



Express222™

Controlled Substance Ordering System

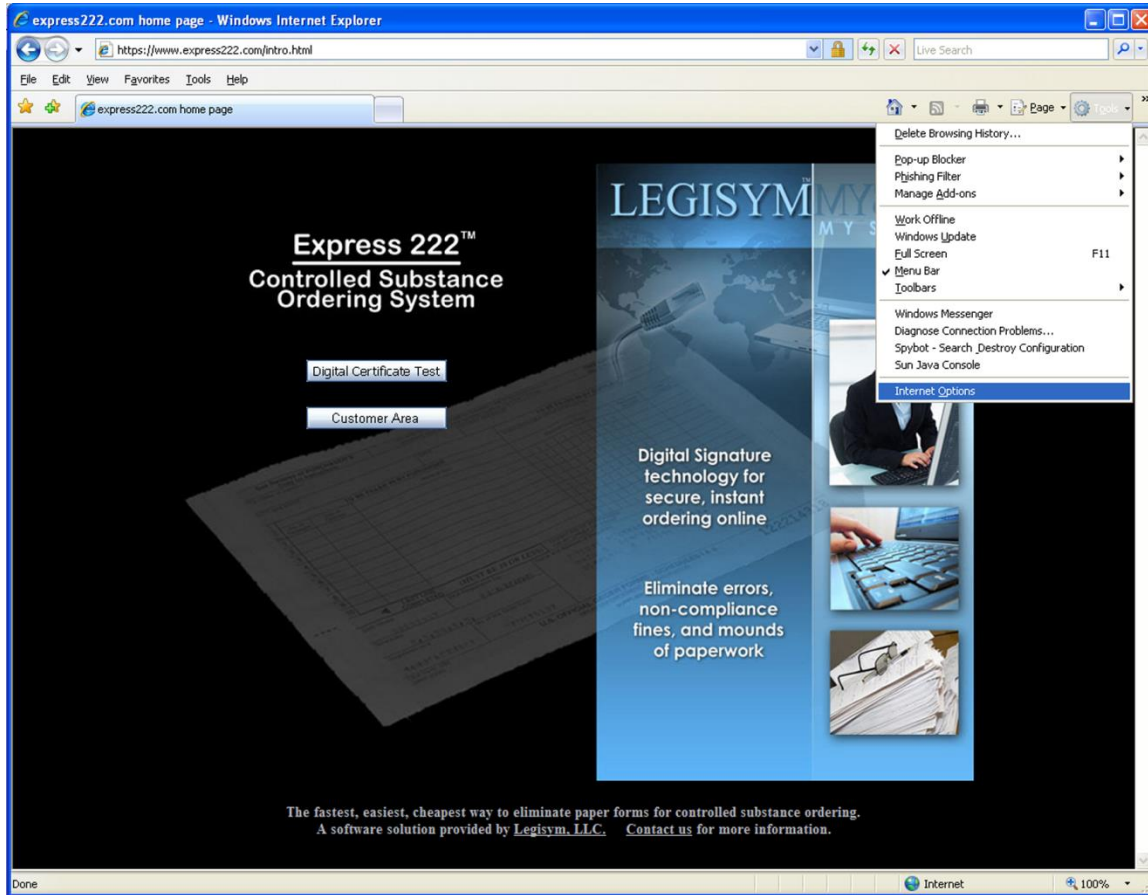
User Quick Reference Series

Checking Your Certificate Information

This Quick Reference will help you determine if your digital certificate is installed in Internet Explorer, and show you how to view some general information about the certificate, including who issued it, the date it was issued, the date it expires, and your address.

