

### Express222<sup>™</sup> Controlled Substance Ordering System

### **User Quick Reference Series**

**Remote Certificate Store Managing Digital Certificates** 

This Quick Reference shows you the steps involved in creating a digital certificate store, uploading and managing your digital certificates In Express222<sup>™</sup>.

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#### **INTRODUCTION**

The Remote Certificate Store allows 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.

See <u>Exporting Digital Certificates Quick Reference Guide</u> in training section of www.express222.com.

#### **MANAGE DIGITAL CERTIFICATES**

To create the Remote Certificate store, upload multiple certificates, and delete any unwanted certificates select the **Manage Digital Certificates** option.

Express 222	ÿ	
Menu Orders Admin NDC Lookup Training Help Contact		
You are logged in as demobuyer for Demo Buyer, Inc Role: e222 Signer Service Type: Express222 Partner: Demo Supplier, Inc change	<u>my info</u>	log out
Express222 User Options Admin		
Login Accounts		
<u>Manage Login Tokens</u>		
<u>Manage Digital Certificates</u>		
Outbound e222		
<u>Create, Send, and Manage e222 Forms</u>		
<u>Search for Sent e222 Forms</u>		

Choose a Trading Partner. Click Select and Continue.

Exj	pres	22		The second		and the s	
Menu	Orders	Admin	NDC Lookup	Training	Help	Contact	
			Demo Buyer, Inc Service Type: For			1	<u>my info</u> <u>log out</u>
Tradiı	ng Partr	ner Sele	ction				
Exp	ress222						
	Demo Suppl						
	Demo Suppl Demo Suppl						
Select	and Continu	16					

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Review User License Agreement. Select I Agree to proceed.

Remote Certificate Wizard		
1	2	3
End User License Agreement	Upload Certificate Wizard Step 1	Upload Certificate Wizard Step 2
certificate. By storing your digital	roved, Drummond Group certified storage signing certificate in this RCS, you may ac	cess your certificate(s) for CSOS
exclusively your responsibility. No want to utilize a RCS with a different	one else may use your RCS. This RCS is a ent supplier, then a new RCS must be creat to comply with this user agreement.	

Express222<sup>™</sup> has two Remote Certificate Store format options. The Basic and Advanced Options are determined by your supplier.

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#### **Basic Format**

Select the Browse Option to find the Digital Certificate .pfx/.p12 file on your PC.

Remote Certificate Wizard		
	0	
End User	2 Upload Certificate	
Agreement		
Upload Certificate \	Wizard Step 1	
*All fields are mandatory		
*All fields are mandatory Digital Certificate (PFX/P12) File:*		
*All fields are mandatory Digital Certificate (PFX/P12) File: * Browse ValidOrderOne.pfx		
*All fields are mandatory Digital Certificate (PFX/P12) File: Browse ValidOrderOne.pfx File Uploaded Successfully		
*All fields are mandatory Digital Certificate (PFX/P12) File: <sup>3</sup> Browse ValidOrderOne.pfx File Uploaded Successfully DEA# Number:		

#### Confirmation that your Certificate Store has been created will populate.

Express	22	
Certificate S	Store Congratulations	0
العام الع العام العام الع العام العام الع	Congratulations you have successfully setup your Remote Certificate Store!	Expiration Date 01-Mar-2019 View 1 - 1 of 1
Upload New Certific	ок	View 1 - 1 01 1
Finish		

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Once logged in to the Certificate Store you are able to Upload New Certificate and Remove Selected Certificates.

Express 222				- N
ertificate Store				
Issued To ValidCAsha2AIA ValidOrderO		Partner ValidCA ValidOrderOne	Issuing Date 08-Mar-2016	Expiration Date 01-Mar-2019
か の Upload New Certificate F Finish	emove Selected Cert			View 1 - 1 of

The Finish option will take you back to the Main Menu.

**Upload New Certificate**: Select the Browse Option to find the Digital Certificate on your PC. The DEA# Number field will auto populate. The PFX/P12 File Password is the signing password to the Digital Certificate.

Express 22		_	
	Upload New Certificate	•	
Certificate St	Digital Certificate (PFX/P12) File: C:\Users\Lambert\Desktop\Editing Docs\ Browse		
Certificate List           Issued To	DEA# Number: BP6117004	ate	Expiration Date
ValidCAsha2AIA Valid	PFX/P12 File Password:		01-Mar-2019 View 1 - 1 of 1
Upload New Certificate			
Finish	Upload Cance	el .	

