qty	Product
1942	71805 Methadone HCl 5 mg / 5 mL

A "Certificate Store Password" dialog box is overlaid on the screen. It contains a text input field for the password, which is currently masked with dots. A red arrow points to the "Sign" button. Below the input field, there is a link: "To bypass the remote certificate store and return to desktop signing click [here](#)."

At the bottom of the page, it says "Powered by Express222 / Legisym, LLC. Privacy Policy".

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:

The screenshot displays the Safecor Health e222 - controlled substance ordering system interface. At the top left is the Safecor Health logo. To its right is the text "e222 - controlled substance ordering system". Below the logo is a navigation menu with links for Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. A user status bar indicates the user is logged in as "safebuyer for Demo Buyer" with the role of "e222 Signer", and provides service type and partner information. On the right side of this bar are links for "my info" and "log out". The main content area features the heading "e222 Form Submission Disposition" followed by a thank-you message, the tracking number 17XX20111, and a detailed disclaimer about digital signatures. At the bottom of the page, it states "Powered by Express222 / Legisym, LLC." and includes a "Privacy Policy" link.

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

Express 222 – Placing an Electronic 222 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:



SAFECOR HEALTH e222 - controlled substance ordering system

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

You are logged in as safebuyer for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA [my info](#) [log out](#)

e222 Form Submission Disposition

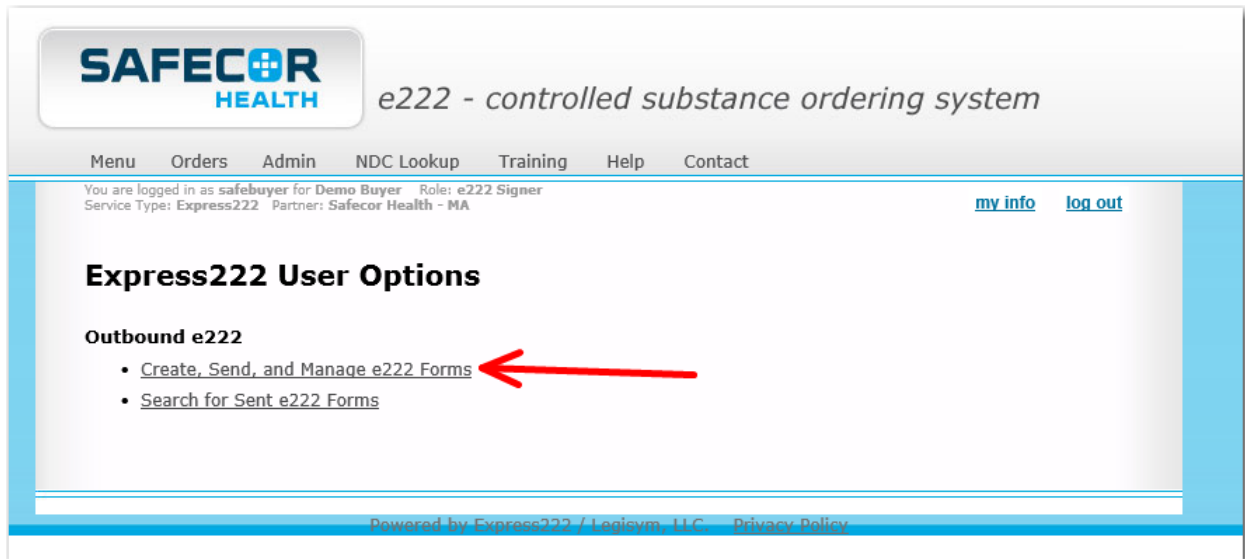
Thank you, your CSOS order was successfully signed and transmitted.

The Tracking Number for this order is 17XX20111.

The digital signature you applied to this order is the equivalent of your signature on a DEA Form 222. This digital signature is irrefutable proof that the order was placed by the person and organization to whom the digital certificate was issued. If you compromise the security of your digital certificate, you must notify the DEA immediately. Any controlled substance orders which are signed using your digital certificate are ultimately your responsibility.

