

Safecor Health Customer Portal

USER GUIDE



Table of Contents

- SIGN IN AND ACCESS** 3
 - Sign In
 - Request Access
 - Forgot Password
 - CSOS Login
 - Terms & Conditions
 - Privacy Policy

- NAVIGATION** 3
 - Main Menu

- DASHBOARD** 4
 - Total Savings Tile
 - Savings Opportunity Tile
 - Orders Tile
 - Notifications Tile
 - Open & Recently Shipped Orders

- ALL ORDERS** 5
 - Search Options
 - Additional Order Details
 - Export Order Details

- ALL INVOICES** 6
 - Search Options
 - Additional Invoice Details
 - Export Invoice Details

- HOSPITAL SETTINGS** 6
 - Update Licenses

- CSOS LOGIN** 7

- USER SETTINGS** 7
 - User Settings
 - Notification Settings
 - Change My Password

- CONTACT INFORMATION** 7

SIGN IN AND ACCESS

Sign In

Go to <https://portal.safecorhealth.com>. Enter your email address and password and click **Log In**.

Request Access

If you do not have a login for the customer portal, click **Request Access** at the bottom of the page. Complete the request access form with the required information and click **Submit Access Request**.

Someone from our team will review your request and if access is granted, you will receive an email with instructions to create your customer portal password. Please note that it can take up to 24 hours for your request to sync with our system.

Forgot Password

If you've forgotten your password, click the **Forgot Password?** link. You will receive an email with instructions to reset your password.

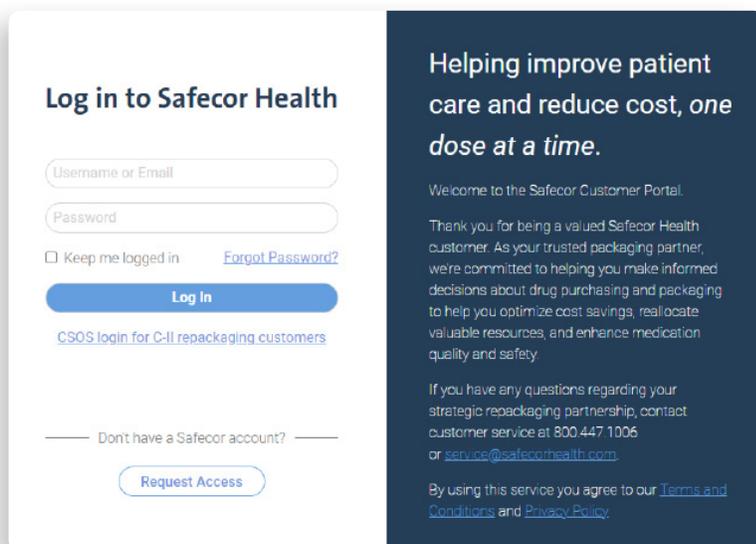
CSOS Login (for C-II repackaging customers)

Click the CSOS login for C-II repackaging customers link to log in to your Express222™ (operated by Legisym) account.

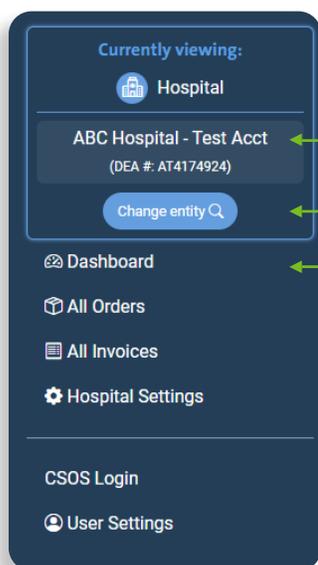
Not repackaging C-II medications with Safecor Health? Contact sales@safecorhealth.com to learn more!

Terms & Conditions | Privacy Policy

For a copy of our Terms & Conditions or Privacy Policy, click the corresponding links at the bottom of the blue box.



NAVIGATION



Main Menu

At the top of the main menu is your hospital name and DEA number.

If you're affiliated with multiple hospitals, use the **Change Entity** search bar to select which hospital's information to view. You can also do this using the search bar at the top of the page.

If you do not see all your hospitals listed, contact customer service at service@safecorhealth.com.

Navigate to different pages in the portal using the links in the left side menu.

