

## Preparation Checklist for CAPSLink 2.0

- **IMPORTANT:** Please verify if your IT department has specific processes to allow a new domain to be accessed.
  - Many customer's IT department require domains to be "whitelisted" for users to access them. You can test this by pointing your browser to <https://www.capsordersonline.com> to see if you can connect to the "Under Construction" page. If this domain (capsordersonline.com) is blocked you will need to contact your IT department to whitelist the site domain so all of your users can access the new CAPSLink™ website.
  - It is recommended to whitelist the following: \*.capsordersonline.com, capsordersonline.com, [www.capsordersonline.com](http://www.capsordersonline.com), <https://www.capsordersonline.com>
- It is also critical that on your go live date, you update any browser shortcuts to point to <https://www.capsordersonline.com>.
- CAPSLink 2.0 is compatible with Chrome, Edge, and Firefox. If you do not currently have one of these browsers installed you will need to install one prior to your transition to the new website.
- In CAPSLink™ 2.0 CAPS will be introducing Remote Certificate Store (RCS) for our customers that use CSOS when ordering controlled substances. If you are a customer that uses CSOS you will need to go through a two (2) step process to become registered for RCS and upload your signing certificate to the cloud. Please carefully read through the training document entitled "CAPSLink Guide for RCS Registration" which contains step by step instructions to walk you through this process.

If you experience issues or have questions after CAPSLink™ 2.0 is deployed please contact CAPS using the following phone numbers:

503A inquiries – call your local CAPS Pharmacy

503B inquiries – call CAPS customer service at 855-275-2270 ext 4