How To Order CII's from Merit Pharmaceutical

1. Enroll in CSOS with the DEA

- Visit https://www.deaecom.gov to enroll.
- Follow the instructions and mail the required documentation to the DEA.
- If you have questions, you may call the DEA directly at **877-332-3266.**
  NOTE: The certificate is normally received within 4-6 weeks.

2. Retrieve DEA CSOS Certificates

When retrieving your CSOS Certificates, access the DEA site **using _ONLY_ Internet Explorer or Firefox**.

https://www.deaecom.gov/retrieve.html

- Retrieve and install your new Digital Certificate from the DEA, following the instructions they provide.
- You will receive an Access Code by email and an Access Code Password by postal mail.
- Use Your Access Code and Password to retrieve and install the digital signature onto your computer.
  NOTE: This must be done **_WITHIN 60 DAYS_** of the date printed on your mailed notice.

3. Call Merit Pharmaceutical – 800-69-MERIT / 800-696-3748

- Contact Merit to be added to our e222 Ordering Page and receive login instructions.
  Note: If you already use Express222™ to order from other suppliers, you may login with your existing credentials. When you click on 'Create Send and Manage e222 Forms', you will see **Merit Pharmaceutical** listed as a Trading Partner you can select.

4. Setup Express222™ Password

- Once you are notified by Merit Pharmaceutical that your account has been set up, please go to www.express222.com and click the "I forgot" link next to the password field.

- This will walk you through a series of steps so you can set up your own password. To do this you need to know your username (DEA #) and email address. An active link will be sent to that email address along with some instructions telling you how to change your password.

5. **Setup Remote Certificate Store (RCS)**
   - **Export Digital Signing Certificate**. Obtain a backup copy of your CSOS certificate by following the steps found in the [Exporting your Digital Certificate](#) documentation.
   - **Create RCS.** Once you are logged in to Express222™, you can follow the [Remote Certificate Store Setup](#) steps for ordering electronically through your Supplier. This will require you to use the backup copy of your CSOS certificate you created in the statement above.

6. **Start Ordering.**
   You are now ready to create your order by clicking the "Create, Send, and Manage e222 Forms" link. For any issues or questions, please email solutions@meritpharm.com and support@legisym.com together. We will email or call you ASAP regarding the answers to your questions.

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We look forward to partnering with you in the success of your office!
www.meritpharm.com
Phone: 800-69-MERIT / 800-696-3748
Email: solutions@meritpharm.com

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