Express 222™ – Checking Your Certificate Information

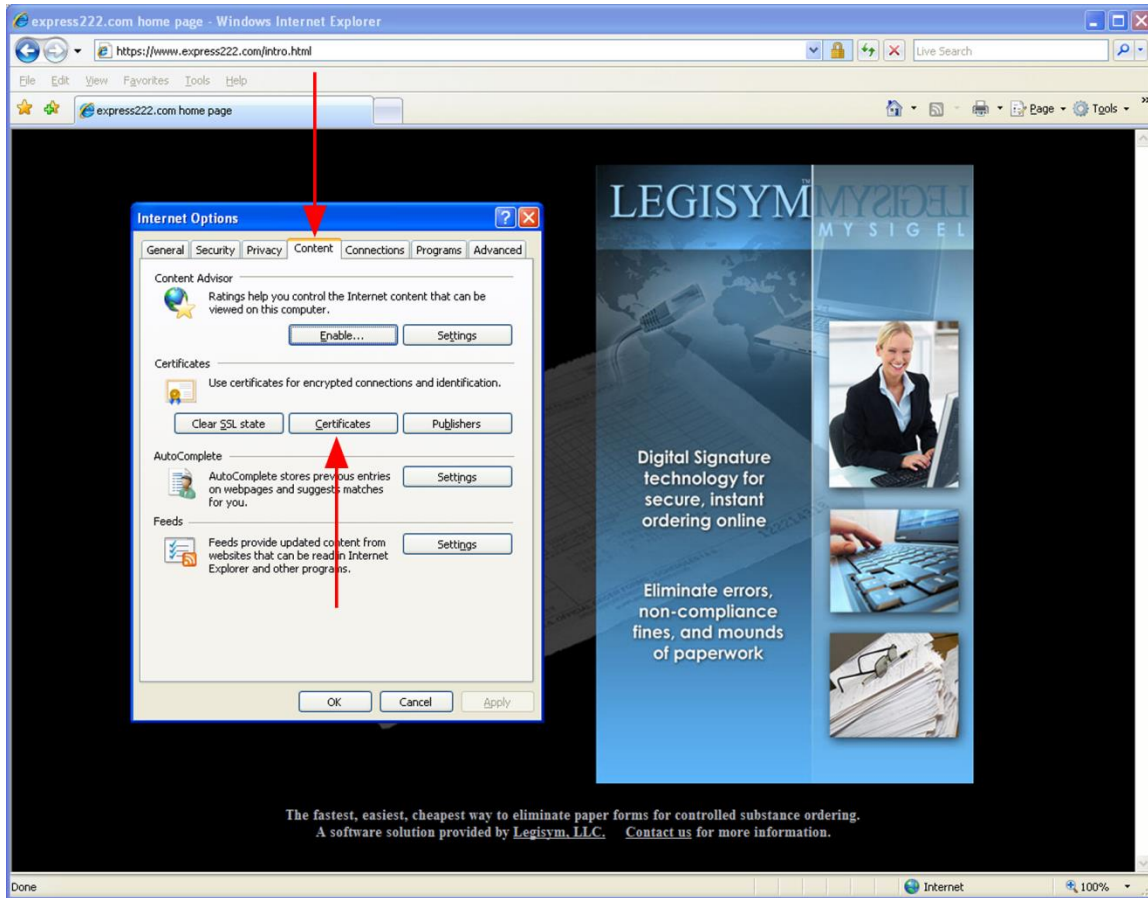
To digitally sign orders using the Express222™ system, you will need to have a DEA-issued digital signature certificate installed in your Internet Explorer browser. If you are not sure if your certificate is properly installed, or if it is a valid DEA certificate, please check it using the following instructions.



From any page in your Internet Explorer browser, click on the Tools menu and select “Internet Options”.

