



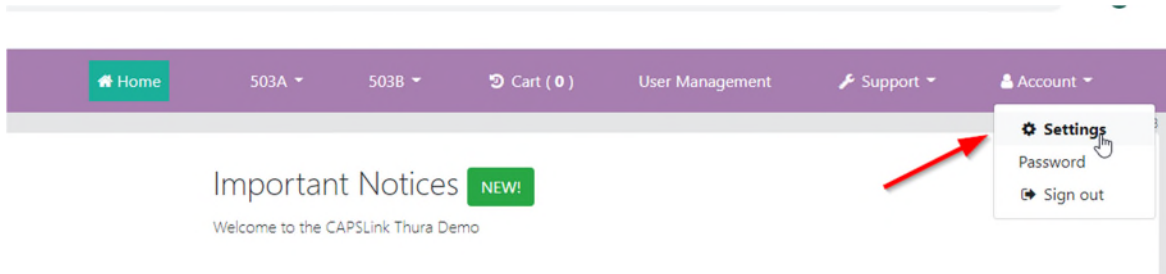
CAPSLink 2.0 – RCS Registration (CSOS)

RCS (Remote Certificate Store)

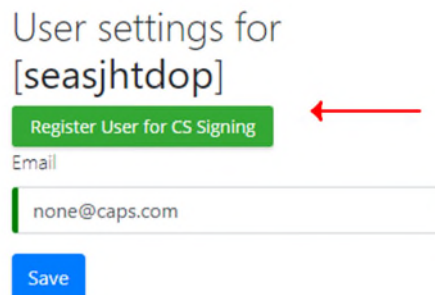
With the rollout of CAPSLink 2.0 CAPS will be moving over to a new system for signing CSOS orders called a Remote Certificate Store (RCS). This will allow you to upload your DEA issued digital signing certificate to a Legisym hosted certificate store for controlled substance order signing from any internet capable device. When the CAPSLink 2.0 system goes live you will need to go through 2 step process to get started using RCS.

Step 1 - RCS Registration

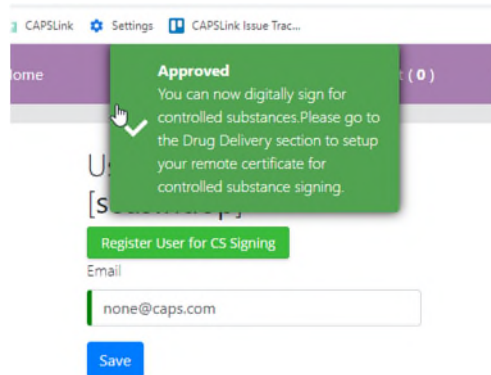
- 1) After logging into CAPSLink, go to “Account” on the far right of the Navigation Bar and click on “Settings”.



- 2) In the settings screen click on the green button at the top “Register User for CS Signing”

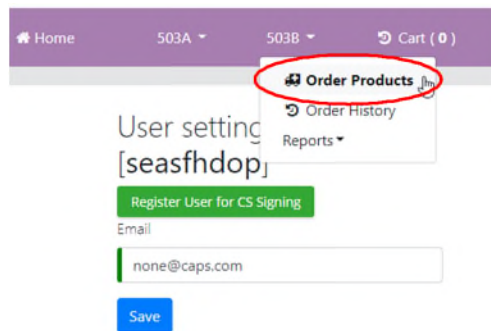


- Once the registration process is completed successfully, a message will display indicating the registration process is approved. You may now return to the Home page.

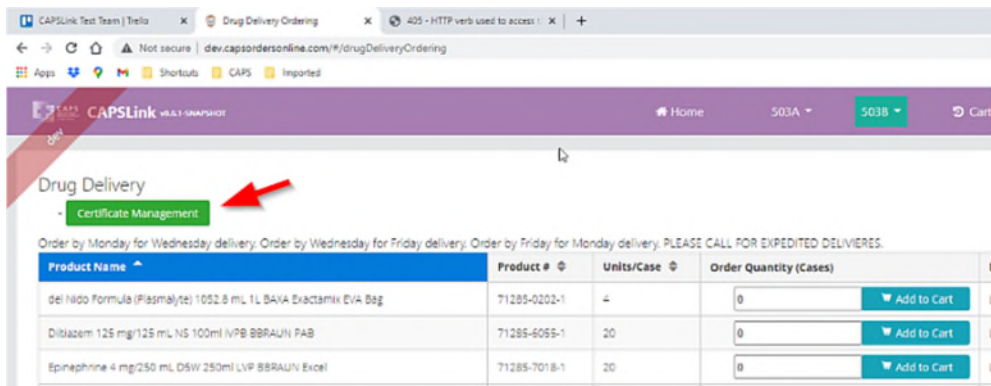


Step 2 – Upload your Signing Certificate

- Go to the 503B ordering screen by clicking on 503B > Order Products on the Navigation bar.