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The Order Options page is displayed:



SAFECOR HEALTH e222 - controlled substance ordering system

Menu Orders Admin NDC Lookup Training Help Contact

You are logged in as safebuyer for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA [my info](#) [log out](#)

Express222 User Options

Outbound e222

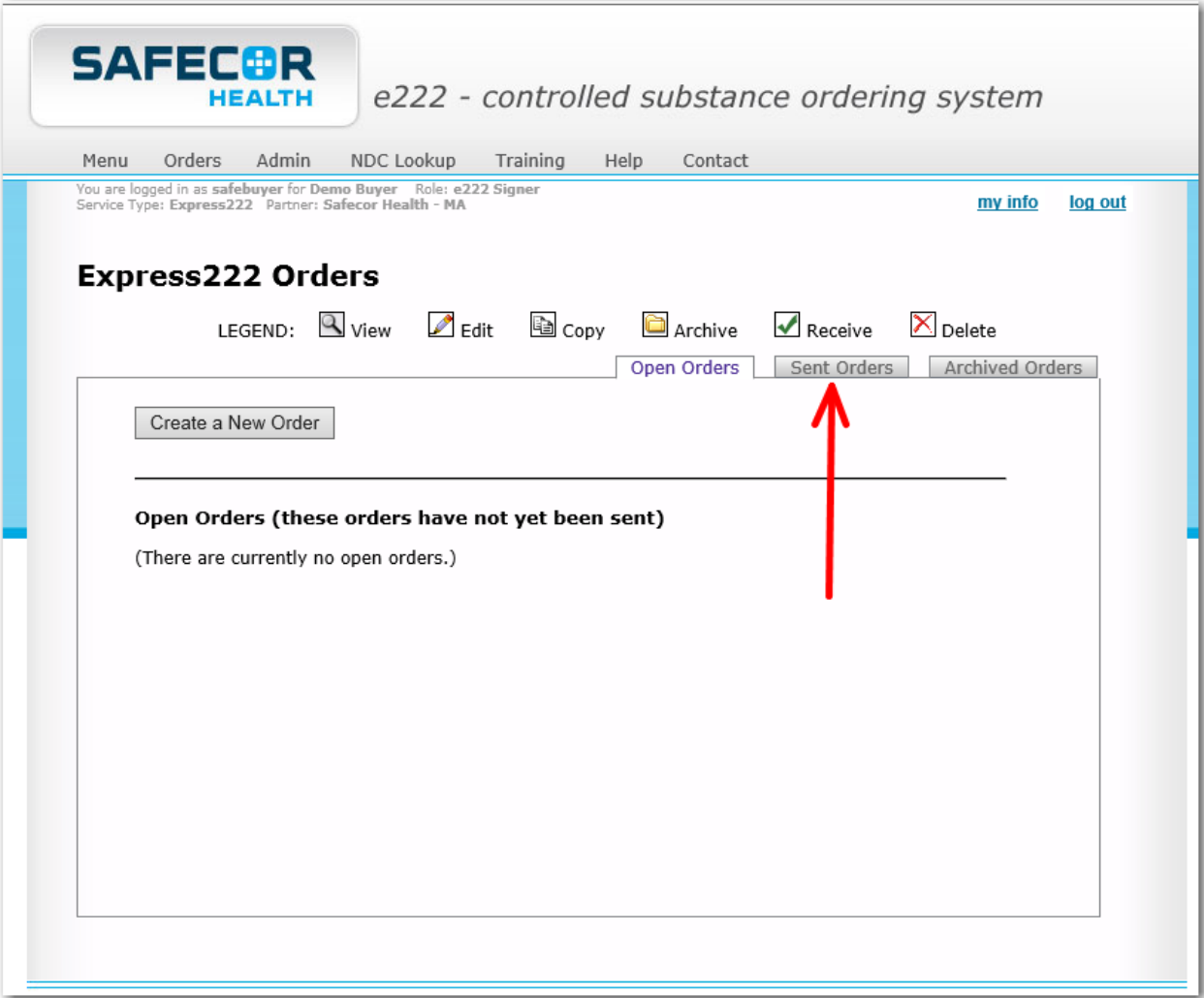
- [Create, Send, and Manage e222 Forms](#)
- [Search for Sent e222 Forms](#)

