



Express222™ 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™.

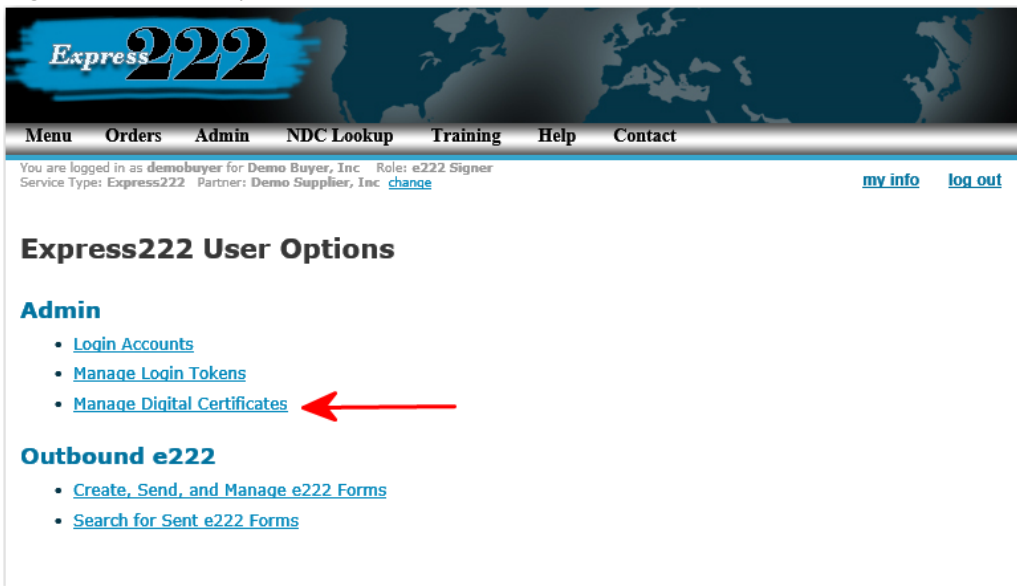
INTRODUCTION

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 [Exporting Digital Certificates Quick Reference Guide](#) 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.



Choose a Trading Partner. Click **Select and Continue**.



Review User License Agreement. Select I Agree to proceed.

The screenshot shows the 'Remote Certificate Wizard' interface. At the top, there is a progress bar with three steps: 1. End User License Agreement (highlighted), 2. Upload Certificate Wizard Step 1, and 3. Upload Certificate Wizard Step 2. Below the progress bar, the title 'REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT' is displayed. A sub-header reads 'Before proceeding, please read and understand the RCS User Agreement:'. The main text explains that the process allows uploading a digital signing certificate to a certified FIPS 140-2 digital certificate store, which is DEA approved and Drummond Group certified. It states that by storing the certificate in this RCS, the user may access it for CSOS signing purposes from Internet-capable devices, and that access and maintenance are the user's responsibility. A red arrow points to the 'I Agree' button at the bottom right of the agreement text.

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

Basic Format

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

Remote Certificate Wizard

1 End User Agreement 2 Upload Certificate

Upload Certificate Wizard Step 1

**All fields are mandatory*

Digital Certificate (PFX/P12) File: * Browse...
ValidOrderOne.pfx
File Uploaded Successfully...

DEA# Number:
BP6117004

PFX/P12 File Password: *

Clear Cancel Finish

Confirmation that your Certificate Store has been created will populate.