- On the Ordering Screen click on the green "Certificate Management" button (**Important** – you must have your pop-up blocker turned off or the Wizard will not start).



- 3) Read the User Agreement and click the "I Agree" button

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Remote Certificate Wizard

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

Disagree I Agree

- 4) Click the "Choose File" button the Digital Certificate .pfx/.p12 file on your PC.

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Remote Certificate Wizard

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

Upload Certificate Wizard Step 1

**All fields are mandatory*

Digital Certificate (PFX/P12) File: *

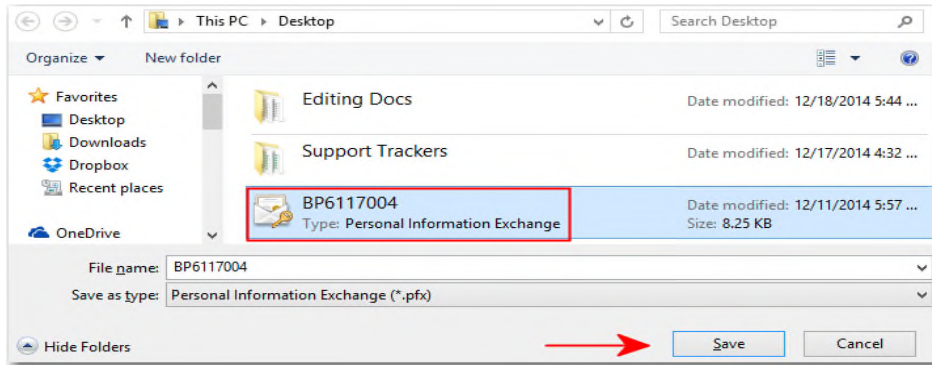
Choose File No file chosen

DEA# Number:
BA5634453

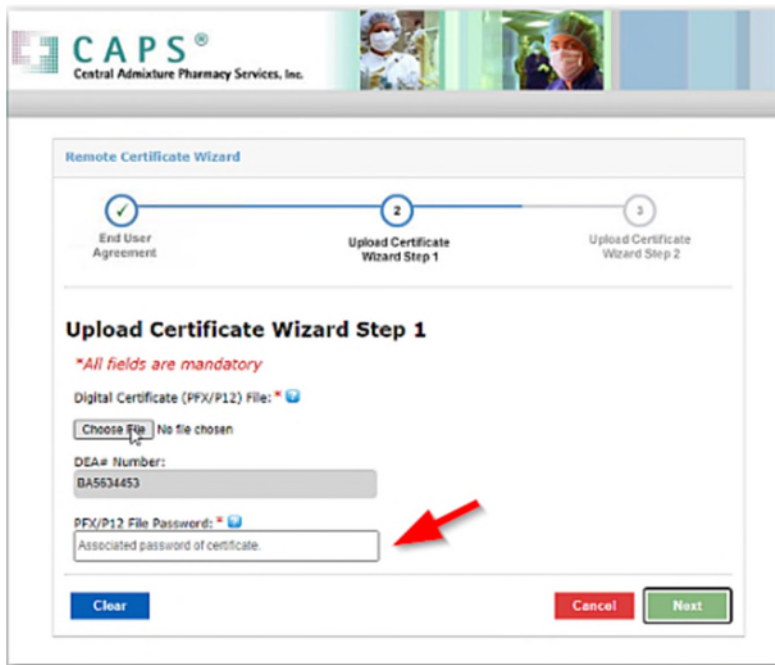
PFX/P12 File Password: *
Associated password of certificate.

Clear Cancel Next

- 5) Select the **.PFX** file and select **Save**



- 6) 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.



- 7) 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 (! @ # \$ % & *). You can use your original certificate password as long as the strength is moderate or higher.
- 8) 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 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.

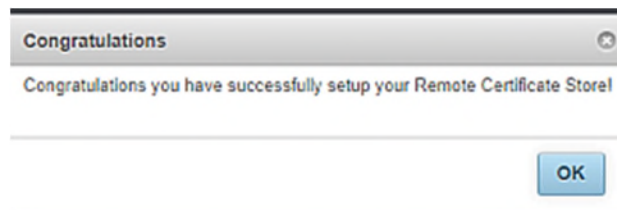
Security Question: *
This would be required in Cert Password Recovery.