Powered by Express222 / Legisym, LLC. [Privacy Policy](#)

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 screenshot displays the Safecor Health e222 - controlled substance ordering system interface. At the top left is the Safecor Health logo. To its right is the text "e222 - controlled substance ordering system". Below the logo is a navigation menu with items: Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. Below the menu, it states "You are logged in as safebuyer for Demo Buyer Role: e222 Signer Service Type: Express222 Partner: Safecor Health - MA" and includes links for "my info" and "log out".


The main section is titled "Express222 Orders". Below this title is a legend with icons for View, Edit, Copy, Archive, Receive, and Delete. There are also three tabs: "Open Orders", "Sent Orders", and "Archived Orders".

The "Sent Orders" tab is active, showing a list of orders. The first order in the list is dated "04/28/2017 09:23:39 (sent)" with a tracking ID of "17XX20111". A red arrow points to the "View" icon (magnifying glass) for this order.

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:



e222 - controlled substance ordering system

Menu Orders Admin NDC Lookup Training Help Contact
[my info](#) [log out](#)

You are logged in as safebuyer for Demo Buyer Role: e222 Signer
Service Type: Express222 Partner: Safecor Health - MA


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 Shipped	Date Shipped	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
 PO Number:
 Special Instructions:



Digital Signature
Linked Records
Receiving
Generate PDF
[Return to Order List](#)

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

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 Shipped	Date Shipped	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
 PO Number:
 Special Instructions:

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.

LEGISYM

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

EXPRESS222 CSOS ORDER CONFIRMATION

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 Received	Date Received
1	10	5	20-3076 Methylphenidate HCL	51927307601	
2	25	100	20-1008 Oxycodone HCL USP	51927000803	
3	16	100	215020 OXYCODONE TABS 30MG "C2"	52152021502	

DEA Registration No. BP6117004	Name and Address of Registrant ValidCA ValidOrderOne 10546 Market Street Suite 435 Birmingham, AL 34598
Schedules 2	
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.**

PO Number:

Special Instructions:

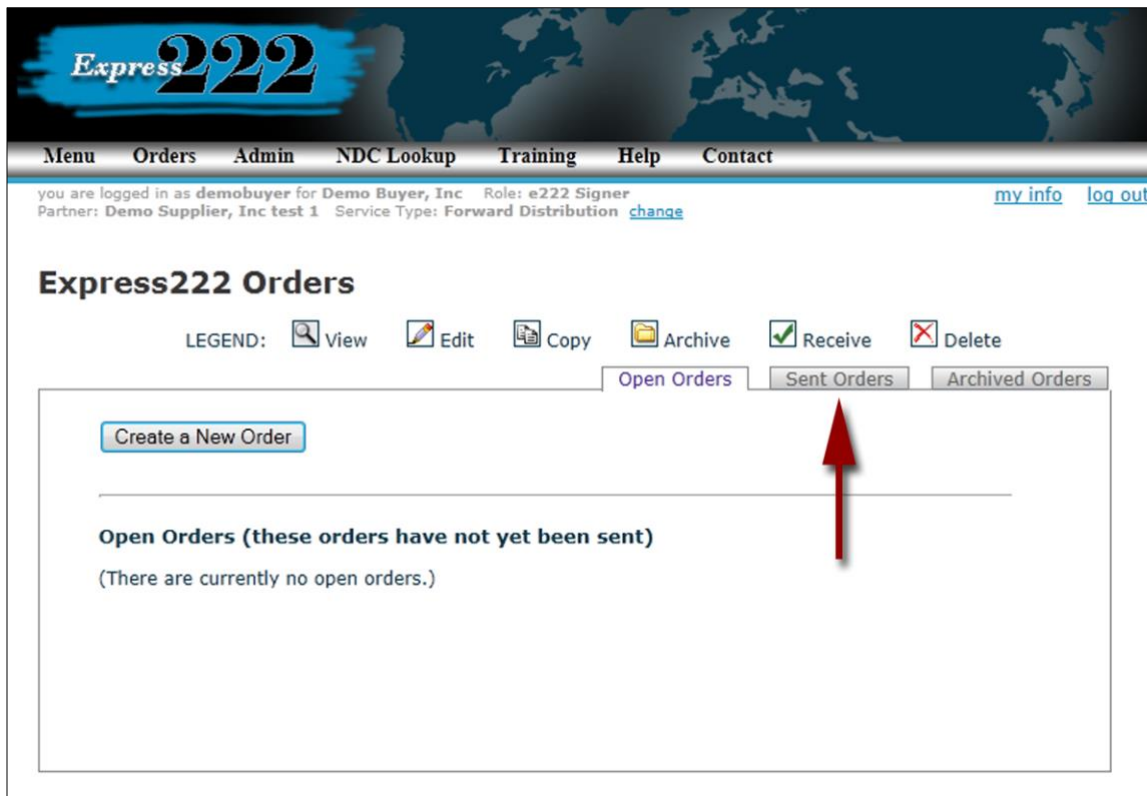
Please retain this confirmation email in a location that is readily accessible in the event of an audit.
 DEA requires that you keep copies of CSOS order information for two years.
 This information can also be easily retrieved through your login account on the Express222 Web site.

