CSOS Tutorial: Fast, Simple Online CII Orders

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CSOS Overview

• Instantly submit CII orders without having to FedEx paper DEA 222 forms into the pharmacy
• Digital Certificates – obtained from the DEA
  – If you order CII’s online currently or before they were backordered, you’ve already got this step DONE
• USC enters you as a “Trading Partner” within USC’s Express222 system
• Order placed through SCA’s Ordering System
• DEA 222 signed & sent via Express222 Online
Healthcare Providers

US Compounding is a PCAB Accredited™, compounding-only pharmacy long trusted to provide the highest quality compounded medications to patients, physician clinics, hospitals, and surgery centers throughout the United States. We specialize in injectables, ophthalmic preparations, bioidentical hormone replacement, and topical compounds for pain.

Specialty compounds include:

- corticosteroids
- preservative free compounds
- hormones
- vitamin and amino acid replacement
Instructions

Register with the DEA to acquire a CSOS digital certificate at www.deaecom.gov

The process takes about 4 to 6 weeks. Upon receipt and installation of your DEA purchasing certificate, go to www.express222.com or follow the links below.

**Step 1.** Test My Certificate (This will help to reduce programming or certificate errors when ordering CII's electronically)

- Test My Certificate

**Step 2.** Send Me a Test Email

- Send Me a Test Email

**Step 3.** Call US Compounding

**Step 4.** Place a 222 Order

- Place a 222 Order

If you already have a digital certificate to order CII's electronically, **YOU HAVE ALREADY COMPLETED THIS STEP.** You can be setup with US Compounding's CSOS system in just a few **minutes!**
Instructions

Register with the DEA to acquire a CSOS digital certificate at www.deaecom.gov.

The process takes about 4 to 6 weeks. Upon receipt and installation of your DEA purchasing certificate visit www.express222.com or follow the links below.

Step 1. Test My Certificate (This will help to reduce programming or certificate errors when ordering.)

Test My Certificate

Step 2. Send Me an Email Address for the Pharmacy (Be sure the Pharmacy has the correct email address.)

Send Me an Email Address for the Pharmacy

Step 3. Complete the order for the CSOS license or certificate

Complete the order for the CSOS license or certificate

Step 4. Place a 222 Order

Place a 222 Order

IMPORTANT: If you have questions about this step, call Express222 Tech Support at 254-933-4452. Please do NOT call the pharmacy.

US Compounding
Express222 Digital Certificate Test

Signature Request Date: 2012-01-09

The information you see on this page is contained in a computer file that is being sent to your computer so you can apply your digital signature to it. When you begin the test, you should see a pop-up box in the upper left corner that shows a list of the digital certificates you have installed in your Internet Explorer browser.

Please enter the DEA Registration Number associated with the certificate you are testing

DEA #: [ ] Submit

From the computer where the certificate is installed, enter the DEA associated with the certificate into this field. Use all capital letters. Again, if you have any issues with this step, please call Express222 Tech Support at 254-933-4452.
Express222 Digital Certificate Test

Message from webpage

Your browser is having difficulty with the digital signing plugin. If you have not yet installed the plugin, please click on the 'OK' button to go to the download and install page. Otherwise click on the 'Cancel' button for more troubleshooting options.

Okay ... → OK → Cancel
Express222 Digital Signature Plugin

It appears that you have not yet installed the Legisym Express222 digital signature plugin, which is required for signing and transmitting controlled substance orders using the Express222 system.

Please install the digital signature plugin (301 Kb) now.

When you have finished, try the signing process again.

Questions about this section? Call the friendly Express222 Tech Support Team at 254-933-4452. We leave the programming to them and stick to compounding!
Instructions

Register with the DEA to acquire a CSOS digital certificate at www.deaecom.gov.

The process takes about 4 to 6 weeks. Upon receipt and installation of your DEA purchasing certificate, www.express222.com or follow the links below.