Certificate Store

Certificate List

Issued	ValidCASHa2AIA V	Expiration Date
<input type="checkbox"/>		01-Mar-2019

View 1 - 1 of 1

Upload New Certificate

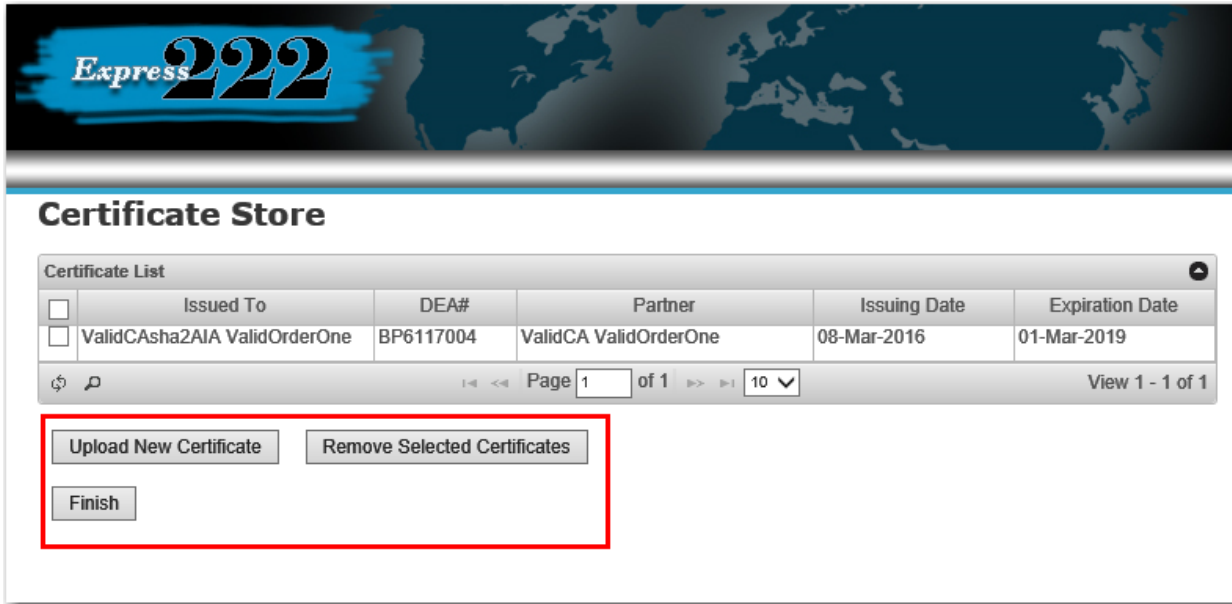
Finish

Congratulations

Congratulations you have successfully setup your Remote Certificate Store!

