



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.

Express 222 – Remote Certificate Store Managing Digital Certificates

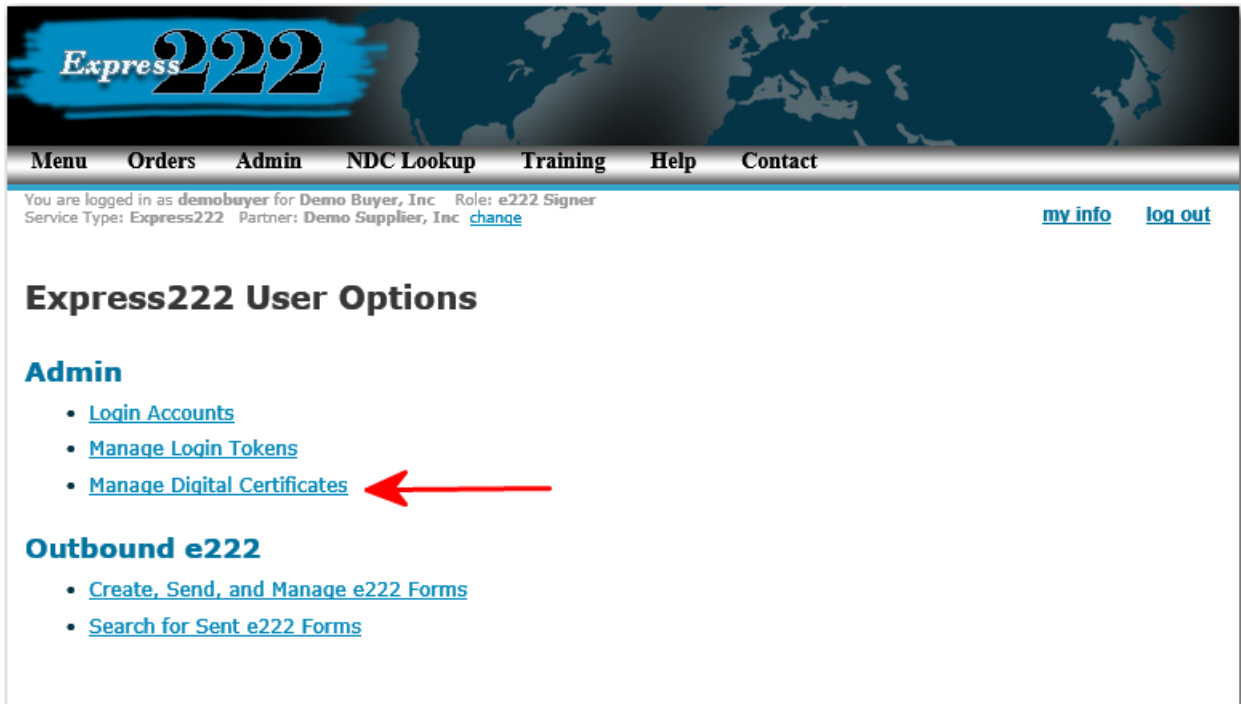
Introduction

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.



The screenshot displays the Express222 user interface. At the top, there is a navigation menu with the following items: Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. Below the menu, a user status bar indicates: "You are logged in as demobuyer for Demo Buyer, Inc. Role: e222 Signer Service Type: Express222 Partner: Demo Supplier, Inc. [change](#)". On the right side of this bar are links for "my info" and "log out".

Express222 User Options

Admin

- [Login Accounts](#)
- [Manage Login Tokens](#)
- [Manage Digital Certificates](#) ←

Outbound e222

- [Create, Send, and Manage e222 Forms](#)
- [Search for Sent e222 Forms](#)

Express 222 – Remote Certificate Store Managing Digital Certificates

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 main heading is 'REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT'. Underneath, it says 'Before proceeding, please read and understand the RCS User Agreement:'. The agreement text states: 'The following process will allow you to upload your digital signing certificate to a certified FIPS 140-2 digital certificate store. This is a DEA approved, Drummond Group 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.' At the bottom right, there are two buttons: 'Disagree' (red) and 'I Agree' (green). A red arrow points down to the 'I Agree' button.

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

Express 222 – Remote Certificate Store Managing Digital Certificates

Basic Format

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

Remote Certificate Wizard

End User Agreement 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

| | | |
|--------------------------|------------------|-----------------|
| <input type="checkbox"/> | Issued | Expiration Date |
| <input type="checkbox"/> | ValidCasha2AIA V | 01-Mar-2019 |

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Upload New Certificate

Finish

Congratulations

Congratulations you have successfully setup your Remote Certificate Store!