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 Forms** option.




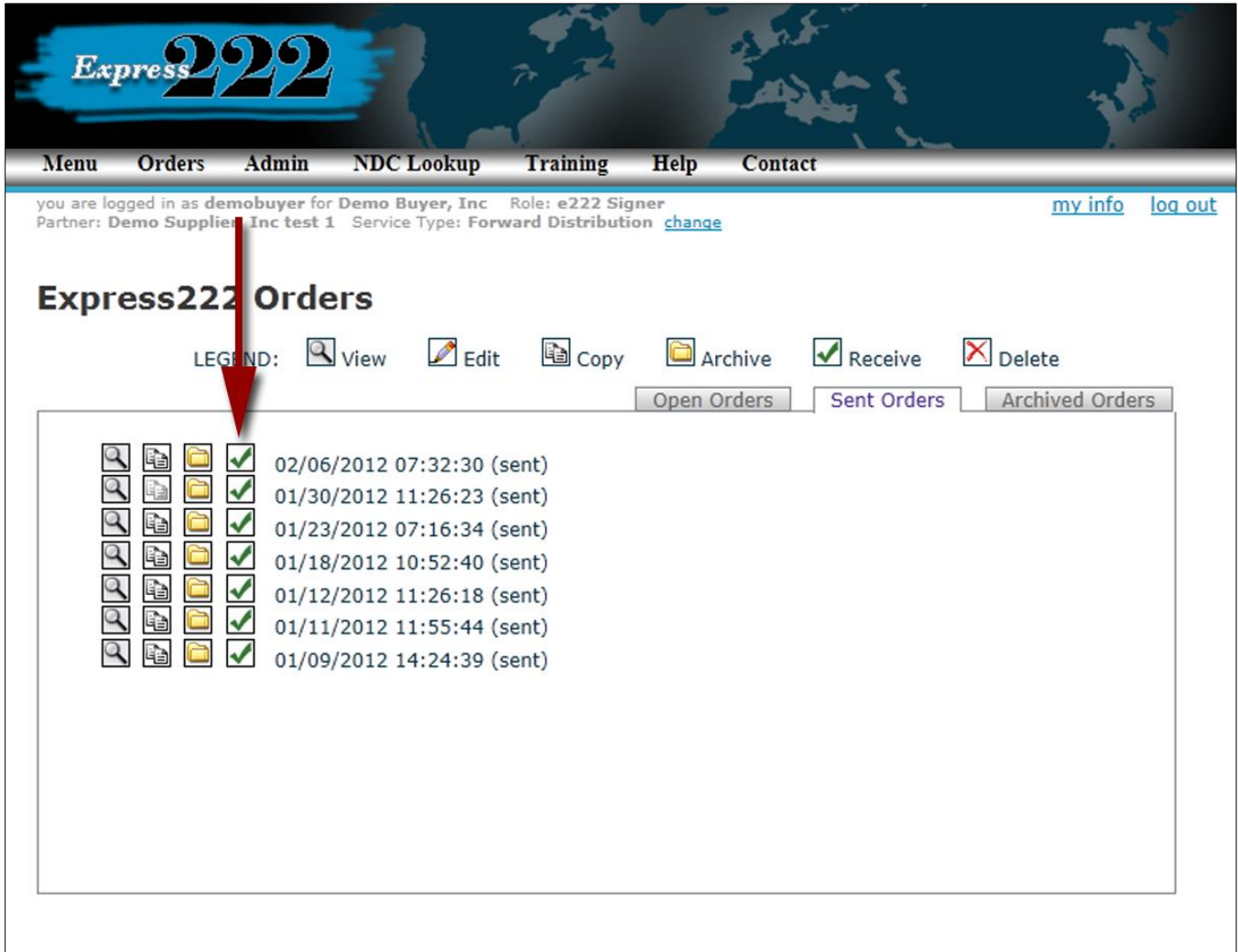
3. The **Express222 Orders** page is displayed.
4. Click on the **Sent Orders** tab to see the list of E222s you've sent to your supplier.