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

Show Security Answer

Cancel Finish

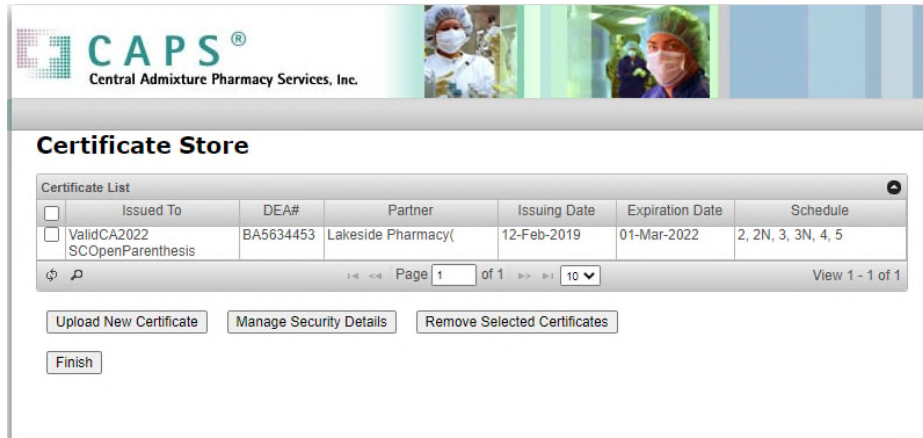
- 9) Click “Finish” to complete the process. You are now able to sign CSOS orders in CAPSLink 2.0 from any internet connected device.



Note: you may see the error message below display after this process is finished. Typically this error will not affect your ability to sign orders.



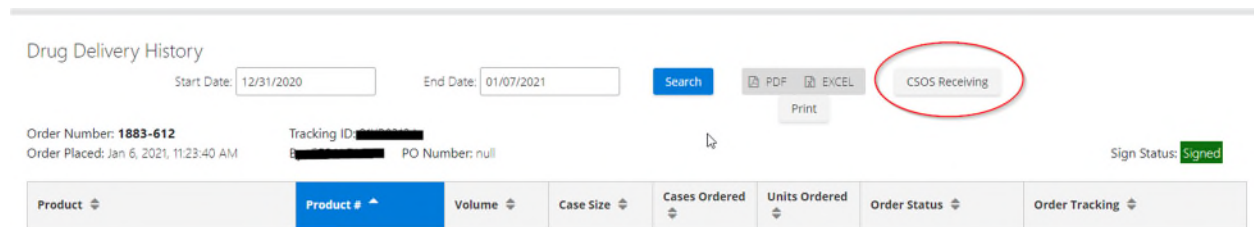
10) You can return to the Certificate Store by clicking the green Certificate Management button on the main ordering screen. In the Certificate Store you can remove old certificates, upload a new one, or change the password and security question by clicking on “Managing Security Details”.



Important Notice: CAPSLink 2.0 is compatible with the Chrome, Edge, and Firefox browsers. If you are currently running Internet Explorer you will need to install one of these browsers to access the CAPSLink 2.0 website.

CSOS Receiving

To access your e222 forms or receive CSOS orders you must click on the [CSOS Receiving](#) button in Order history (see screenshot below). Note: If you are a user that does not sign orders you will still need to register your user account for CSOS by going to Account > Settings and clicking the green registration button.



Then from Order History click the “CSOS Receiving” button and the screen below should display. Click either the “Menu” or “Orders” link at the top and then click Create, Send, and Manage e222 Forms (see next page).

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Menu **Orders** NDC Lookup Training Help Contact

You are logged in as sdcschladop for Role: e222 Signer
Service Type: Express222 Partner: Central Admixture Pharmacy Services - CA [my info](#) [log out](#)

e222 Archive Search

Please specify the parameters to be used for searching the archives:

From Date:	24-Dec-2020	Purchase Order#:	
To Date:		From CSOS ID#:	
Product NDC#:		To CSOS ID#:	
Supplier DEA#:			

Please specify how the search results are to be formatted:

Reporting Level: Order Line Items

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Menu Orders **NDC Lookup** Training Help Contact

You are logged in as sdcschladop for Role: e222 Signer
Service Type: Express222 Partner: Central Admixture Pharmacy Services - CA [my info](#) [log out](#)

Express222 User Options

Admin

- [Manage Digital Certificates](#)

Outbound e222

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

For instructions for placing and signing a CSOS order see the training document entitled "CAPSIIINK 2.0 503b Quick Start Guide".