OK

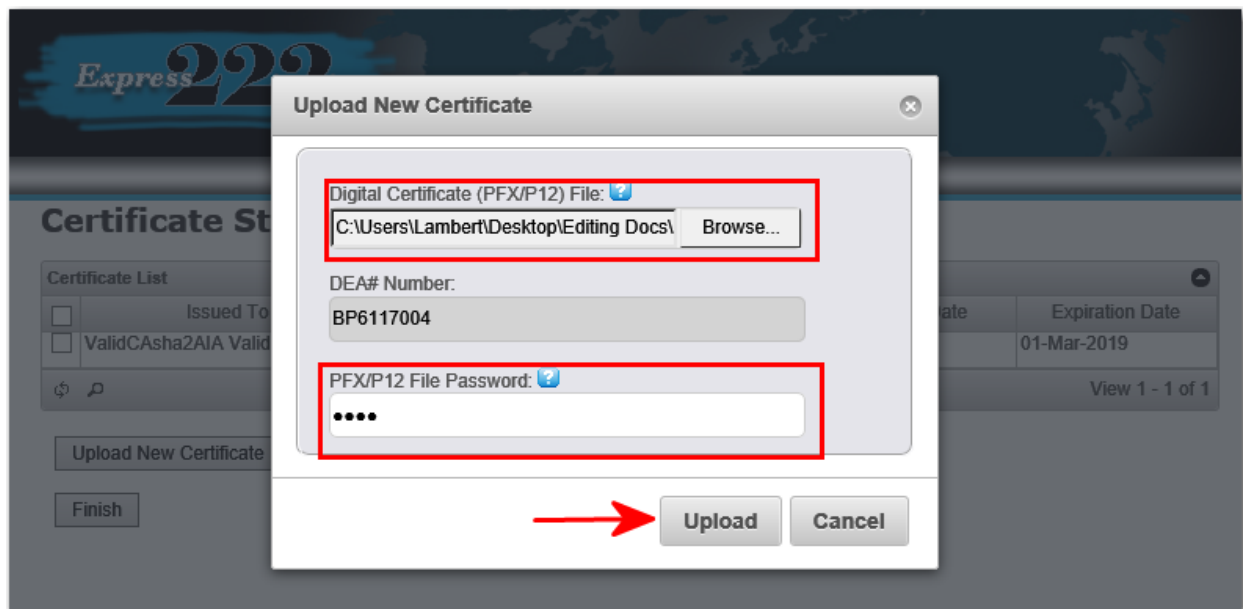
Express 222 – Remote Certificate Store Managing Digital Certificates

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



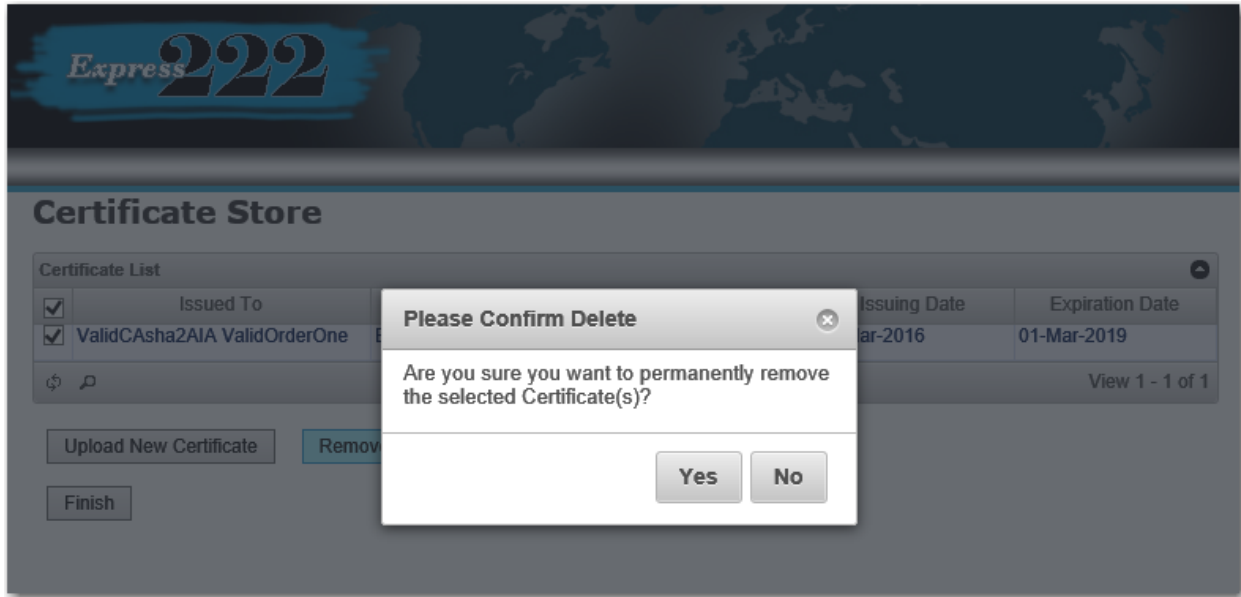
The Finish option will take you back to the Main Menu.