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**Remove Selected Certificates**: In order to remove a certificate from the Certificate Store, select the radio button next to the certificate. Then select the Remove Selected Certificates option as seen below. Select the Yes option to confirm.

Express222			
Certificate Store			
Certificate List           Issued To		Issuing Date	Expiration Date
ValidCAsha2AIA ValidOrderOne	Please Confirm Delete	ar-2016	01-Mar-2019
¢	Are you sure you want to permanently remove the selected Certificate(s)?		View 1 - 1 of 1
Upload New Certificate Remov	Yes No		

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#### **Advanced Format**

Select the Browse Option to find the Digital Certificate .pfx/.p12 file on your PC.

Remote Certificate Wizard		
0	2	3
End User License Agreement	Upload Certificate Wizard Step 1	Upload Certificate Wizard Step 2
Agreement		
All controls		
Upload Certificat		
	e Wizard Step 1	
Upload Certificat	e Wizard Step 1	
Upload Certificate	e Wizard Step 1	1
Upload Certificate Digital Certificate (PFX/P12) F C:Wsers\Lambert\Desktop\BP611	e Wizard Step 1	
Upload Certificate Digital Certificate (PFX/P12) F C:\Users\Lambert\Desktop\BP611 DEA# Number:	e Wizard Step 1	

#### Select the .PFX file and select Next

🔄 ⋺ → 🚺	▶ This P	C → Desktop	✓ ♂ Search Desktop	P
Organize 🔻 Ne	w folder			0
★ Favorites ■ Desktop	^	Editing Docs	Date modified: 12/18/2014 5:4	4
Downloads Dropbox Recent places		Support Trackers	Date modified: 12/17/2014 4:3	2
Recent places ConeDrive	~	BP6117004 Type: Personal Information	Date modified: 12/11/2014 5:5 Exchange Size: 8.25 KB	7
File <u>n</u> ame:	BP611700	4		~
Save as <u>t</u> ype:	Personal li	nformation Exchange (*.pfx)		~
Alide Folders			<u>Save</u> Cancel	

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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.

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 chacter (! @ # \$ % & \*).

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.

*Note: Selecting the Show Security Answer option, will allow the answer to be visible.* 

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When the Manage Digital Certificate option is selected from the Main Menu. The Certification Store Authentication screen will populate. Type in the Certificate Store Password you chose during the Digital Certificate install. Select Continue to access the Certificate Store.



Recover your Remote Certificate Store Password with your Security Question. Select the I Forgot option and answer the Security question.

Authentication       ×         Authentication       ×         Security Question: 😧       Where do I work         Certificate Store Password:        Security Answer:          Certificate Store Password       Ift	Express 222	T P P P P P P P P P P P P P P P P P P P	
Certificate Store Aur Certificate Store Password: 2 Legi\$ym123		Authentication ×	
Certificate Store Password:  Certificate Store Password:  Legi\$ym123		Security Question: 🕑	
Certificate Store Password:  Legi\$ym123	Certificate Store Au	Where do I work	
Legisyiiizo		Security Answer: 😨	
Certificate Store Password	Certificate Store Password: 😰	Legi\$ym123 🖌 🖌 🗙	
	Certificate Store Password		
Continue Return Cancel	Continue	Submit Cancel	

Note: The Security Answer was created during the initial setup of the Certificate store. If you are using the Basic Format the I forgot option will not be available.

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After the Security Question has been answered you will be prompted to create a new Certificate Store Password.

Express222	2	agent s	
Certificate Store Auther	ntication		
Certificate Store Password: 😰			
Password strength: Moderate			
Confirm Certificate Store Password:			
Reset Password			

If you has forgotten the Certificate Store Password and the answer to the Security Question. The user will need to contact Legisym support at 1-877-332-3266 option 2.

Once logged in to the Certificate Store you are able to Upload New Certificate, Manage Security Details, and Remove Selected Certificates.

Express 222			kς ξ F	
Certificate Store				
Certificate List  Issued To ValidCAsha2AIA ValidOrderOne		Partner ValidCA ValidOrderOne	Issuing Date 08-Mar-2016	Expiration Date 01-Mar-2019
¢ ク Upload New Certificate Ma Finish	nage Security Deta			View 1 - 1 of

The Finish option will return users to the Main Menu screen.