DASHBOARD



TOTAL SAVINGS

\$552,412

As of Aug-31-2023

[Request a business review →](#)



SAVINGS OPPORTUNITIES

\$828,604

[View your opportunities →](#)



ORDERS - LAST 90 DAYS

127 74

Open Shipped in last 7 days

[View All →](#)



NOTIFICATIONS

There are currently no new notifications

All licenses are in order.

Open and Recently Shipped Orders - Last 90 days

Show entries

Quick Search:

Order # (Line)	Sales Order Date	Account Name	Purchase Order #	Description	NDC	NDC Description	Safecor Lot #	Status	Actions
S421706 (1)	2023-12-13		VC1-2713131	Strip, Standard Cabergoline	23155082373	Cabergoline		In-Progress (Est. TBD)	Q
S421706 (2)	2023-12-13		VC1-2713131	Strip, Standard fluvoxamine Maleate	62559015901	fluvoxamine Maleate		In-Progress (Est. TBD)	Q
S421706 (3)	2023-12-13		VC1-2713131	Strip, Standard Warfarin Sodium	65162076410	Warfarin Sodium		In-Progress (Est. TBD)	Q
S421708 (1)	2023-12-13		VC4-2713125	Strip, Standard Sodium Chloride	00223176001	Sodium Chloride 1 g		In-Progress (Est. TBD)	Q
S421708 (2)	2023-12-13		VC4-2713125	Strip, Standard Midodrine HCl	00245021111	Midodrine HCl		In-Progress (Est. TBD)	Q
S421708 (3)	2023-12-13		VC4-2713125	Strip, Standard Warfarin Sodium	65162076310	Warfarin Sodium		In-Progress (Est. TBD)	Q
S421710 (1)	2023-12-13		VC3-2713137	Strip, Standard Ramipril	68001043000	Ramipril		In-Progress (Est. TBD)	Q



Total Savings Tile

The Total Savings Tile shows the estimated cost savings your hospital achieved by using Safecor Health repackaging services compared to if you'd purchased the alternative commercial unit-dose product. This analysis is performed using your actual Safecor Health repackaging usage and the average industry pricing for commercial unit-dose products.

Please note that your tile will not display a savings number if you haven't completed a SafecorInsights cost savings analysis.

Click the **Request a Business Review** link to schedule a time to review your repackaging account and discuss the most effective strategy for your pharmacy to drive additional drug cost savings.



Savings Opportunity Tile

The Savings Opportunities tile shows your estimated annual savings opportunity for the top 50 oral solid and liquid cup products driving savings for our customers. The estimated savings are calculated based on hospital bed size and can be used as a roadmap to develop a comprehensive repackaging formulary to obtain deeper drug cost savings.

Click **View Your Opportunities** to download the savings opportunities calculator and get started.

Individual savings can vary based on formulary, usage, purchasing practices, wholesaler, and GPO.



Orders Tile

The Orders tile provides an overview of how many open orders you have as well as how many orders have shipped in the last seven days. Click the **View All** link to view a complete list of your Safecor Health repackaging orders.



Notifications Tile

The Notification tile keeps you up-to-date of any notices or reminders. If you have expired or soon-to-expire DEA or State Board licenses on file, a notification will pop up here to remind you. Clicking on the notification will redirect you to the Hospital Settings page where you can submit your updated license information.



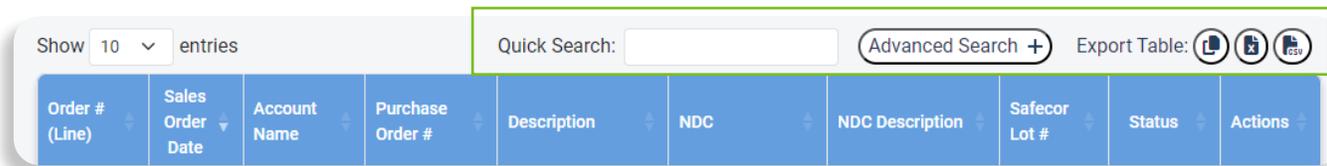
Open & Recently Shipped Orders

A list of your open and recently shipped orders from the last 90 days can be found under the color tiles.