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: 



The screenshot shows the Express222 web application interface. At the top, there is a navigation menu with items: Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. Below the menu, a user status bar indicates the user is logged in as 'demobuyer' for 'Demo Buyer, Inc' with the role of 'e222 Signer'. The partner is 'Demo Supplier, Inc test 1' and the service type is 'Forward Distribution'. There are links for 'my info' and 'log out'. The main heading is 'Express222 Orders'. Below this, there is a legend for icons: View (magnifying glass), Edit (pencil), Copy (document with arrows), Archive (folder), Receive (green checkmark), and Delete (red X). There are also buttons for 'Open Orders', 'Sent Orders', and 'Archived Orders'. A table of orders is displayed, with a red arrow pointing to the 'Receive' icon of the first row. The table contains the following data:

View	Edit	Copy	Archive	Receive	Delete	Order Details
						02/06/2012 07:32:30 (sent)
						01/30/2012 11:26:23 (sent)
						01/23/2012 07:16:34 (sent)
						01/18/2012 10:52:40 (sent)
						01/12/2012 11:26:18 (sent)
						01/11/2012 11:55:44 (sent)
						01/09/2012 14:24:39 (sent)

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.**

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](#)

Receiving Status for e222 Form# 12XX00009

Product shipped by: Demo Supplier, Inc Date: 01-23-2012

Order Qty: 25.0000 (5 Voided) Product: 20-1008 Oxycodone HCL USP (100)
20.0000 shipped on 2012-01-24 (NDC: 51927000803)

RECEIVED QTY	RECEIVED DATE	
20	2012-01-25	receive

Order Qty: 16.0000 Product: 215020 OXYCODONE TABS 30MG *C2*(100)
10.0000 shipped on 2012-01-24 (NDC: 52152021502)

RECEIVED QTY	RECEIVED DATE	
	2012-01-25	receive

6.0000 shipped on 2012-01-25 (NDC: 52152021502)