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.



Express 222 – Remote Certificate Store Managing Digital Certificates

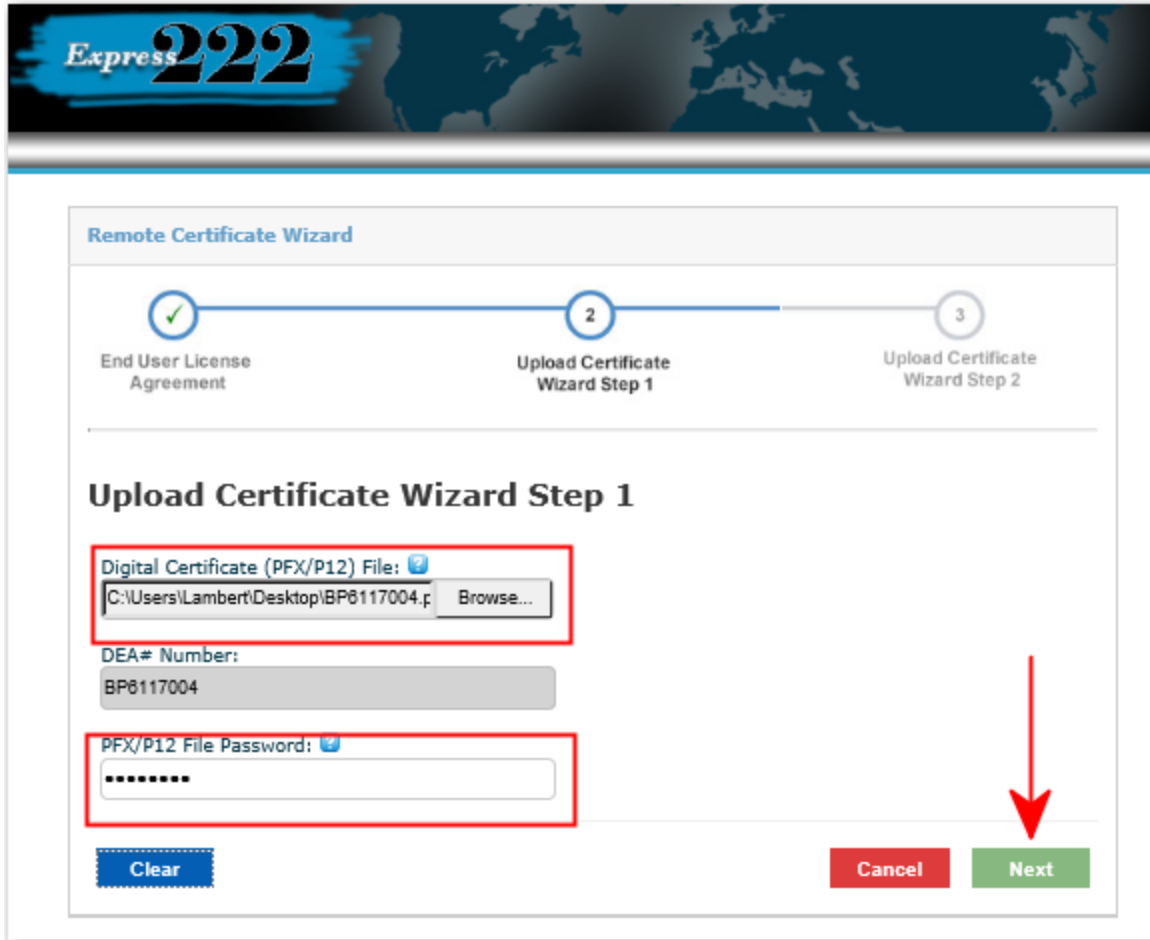
Remove Selected Certificates: In order to remove a certificate from the Certificate Store, select the radio button next to the certificate. Then select the Remove Selected Certificates option as seen below. Select the Yes option to confirm.