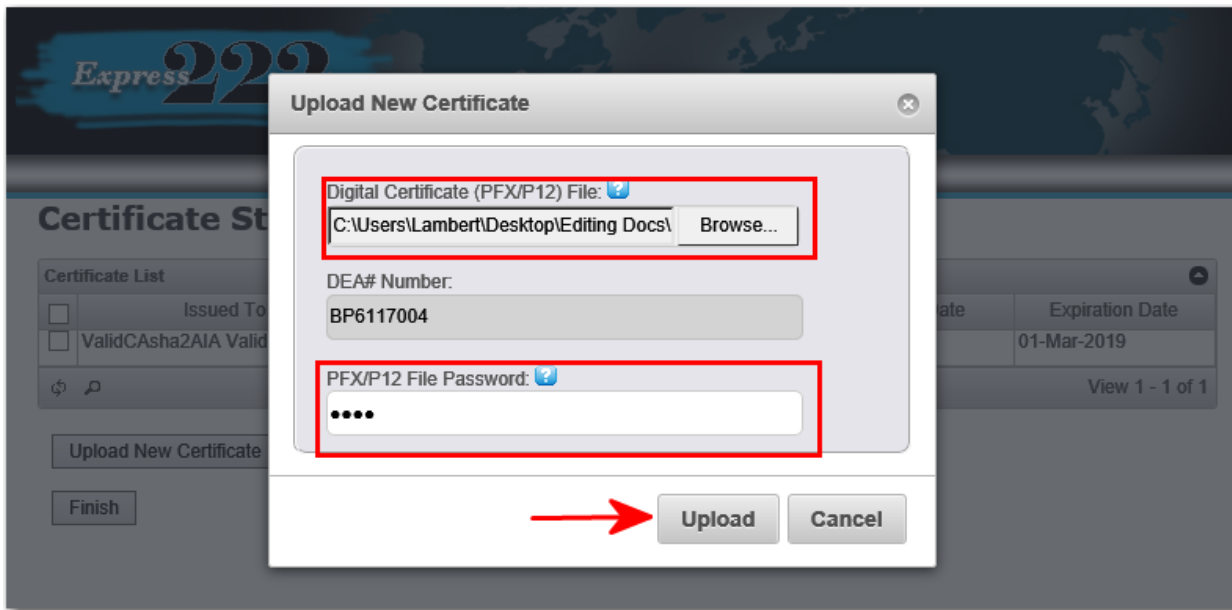
OK

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

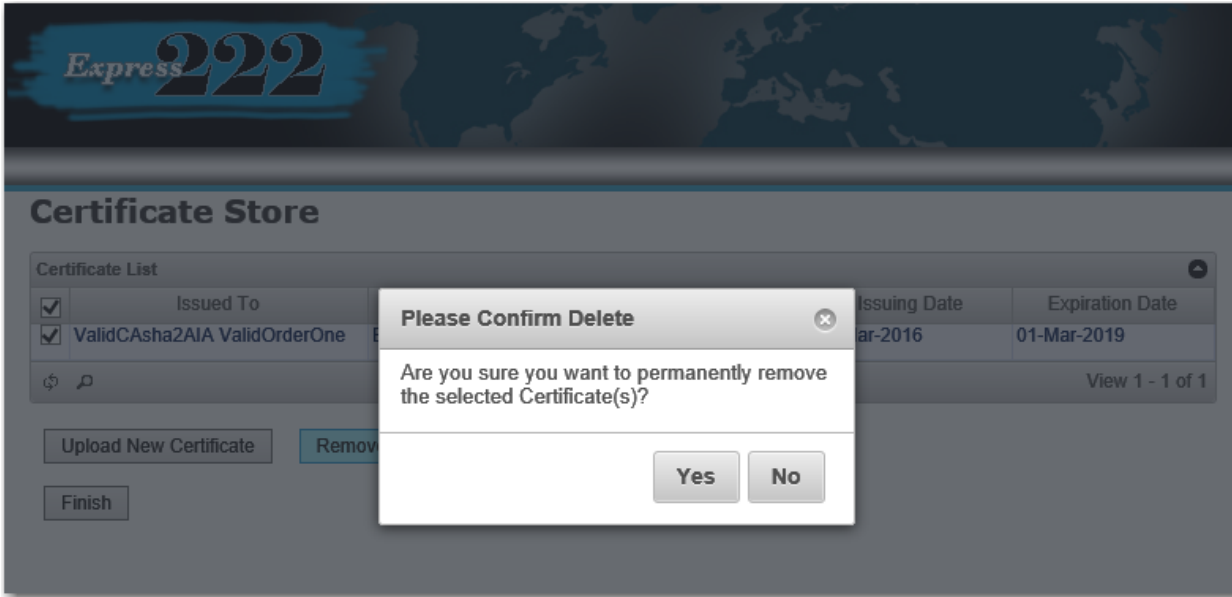


The Finish option will take you back to the Main Menu.

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.

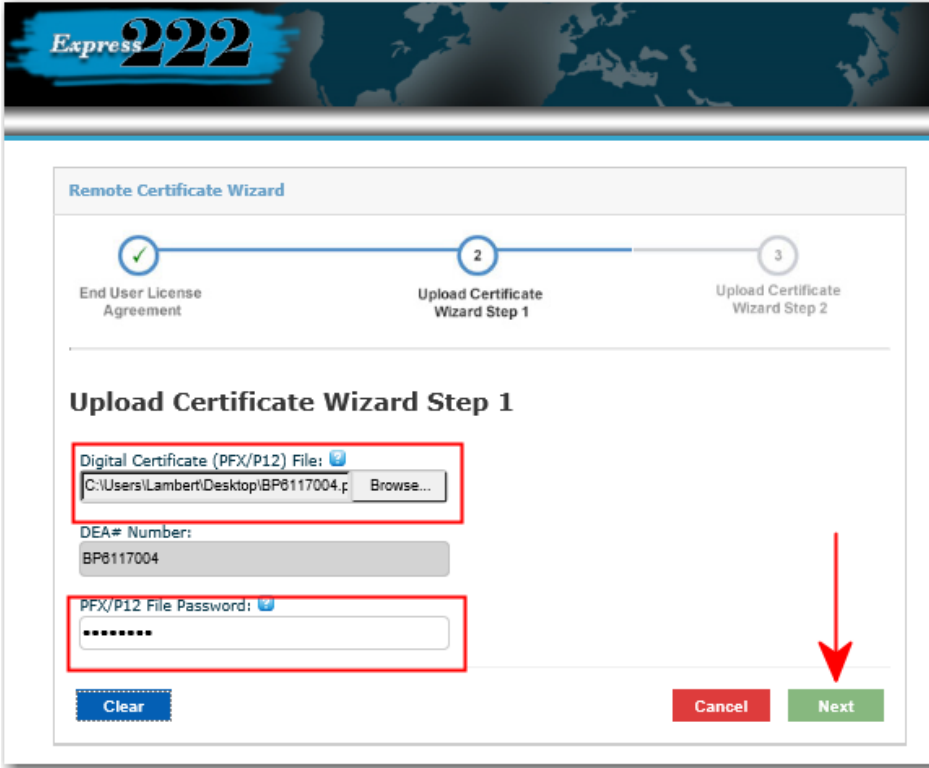


Remove Selected Certificates: In order to remove a certificate from the Certificate Store, select the radio button next to the certificate. Then select the Remove Selected Certificates option as seen below. Select the Yes option to confirm.