Express 222™ – Checking Your Certificate Information

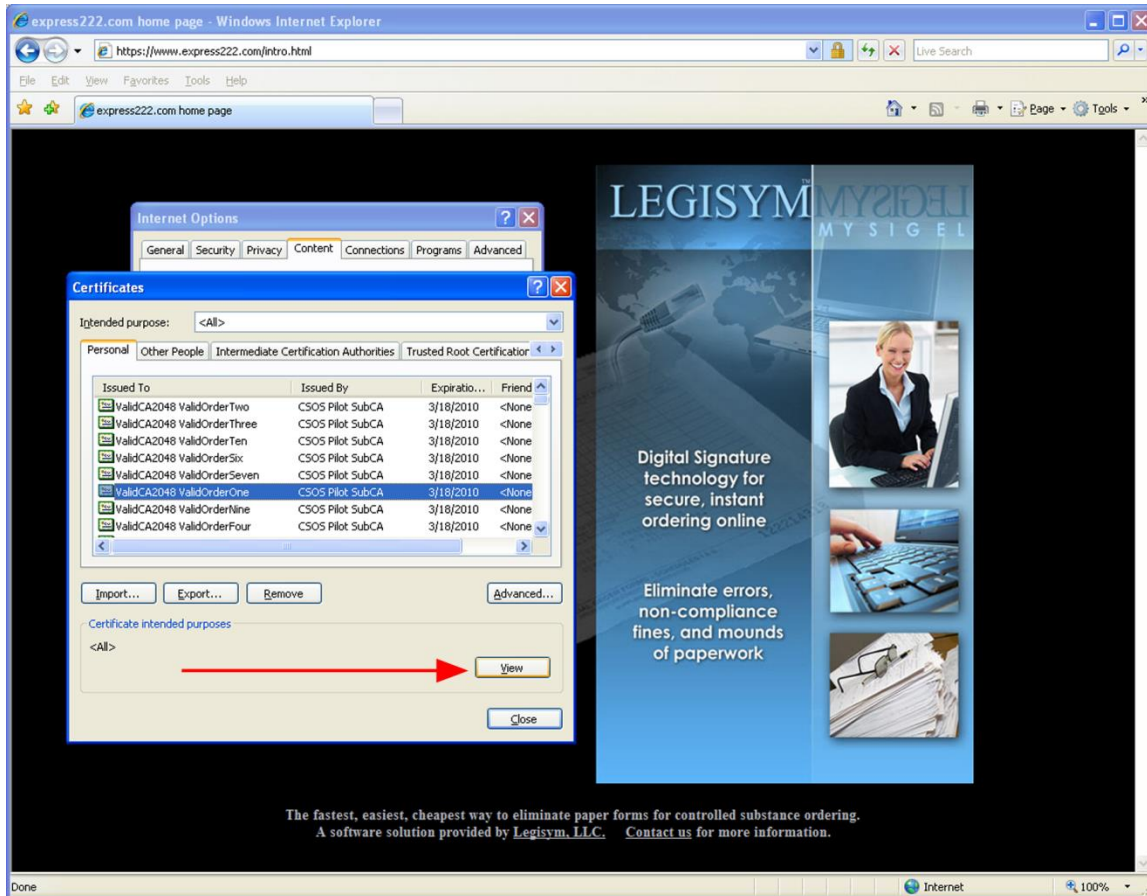
The Internet Options dialog box is displayed:



In the Internet Options dialog box, click on the Content tab, and then click on the Certificates button.

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The Certificates List is displayed:



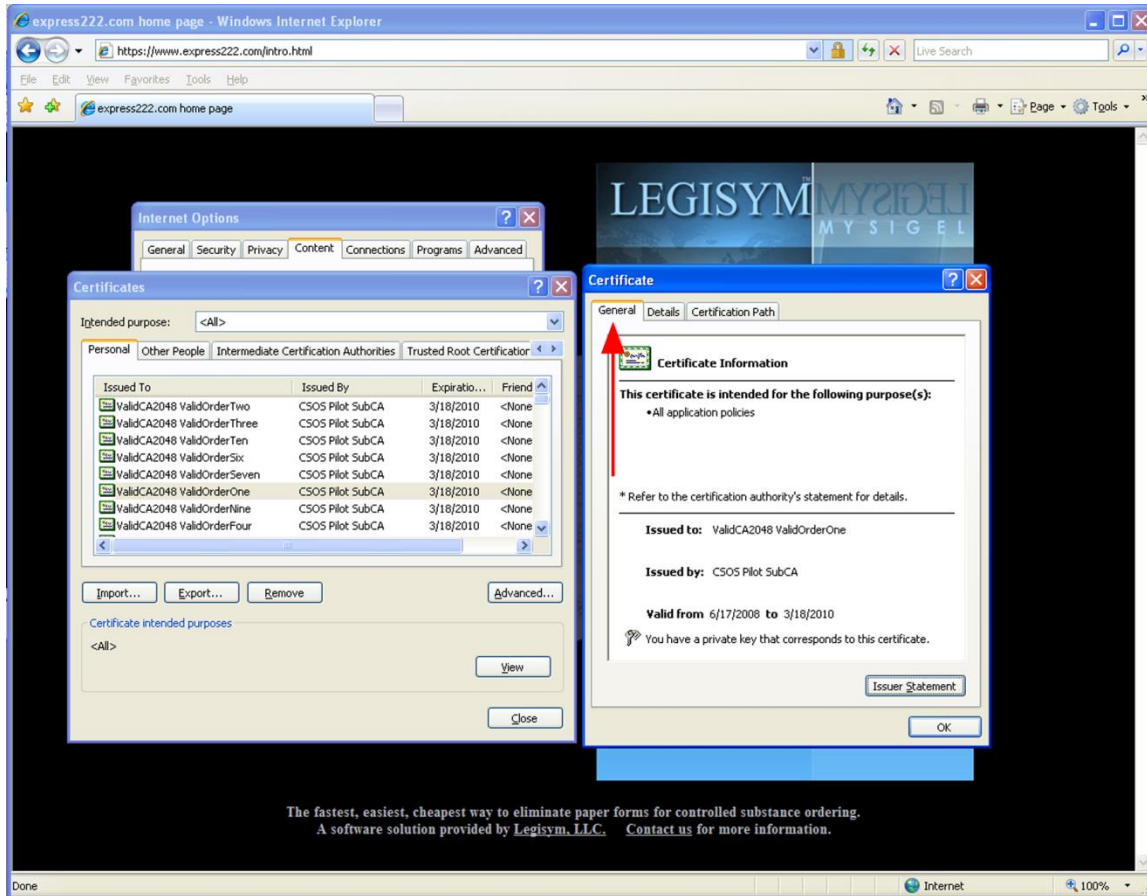
A list of the certificates installed in Internet Explorer on this computer is displayed. Your list will most likely have only one or just a few certificates in it.

Your DEA issued certificate will say “CSOS CA” in the Issued By column. If you don’t see a certificate like this in your list, then it means your DEA-issued certificate is not installed in Internet Explorer. You can stop reading these instructions, and refer instead to the companion document in the User Quick Reference Series, entitled “Finding a Digital Certificate File on Your Computer.”

If you did find your DEA issued certificate that you will use for signing controlled substance orders, click on it one time so that the certificate is highlighted, and then click on the “View” button.

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The Certificate Information is displayed:



Checking the Valid Date Range

If the “General” tab is not already selected, click on the “General” tab. Here you will see to whom the certificate was issued, who issued it, and the dates for which the certificate can be used to digitally sign orders.

The “Issued to” should be your name or your organization’s name, the “Issued by” must be “CSOS CA”, and today’s date must be between the dates in the “Valid from” date range.