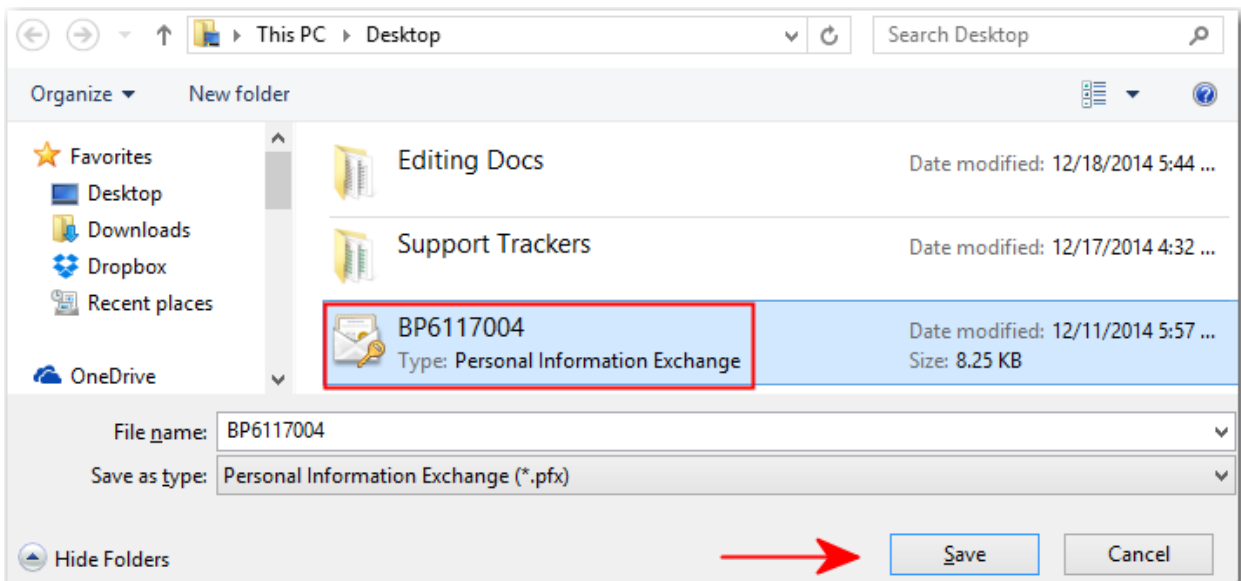
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Advanced Format

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



Select the .PFX file and select Next



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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 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 minimum of 8 characters and maximum of 20 characters long.

This is a security question that will be asked in case you forget your password and ask for resetting it. You can create your own security question.

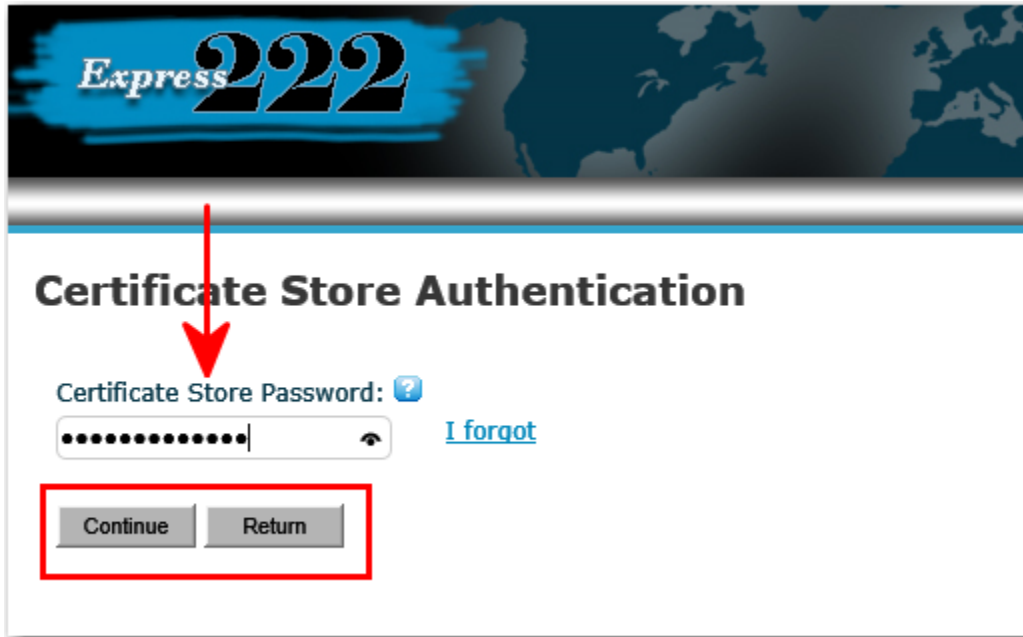
This is a security answer that you needs to provide in case you forget your password and want to reset it.