RECEIVED QTY	RECEIVED DATE	
	2012-01-25	receive


Order Qty: 10.0000 Product: 20-3076 Methylphenidate HCL(5)
Received Quantities

RECEIVED QTY	RECEIVED DATE	
	2012-01-25	receive

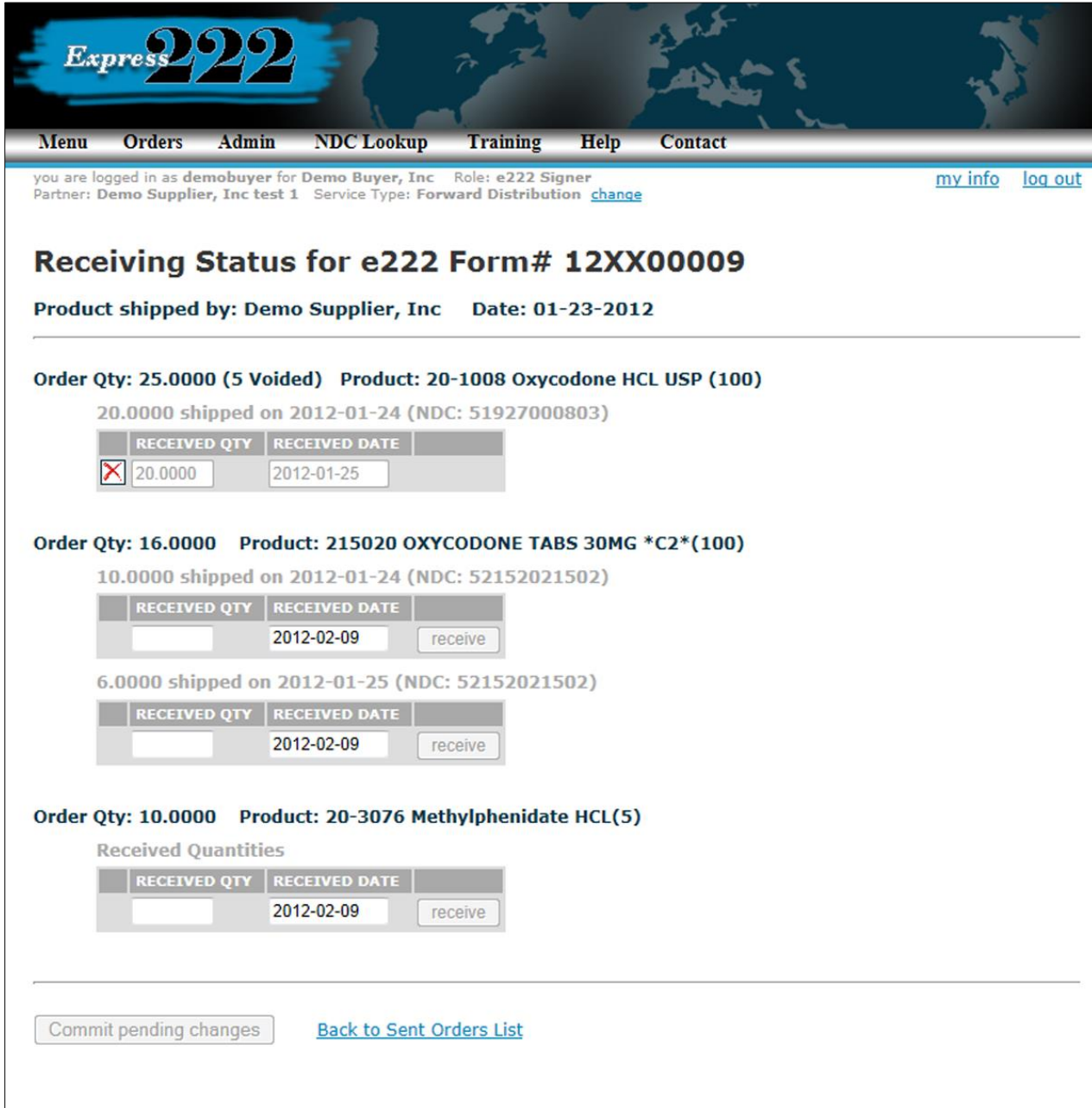
[Commit pending changes](#) [Back to Sent Orders List](#)

- 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.



Express222


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](#)

Receiving Status for e222 Form# 12XX00009

Product shipped by: Demo Supplier, Inc Date: 01-23-2012

Order Qty: 25.0000 (5 Voided) Product: 20-1008 Oxycodone HCL USP (100)
20.0000 shipped on 2012-01-24 (NDC: 51927000803)

RECEIVED QTY	RECEIVED DATE	
 20.0000	2012-01-25	

Order Qty: 16.0000 Product: 215020 OXYCODONE TABS 30MG *C2*(100)
10.0000 shipped on 2012-01-24 (NDC: 52152021502)