**Step 1.** Test My Certificate (This will help to reduce programming or certificate errors when placing orders.)

- Test My Certificate

**Step 2.** Send Me a Test Email (This will ensure Express 222 has the correct email address.)

- Send Me a Test Email

  **Test the email address of the person who will be placing orders.**

**Step 3.** Call US Compounding to become a trading partner 800.718.3588

**Step 4.** Place a 222 Order

- Place a 222 Order
E-mail Test

If you are having difficulty receiving automated e-mails from our Web site, please specify the e-mail address that is having difficulty, and click on the "Send Test E-mail" button to have an e-mail sent to that e-mail address right now.

E-mail Address to Test: 

Send Test E-mail

Some Troubleshooting Tips

If you have been receiving e-mail confirmations from our Web site with no trouble until today, there may be some of waiting delays. If this is the case, simply wait for an hour or two.

If you still have not received the e-mail, then it is likely that either our outgoing mail server or your company's mail server is having problems. If this is the case, you may want to contact your company's technical support staff.

If you have never been able to receive e-mail from us, then it is possible that your e-mail is being blocked by a filter or a firewall. There is no way for us to fix this problem for you, but you can contact your provider of your choice.

If you are receiving e-mail from other people outside your company, you can check your SPAM Filter to see if the automated e-mail from our Web site might have been flagged as SPAM. Many commercial SPAM filters will flag e-mail that contains the names of pharmaceuticals. This would be particularly true if you are using an e-mail address with Yahoo, Gmail, Hotmail, or another such e-mail service.

You should receive your email confirmation almost immediately. If you have trouble, there are troubleshooting tips or you can contact Tech Support.
When you call, USC will need the DEA associated with the tested certificate, the email address from Step 2, your phone #, and the contact person's name.

**Step 3.** Call US Compounding to become a trading partner 800.718.3588

**Step 4.** Place a 222 Order
IMPORTANT: This link takes you to Express222 where you fill out an e222 form. It is NOT a replacement for placing your order with the pharmacy. All e222's received by USC will be held until an official PO is also received. Contact your USC distributor with questions about order placement or pricing.
Log In Request

You have requested access to the client area of our site. Please log in so that we may authenticate your request.

Need Help?

username:  
password:  I forgot

When USC sets you up as a Trading Partner, you will be emailed a username and password to login to your USC account within Express222.
Express222 Online Training

If you have a specific issue and you’re looking for troubleshooting assistance, please visit our help page.

All training materials are in pdf file format, which can either be viewed online or downloaded. Simple file icon, and if your browser does not automatically open the file, go to the Adobe Website to download reader.

There are currently two training paths - one for buyers (those who issue a form 222 to get controlled substances) and for suppliers (those who ship controlled substances.) For the best results, please choose a path and go through the training materials in the sequence they are listed here.

If you're a buyer:

- What to Expect - System Requirements (2 pages)
- What to Expect - Registering for DEA Electronic Signature (2 pages)
- Quick Guide to CSOS Enrollment (2 pages)
- CSOS Subscriber Manual (82 page DEA publication)
- Check Cert Info (4 pages - less than 15 minutes)
- Find Cert File on PC (3 pages - less than 1 minute)
- Install Cert in Internet Explorer (3 pages - less than 1 minute)
- Install Digital Signature Plugin in Internet Explorer (2 pages - less than 5 minutes hands-on)
- Place an Order (14 pages - step-by-step instructions for creating an electronic 222)
- Receive an Order (8 pages - step-by-step instructions for receiving an electronic 222)

Detailed instructions on how to place & receive orders + other helpful hints.
CSOS Recap

✓ Get & test your digital certificate from the DEA
✓ Test your email address
✓ Contact USC to become a “Trading Partner”
✓ Place order 1 of 4 convenient ways:
  1. Online @ www.uscompounding.com (requires prior account setup by your USC Sales Representative)
  2. Phone: 800-718-3588
  3. Fax: 501-327-2488
  4. Via your USC Sales Representative
✓ Login to Express222 and fill out & send e222
✓ Quality compounds arrive via FedEx!
Contact Info

• Express222 Tech Support: 254-933-5422
  – Certificate or email issues
  – Order placement or receipt troubleshooting
  – Anything else technical

• US Compounding: 800-718-3588
  – Become a “Trading Partner”
  – Pharmacy Questions
  – General Product Questions, i.e. “Can you make?”
    or “Can you get?” … please have NDC ready
QUESTIONS?