Cancel Finish

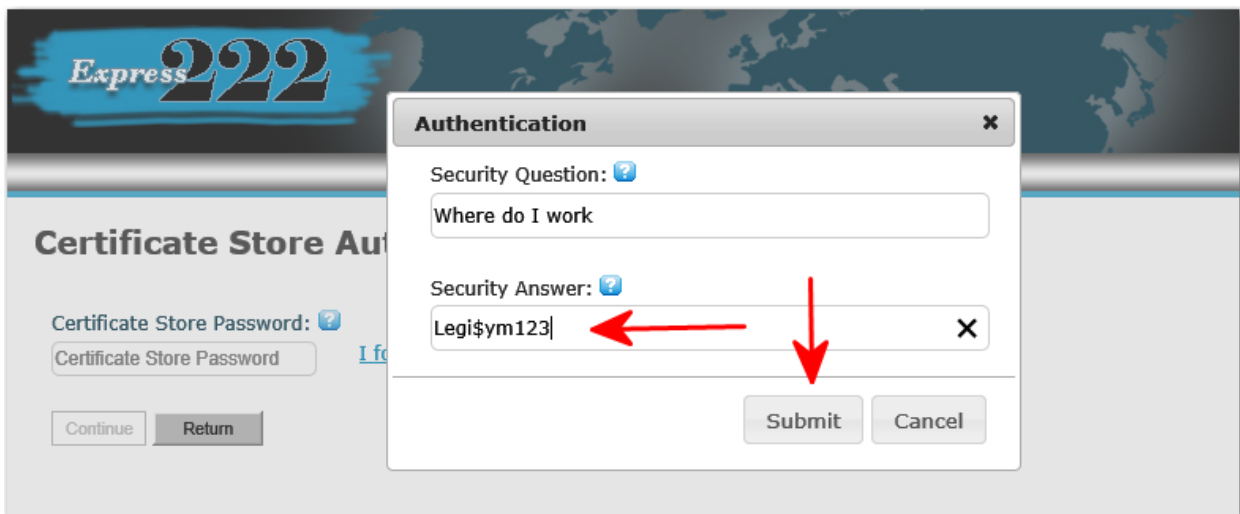
Note: Selecting the Show Security Answer option, will allow the answer to be visible.

Express 222 – Remote Certificate Store Managing Digital Certificates

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.



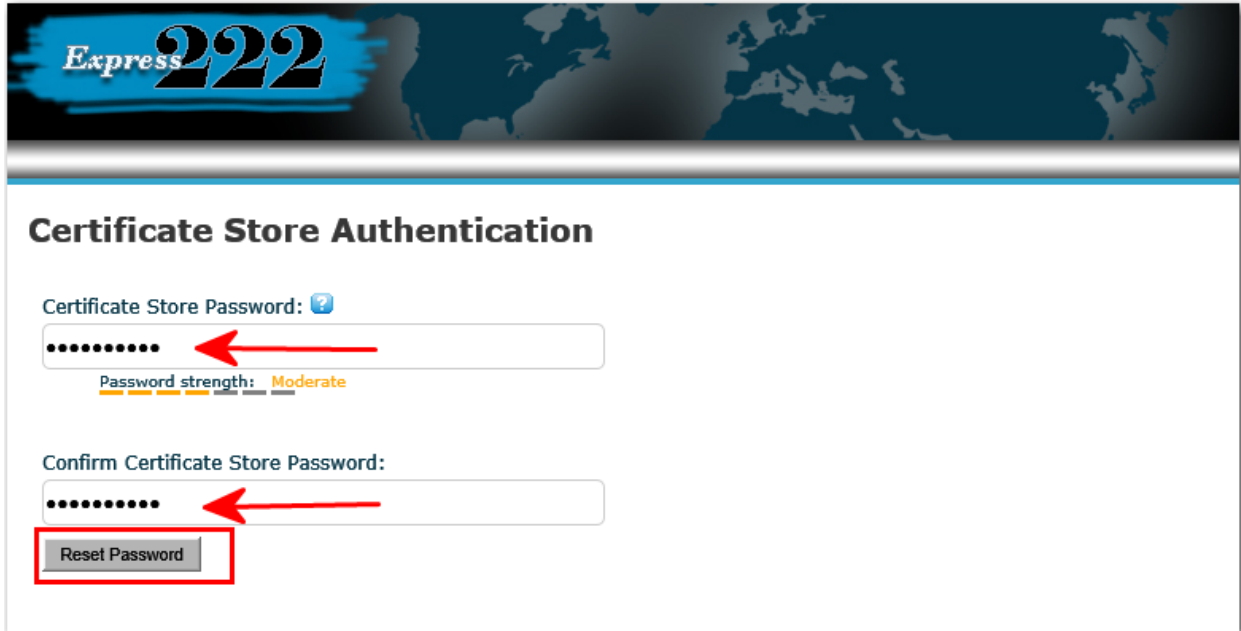
Recover your Remote Certificate Store Password with your Security Question. Select the I Forgot option and answer the Security question.