RECEIVED QTY	RECEIVED DATE	
<input type="text"/>	2012-02-09	<input type="button" value="receive"/>

6.0000 shipped on 2012-01-25 (NDC: 52152021502)

RECEIVED QTY	RECEIVED DATE	
<input type="text"/>	2012-02-09	<input type="button" value="receive"/>


Order Qty: 10.0000 Product: 20-3076 Methylphenidate HCL(5)
Received Quantities

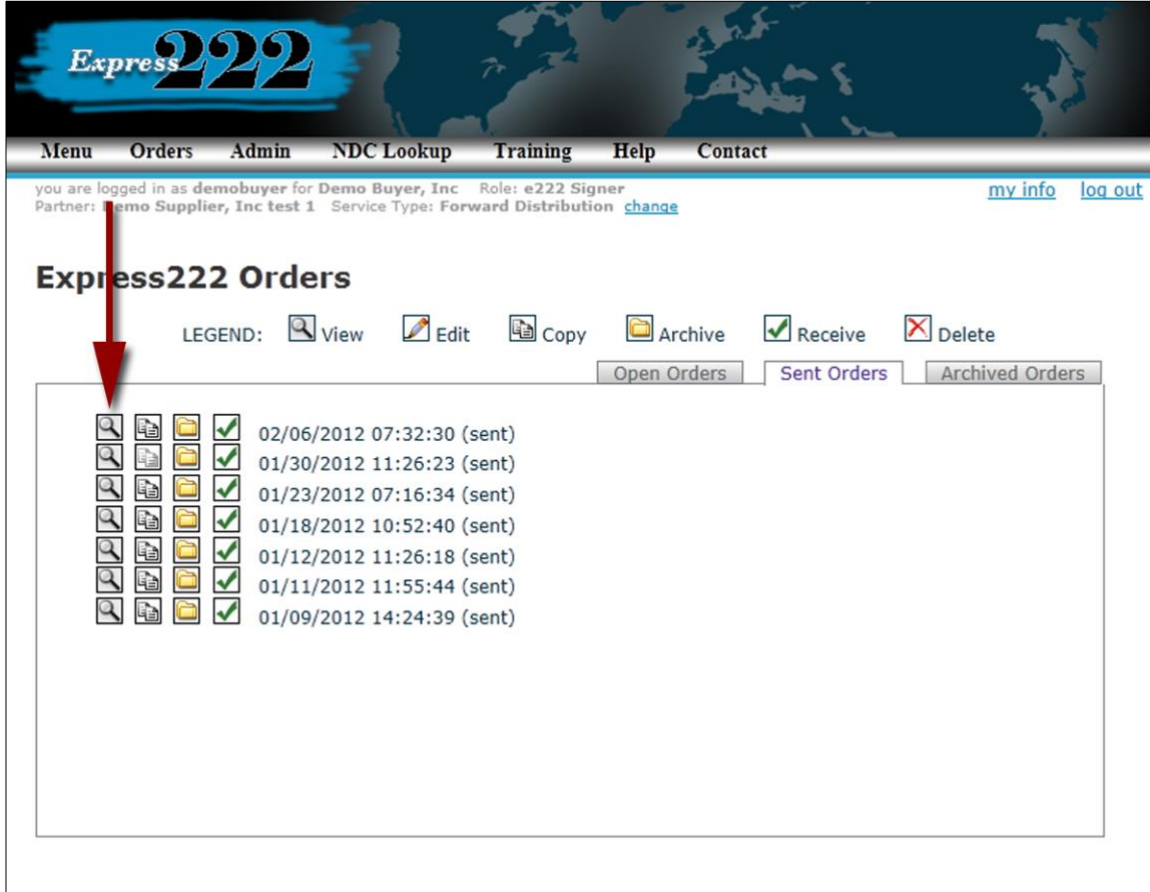
RECEIVED QTY	RECEIVED DATE	
<input type="text"/>	2012-02-09	<input type="button" value="receive"/>

[Back to Sent Orders List](#)

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	20.0000	2012-01-24 2012-01-24
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
	No. of this Order Form 12XX00009	Birmingham, AL 34598

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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