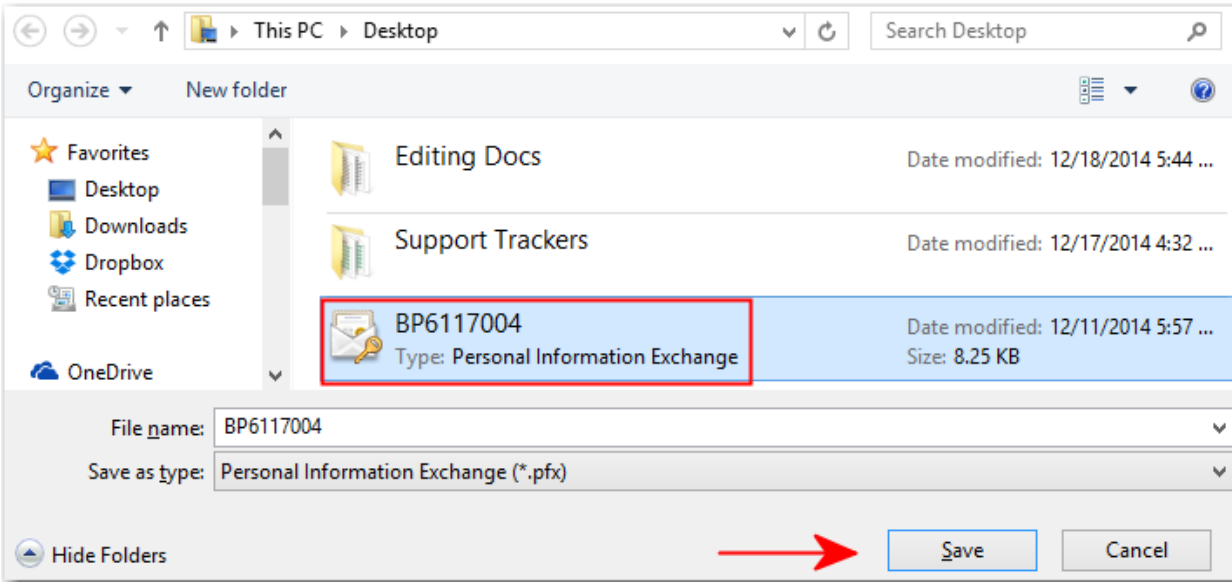


Advanced Format

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



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



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

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 3 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

This is the password for your certificate store. This password is used for signing an order, uploading a new certificate, or removing a certificate. The password requirements are at least one capital letter, one number, a special character (! @ # \$ % & *), and a minimum of 8 characters and maximum of 20 characters long.

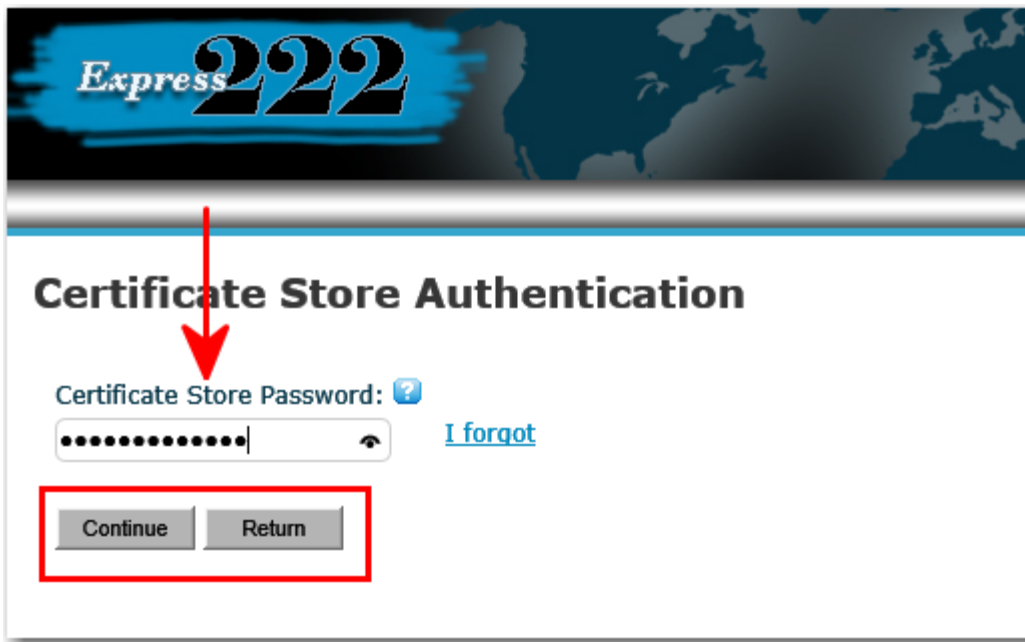
This is the security question that will be asked in case you forget your password. You will need to answer the question to reset your password. Please create your own security question.