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.

Express 222 – Remote Certificate Store Managing Digital Certificates

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



Certificate Store Authentication

Certificate Store Password: ?

..... ←

Password strength: Moderate

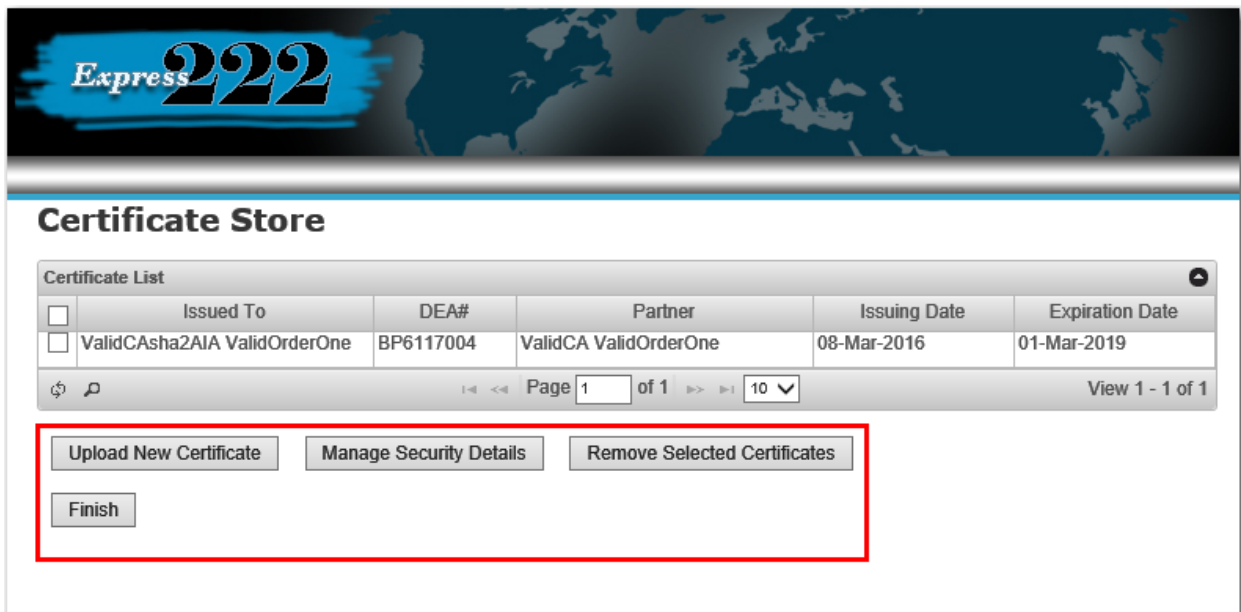
Confirm Certificate Store Password:

..... ←

Reset Password

If you have 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.



Certificate Store

| Certificate List | | | | | |
|--------------------------|------------------------------|-----------|-----------------------|--------------|-----------------|
| <input type="checkbox"/> | Issued To | DEA# | Partner | Issuing Date | Expiration Date |
| <input type="checkbox"/> | ValidCasha2AIA ValidOrderOne | BP6117004 | ValidCA ValidOrderOne | 08-Mar-2016 | 01-Mar-2019 |