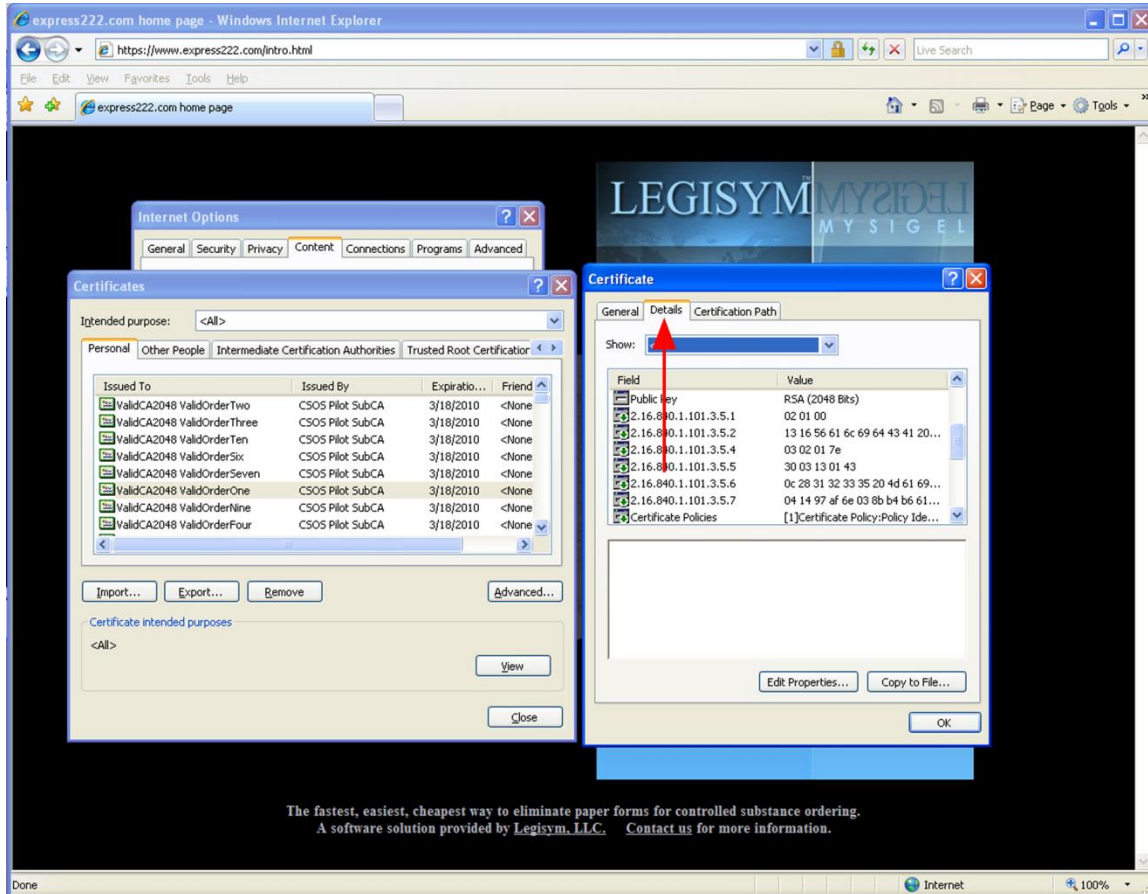
For more detailed information about the contents of your DEA-issued digital signing certificate, please refer to the [CSOS Subscriber Manual, Internet Explorer Version](#) document published by DEA. This document is available on the Express222™ Web site “Help” page under the question “How can I get digital signature capabilities?” Simply click on the “very helpful document” link in the answer to that question.

Express 222™ – Checking Your Certificate Information

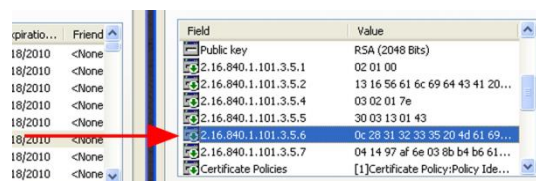
Checking the Shipping Address

The DEA requires that CSOS orders be shipped to the address that is contained in the digital certificate. If your address does not seem to be right on the electronic 222 form, then it is most likely because the address inside the digital certificate is not what you expect it to be. You can verify that the address on the electronic 222 matches the one in your certificate to gain confidence that the address on the electronic 222 is DEA compliant.

