CSOS Signing Profile
Quick Reference Card

How to create and delete a profile for CSOS signing
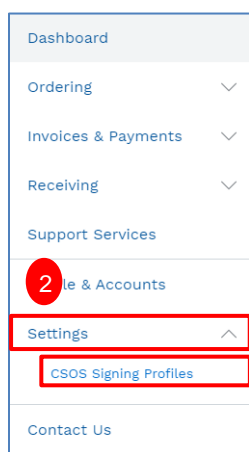
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CREATE A PROFILE FOR CSOS SIGNING

*The **CSOS Profile** tab allows for the creation, deletion and updating of CSOS signing profiles.*
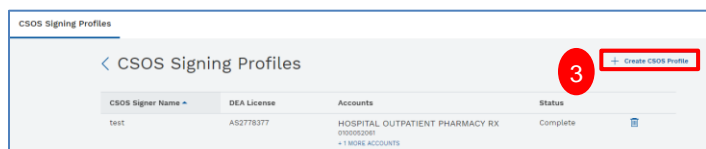
1. Click the **Menu** button.

2. Click **Settings** from the **Navigation Menu** and select **CSOS Signing Profiles**.

3. Click the **Create CSOS Profile** hyperlink.

*Note: Multiple **CSOS Signing Profiles** can be set up at the user level, for an account, if there are multiple certificates/signers.*

4. Type the first and last name of the person responsible for signing the CSOS orders in the **CSOS Signer name** field.

5. Click [∨].

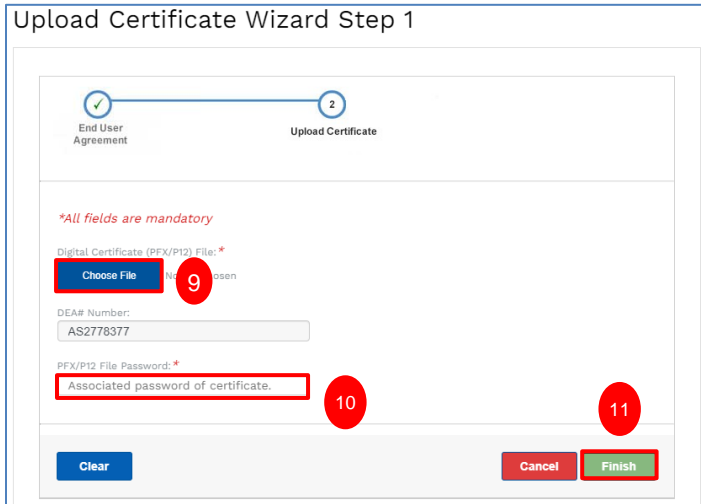**6.** Select the desired **DEA License**.

7. Click the **Continue** button.

CSOS Profile Registration

CSOS Signer name: John Smith

DEA License: Choose a DEA license

AS2778377

Cancel | Continue

8. After reading the **Remote Certificate Store (RCS) User Agreement**, click the **I Agree** button.

REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT

1 — End User Agreement
2 — Upload Certificate

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

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9. Click the **Choose File** button to upload the CSOS Certificate.

10. Type the password associated with the pharmacy's digital CSOS certificate when obtained from the DEA.

11. Click the **Finish** button.

Upload Certificate Wizard Step 1
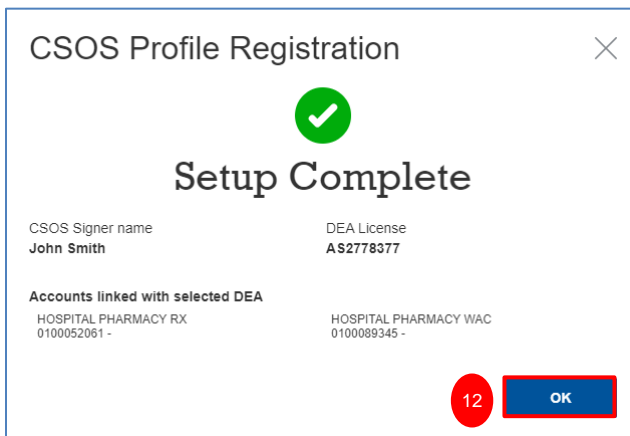
12. Click the **OK** button on the **CSOS Profile Registration** screen.

*Note: The **Status** displays as "Complete" when all steps have been successfully completed.*

DELETE A PROFILE FOR CSOS SIGNING

The delete option can be used to delete expired licenses or licenses that are no longer valid.

1. Click the **Trash Can** button from the **CSOS Signing Profiles** screen on the appropriate profile line.

*Note: The **Update Cert** button displays, to the left of the **Delete** icon, for certs in an "Incomplete" status to be accessed and updated.*

2. Click the **Delete** button.

3. Confirm the deleted profile no longer appears on the **CSOS Signing Profiles** screen.