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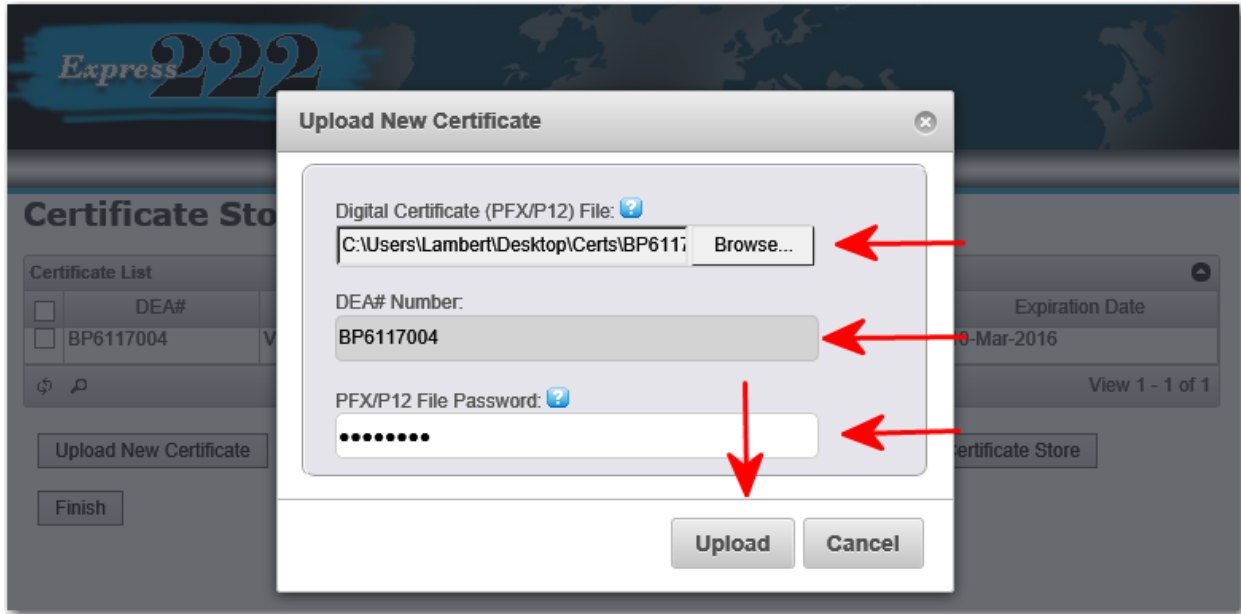
Upload New Certificate | Manage Security Details | Remove Selected Certificates

Finish

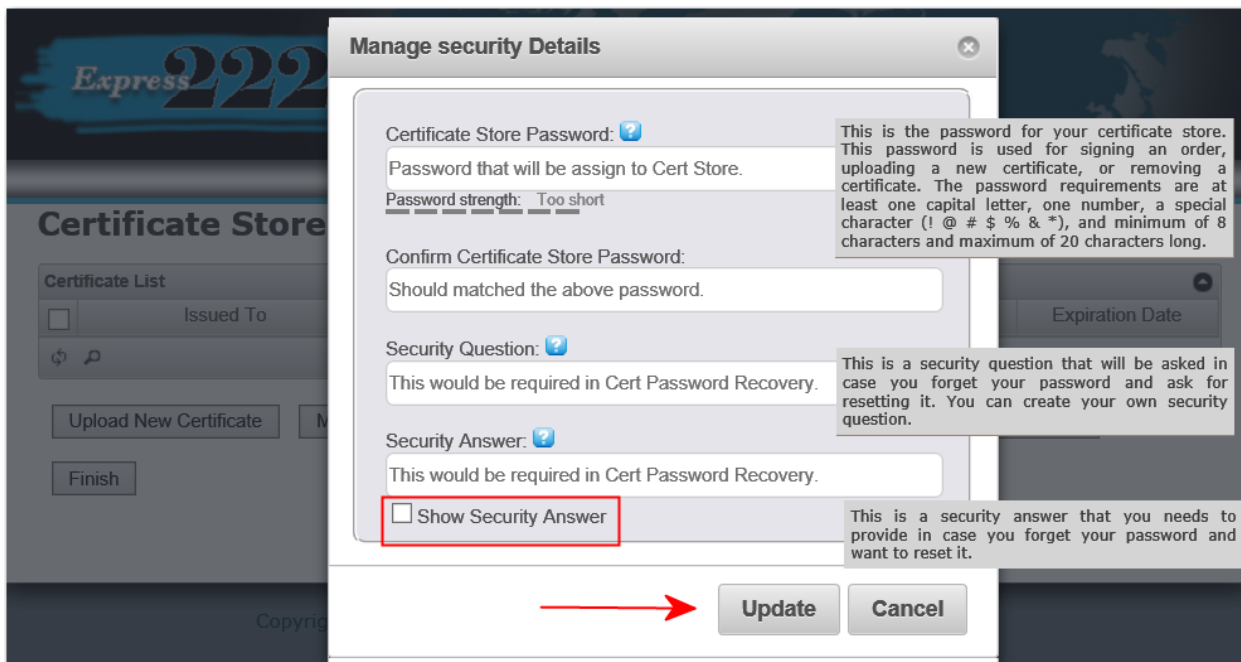
The Finish option will return users to the Main Menu screen.