To check the address, click on the “Details” tab. A list of the fields inside the certificate is displayed:

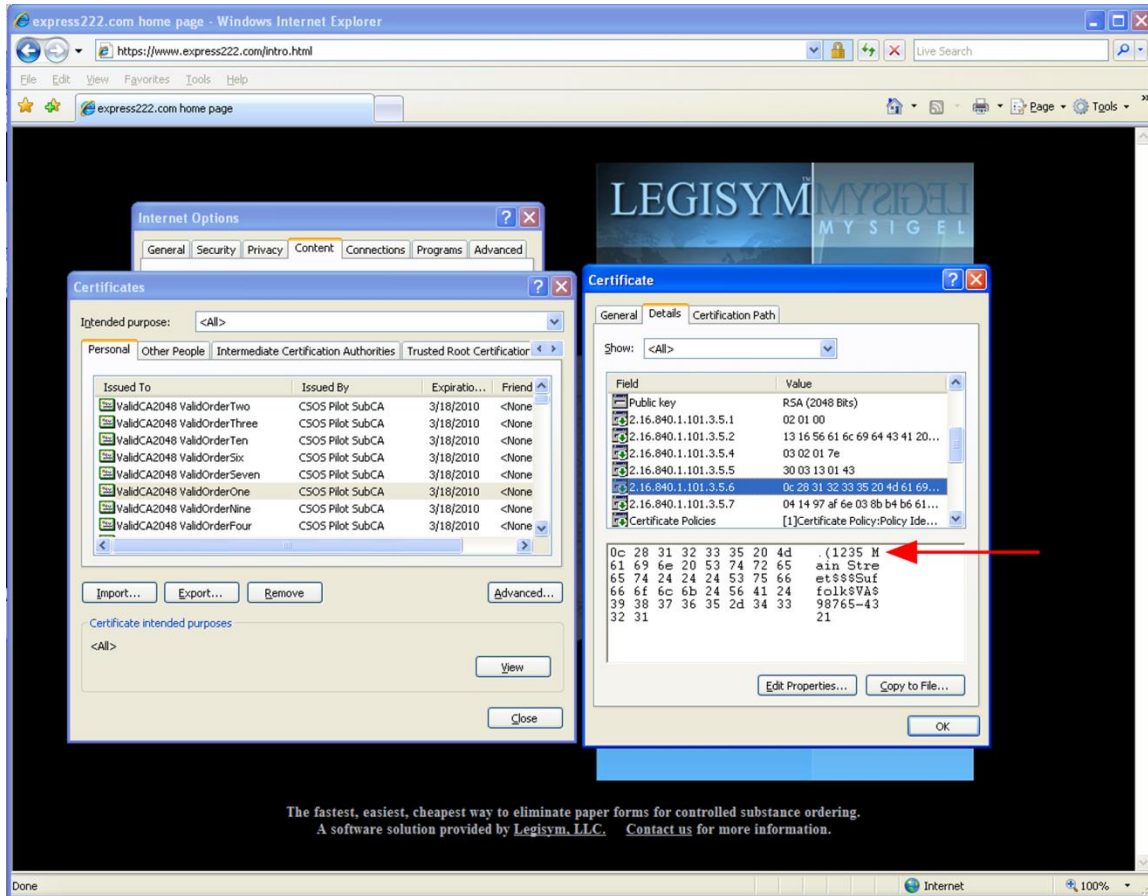


Scroll down in the list until you see the field named “2.16.840.1.101.3.5.6”. This is the field that contains your address information. Click on that field name.



Express 222™ – Checking Your Certificate Information

The address information is displayed:



It is a little bit cryptic, but you can see each line of your address, separated by a \$ symbol. This is the address that the DEA requires be placed on CSOS orders. If this address is not correct for your location, then only the DEA can change it. You can call the DEA CSOS Help Desk at (877) 332-3266.