Use the **Quick Search** bar to enter information (like NDC number or drug name) and quickly find a specific order. The list will automatically filter as you begin typing. You can also sort through orders by clicking on the column headings (ex. click on Status to sort all open orders to the top of the list).

ALL ORDERS

The **All Orders** page lists a complete overview of your current and historical repackaging orders.



Search Options

There are several ways to sort and filter through your order information.

Quick Search

Enter information (like NDC number or drug name) into the **Quick Search** bar to quickly find an order.

Advanced Search

Click on the **Advanced Search +** button to search by multiple criteria (i.e. NDC number and/or order date)

Sorting

Sort through your orders by clicking on the different column headings.

Additional Order Details

Click on the  **Box Icon** in the far right Actions column to view all details related to that order.

Export Order Details

Use the **Export Table** icons at the top right of your order list to export all order information in your current view.

ALL INVOICES

The **All Invoices** page lists a complete overview of your current and historical invoices.

The screenshot shows the top navigation bar of the 'All Invoices' page. It includes a 'Show 10 entries' dropdown, a 'Quick Search' input field, an 'Advanced Search +' button, and 'Export Table' icons for CSV, PDF, and Print. Below this is a table with columns: Sales Order Date, Sales Order #, Invoice #, Purchase Order #, Sold To, Ship To, DEA Number, Extended Price, Line Charge, Container Charge, Freight Site Charge, Invoice Total, and Actions.

Search Options

There are several ways to sort and filter through your invoices information.

Quick Search

Enter information into the **Quick Search** bar to quickly find an invoice.

Advanced Search

Click on the **Advanced Search +** button to search by multiple criteria.

Sorting

Sort through your invoices by clicking on the different column headings.

Additional Invoice Details

Click on the **Box** icon in the far right Actions column to view all details related to that order.

Click on the **List** icon in the far right Actions column to view additional details for that invoice.

Export Invoice Details

Use the **Export Table** icons at the top right of your invoices list to export all invoice details in your current view.

HOSPITAL SETTINGS

The Hospital Settings page allows you to update your DEA and State Board licensing information directly from the portal.

License Type	License Number	Start Date	Expiration Date	Action
DEA	AT4174924	2018-04-01	2025-11-30	Update
State Board	MA0043086	N/A	2023-12-31 ⚠ This license expires in 17 days. Please update your details.	Update

Once you've navigated to the Hospital Settings page, click **Update** next to the license you'd like to update. A form will pop up for you to enter the license number, issue and expiration dates, and upload a copy of the license. Enter the information and click **Request Changes**. Details will be reviewed and updated by Safecor Customer Service. Any changes may take 1-2 business days to reflect in your account.

Reminder: Safecor Health must have current, valid copies of your licensing on file in order to ship your completed repackaging orders. Please make sure the licenses we have on file are up-to-date to ensure uninterrupted service.

CSOS LOGIN



Customers repackaging C-II medications can access their Express222™ (operated by Legisym) CSOS account by clicking **CSOS Login** in the left menu. This is where you will create and digitally sign all C-II controlled substance repackaging orders.

Not repackaging C-II medications with Safecor Health? Contact sales@safecorhealth.com to learn more!

USER SETTINGS

The User Settings page allows you to update your portal preferences at your fingertips.

User Settings

To update your name, job title, phone number, or email information, enter the information and click **Update**. Email address changes will be reviewed by Safecor Customer Service prior to taking effect. You will receive an email confirmation when it is complete.

Notification Settings

Click the **toggles** to opt-in or opt-out of email notifications for orders received and/or orders shipped. Please note that these will send notifications for each *individual* order you place for Safecor Health repackaging. Click **Update**.

Change My Password

You can reset your password at anytime from the user settings page. To change your password, enter your current password followed by your newly desired password along with a confirmation of your new password. Click **Update**.

User Settings

First Name Last Name

Job Title Phone Number

Email Address

Notification Subscriptions

I wish to be notified for the selected events below:

Order Received

Order Shipped

Change my password

To change your password, please first enter your current password followed by your newly desired password along with a confirmation. Leave blank to keep your password as it is.

Current Password

New Password

Confirm New Password

CONTACT US

For questions or concerns relating to the customer portal, please contact our customer service team at the information below. You can also use the **Contact Us** link in the bottom left of the customer portal to send a quick email.

Customer Service

service@safecorhealth.com
800.447.1006