Express 222 – Remote Certificate Store Managing Digital Certificates

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.

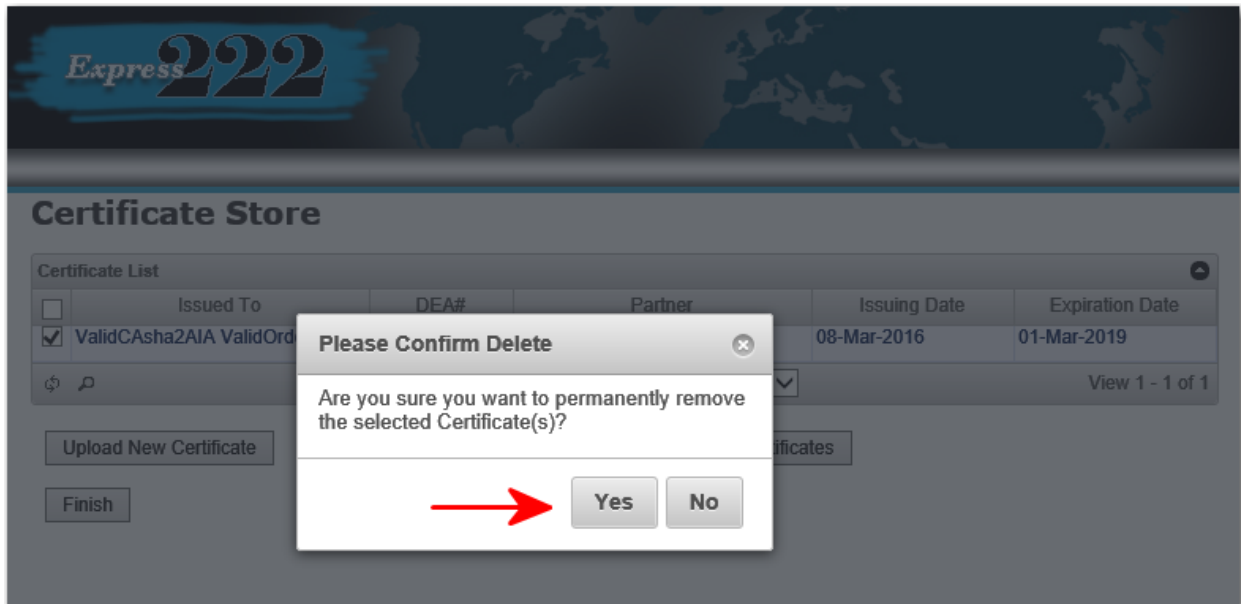


Express 222 – Remote Certificate Store Managing Digital Certificates

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.



Express 222 – Remote Certificate Store Managing Digital Certificates

If your Certificate store is setup and you have forgotten your certificate store password. Orders can be signed by selecting the [here](#) 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 www.express222.com. Customer that are setup for Certificate Store only signing will not have this option.

The screenshot shows the Express 222 web interface. At the top, there is a navigation menu with links for Menu, Orders, Admin, NDC Lookup, Training, Help, and Contact. Below the menu, a user is logged in as 'rcstest for Demo Buyer, Inc' with the role of 'e222 Signer'. The service type is 'Express222' and the partner is 'Demo Supplier, Inc'. There are links for 'my info' and 'log out'.

The main content area is titled 'Order To Be Signed'. It displays supplier information for 'Demo Supplier, Inc' and signer information for 'ValidCA ValidOrderOne'. An order is listed with a quantity of 1 and the product 'Hydromorphone HCL USP Test'.

A modal dialog box titled 'Certificate Store Password' is open. It contains a text input field for the password. A red arrow points down to the input field, and another red arrow points left from the input field. Below the input field are 'Sign' and 'Cancel' buttons. Below the dialog box, there is a text instruction: 'To bypass the remote certificate store and return to desktop signing click [here](#).' with a red arrow pointing up to the word 'here'.

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