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**Upload New Certificate**: Select the Browse Option to find the Digital Certificate on your PC. The DEA# Number field will auto populate. The PFX/P12 File Password is the signing password to the Digital Certificate.

Express 222	Upload New Certificate	Part .	
Certificate Sto Certificate List DEA# BP6117004 V ¢ ,0 Upload New Certificate Finish	Digital Certificate (PFX/P12) File: 2 C:\Users\Lambert\Desktop\Certs\BP6111 DEA# Number: BP6117004 PFX/P12 File Password: 2 •••••••	Browse	Expiration Date a-Mar-2016 View 1 - 1 of 1 ertificate Store

*Manage Security Details:* The Certificate Store Password, Security Question and Security Answer can be updated from this screen. Selecting the Show Security Answer option, will allow the answer to be visible.

Fanres 999	Manage security Details	• 55
	Certificate Store Password: 😰	This is the password for your certificate store.
	Password that will be assign to Cert Store.	This password is used for signing an order, uploading a new certificate, or removing a
Certificate Store	Password strength: Too short	certificate. The password requirements are at least one capital letter, one number, a special character (! $@$ # \$ % & *), and a minimum of 8
	Confirm Certificate Store Password:	characters and maximum of 20 characters long.
Certificate List	Should matched the above password.	0
Issued To		Expiration Date
م ب	Security Question:	This is the security question that will be asked in
	This would be required in Cert Password Recovery.	case you forget your password. You will need to
Upload New Certificate	Security Answer: 🥝	answer the question to reset your password. Please create your own security question.
Finish	This would be required in Cert Password Recovery.	_
	Show Security Answer	This is the security answer that you will need to provide in case you forget your password and need to reset it.
Соругія	Update	Cancel

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*Remove Selected Certificates*: In order to remove a certificate from the Certificate Store, select the radio button next to the certificate. Then select the Remove Selected Certificates option as seen below.

Express 222				- All
Certificate Store	DEA#	Partner ValidCA ValidOrderOne	Issuing Date 08-Mar-2016	Expiration Date
ValidCAsha2AIA ValidOrderOne       BP6117004       ValidCA ValidOrderOne       08-Mar-2016       01-Mar-2019         Image: Security Details       Page 1       of 1       Image: Security Details       New Certificates         Image: Finish       Finish       Image: Security Details       Remove Selected Certificates       Image: Security Details				

After the Remove Selected Certificates option is selected. The pop up below will appear to confirm the request. Select yes, to remove the selected certificate.

Express229				
Certificate Stor	e			0
Issued To	DEA#	Partner	Issuing Date	Expiration Date
ValidCAsha2AIA ValidOrd	Please Confirm Delete	0	08-Mar-2016	01-Mar-2019
پ بې Upload New Certificate Finish	Are you sure you want to p the selected Certificate(s)?	?	ficates	View 1 - 1 of 1

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If your Certificate store is setup and you have forgotten your certificate store password. Orders can be signed by selecting the <u>here</u> hyperlink in the window below. This link will take you back to the desktop signing option. For more information in reference to desktop signing refer to the Place an Order document in the training section of <u>www.express222.com</u>. Customer that are setup for Certificate Store only signing will not have this option.

Express222 Menu Orders Adm	2 nin NDC Lookup Training Help Contact	ÿ	
You are logged in as restest for De Service Type: Express222 Partn	emo Buyer, Inc Role: e222 Signer er: Demo Supplier, Inc <u>change</u>	<u>my info</u>	log out
Order To Be Si	aned		
Supplier:	Certficate Store Password X		
Demo Supplier, Inc 108 North Industrial Blvd	Certificate Store Password:		
Anytown, ND 01234 DEA# BP6025516			
Signer: ValidCA ValidOrderOne			
DEA# BP6117004	Sign Cancel		
Order: Signature Request Date: 2 Tracking Number: 15XX00	To bypass the remote certificate store and return to desktop signing click <u>here</u> .		
Qty Product	A 1997		
1 Hydromorphone H	CL USP Test		

Note: In order to resolve Certificate Store Password issues, please call Legisym Support at 1-877-332-3266 option 2.

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