This is the security answer that you will need to provide in case you forget your password and need to reset it.

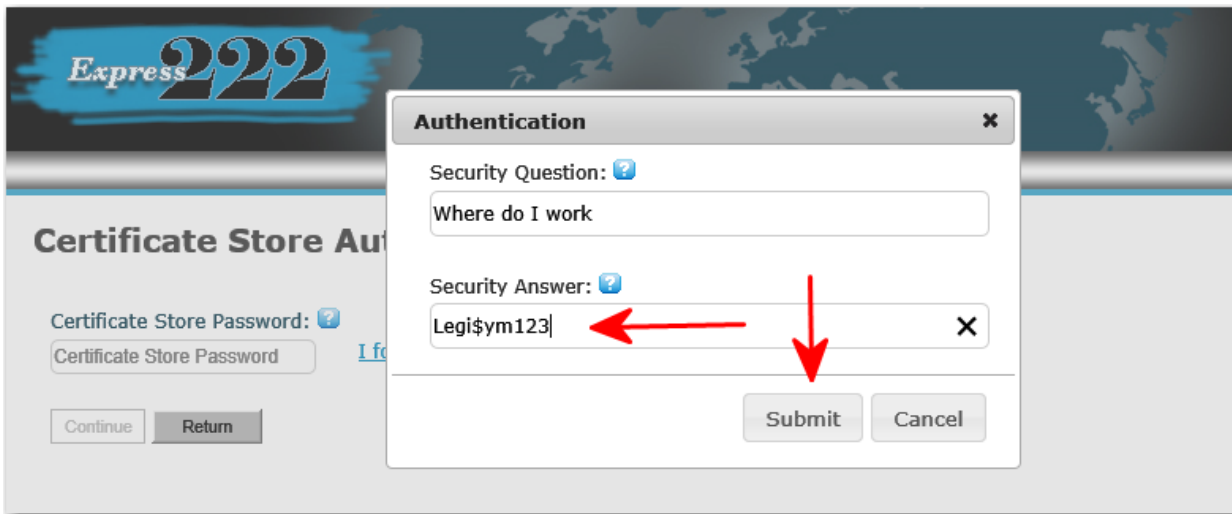
Cancel **Finish**

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

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.



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.

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

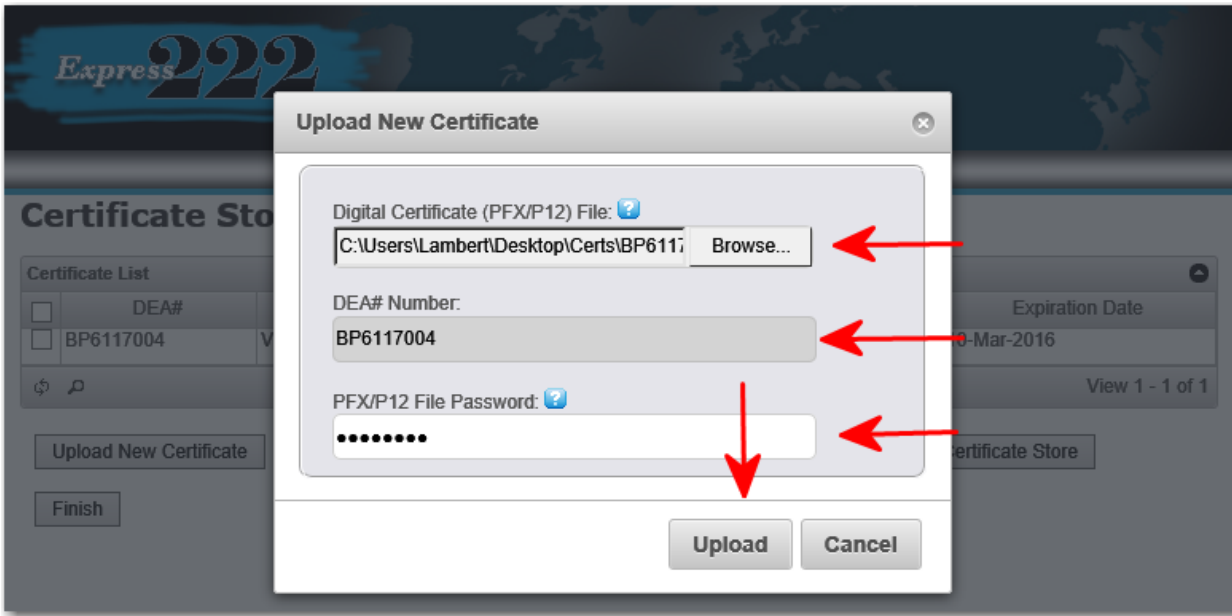
If you has forgotten the Certificate Store Password and the answer to the Security Question. The user will need to contact Legisym support at 1-877-332-3266 option 2.

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

	Issued To	DEA#	Partner	Issuing Date	Expiration Date
<input type="checkbox"/>	ValidCAsha2AIA ValidOrderOne	BP6117004	ValidCA ValidOrderOne	08-Mar-2016	01-Mar-2019

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

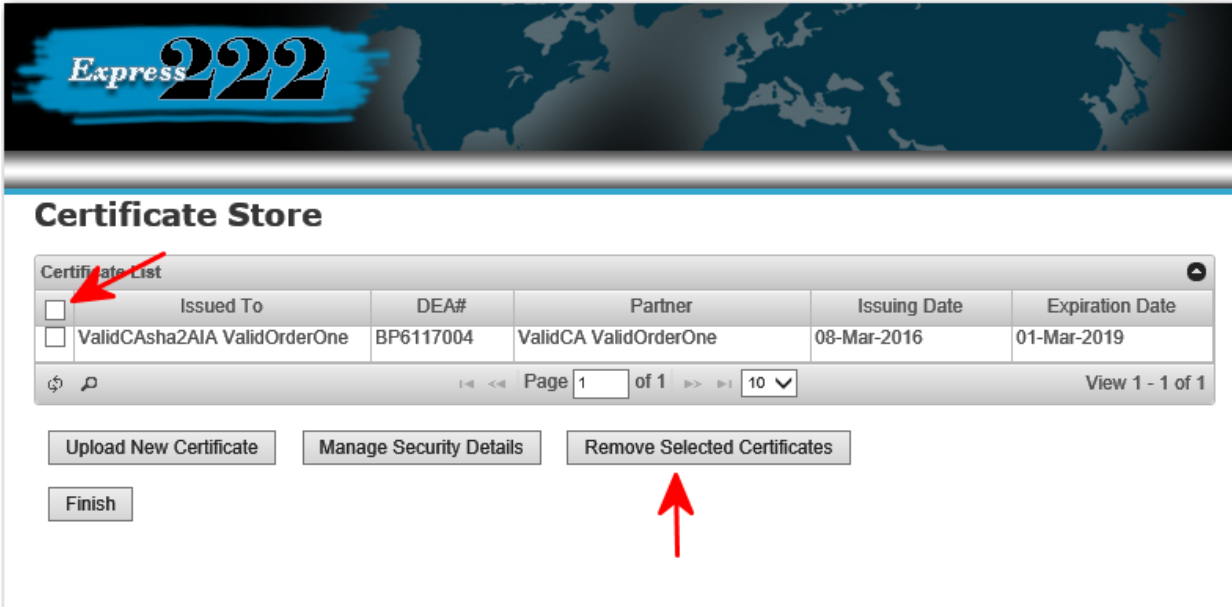
Upload New Certificate: Select the Browse Option to find the Digital Certificate on your PC. The DEA# Number field will auto populate. The PFX/P12 File Password is the signing password to the Digital Certificate.



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.



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.



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.

