

CSOS customers

A quick guide to **transferring your CSOS certificate** on the enhanced McKesson SupplyManager<sup>SM</sup>

# ACTION REQUIRED

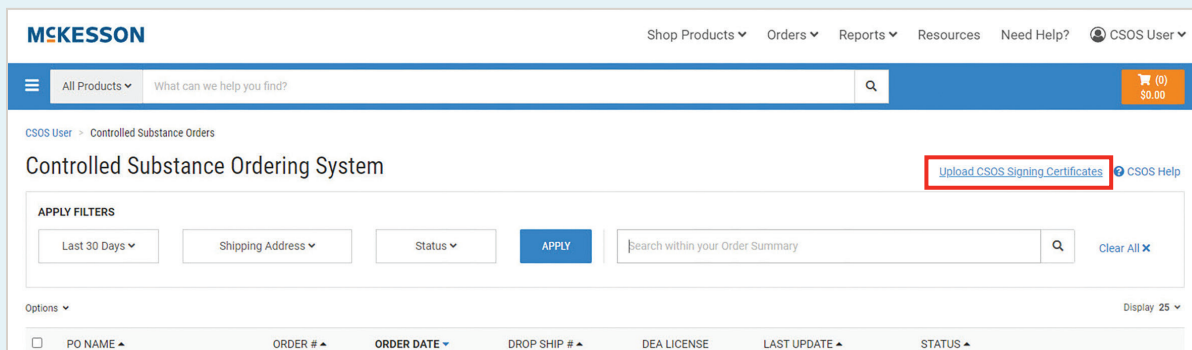
## Upload your CSOS certificate

**It's time to get ready for your enhanced SupplyManager experience.** On June 19, 2023 you will need to complete the following steps to continue ordering DEA-regulated products online.



### How to upload CSOS certificates on the enhanced SupplyManager

- 1 **Browse to your CSOS Certificates folder.** There should be a shortcut to the CSOS folder on your computer desktop.
- 2 **Locate your signing certificate(s).** The file name is typically your first name and the expiration date of the DEA number (example: 'John sign 12-30-2022').
- 3 **Change the file name to the DEA number** using uppercase letters (example: 'AA1234567').
- 4 **Log in to your SupplyManager account** with a user ID that has permissions to sign CSOS orders.
- 5 Hover over **"Orders"** and select **"CSOS Orders"**.
- 6 Select **"Upload CSOS Signing Certificates"**.



## 7 Review the one-time user agreement and **select “I Agree”**

The screenshot shows the McKesson website interface. The top navigation bar includes 'Shop Products', 'Orders', 'Reports', 'Resources', 'Need Help?', and 'CSOS User'. Below the navigation bar, the breadcrumb trail reads 'My Account > Controlled Substance Orders > CSOS - Manage Certificates'. The main heading is 'Managing CSOS Certificates'. The 'Remote Certificate Wizard' progress bar shows three steps: 1. End User Agreement (current step), 2. Upload Certificate Wizard Step 1, and 3. Upload Certificate Wizard Step 2. The 'End User Agreement' section contains the following text:

**REMOTE CERTIFICATE STORE (RCS) USER AGREEMENT**  
Before proceeding, please read and understand the RCS User Agreement:  
The following process will allow you to upload your personal CSOS Signing Certificate to a Drummond-certified FIPS 140-2 digital certificate store. This will allow you to access your certificate for CSOS signing purposes from internet-capable devices.  
Access to and maintenance of the Remote Certificate Store (RCS) and its contents are exclusively your responsibility. A unique login account is required for each CSOS Subscriber to load their DEA issued CSOS Signing Certificate(s). No one else may use your RCS. This RCS is associated with one supplier. If you want to utilize an RCS with a different supplier, 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 of the agreement text, there are two buttons: 'Disagree' and 'I Agree'. The 'I Agree' button is highlighted with a red box. Below the wizard, it says 'Powered by Express222 / Legism, LLC. [Privacy Policy](#)'.

## 8 Select Upload Type (single or multiple)

- **If only uploading one certificate**, enter the DEA number and select the certificate file
  - **Enter a password.** It must match the password used when you exported the certificate from your browser
  - **Click “Next”**
- **If uploading multiple certificates**, you do not enter a DEA number
  - **Select the zip file** containing your certificates *NOTE: All files in the zip file must have the same password*
  - **Enter a password.** It must match the password used when you exported the certificates
  - **Click “Next”**

The screenshot shows the 'Upload Certificate Wizard Step 1' interface. The progress bar indicates that Step 1 is complete and Step 2 is the current step. The 'Upload Certificate Wizard Step 1' section contains the following text:

**Upload Certificate Wizard Step 1**  
\*All fields are mandatory

Upload Type:  
 Single Upload  Multiple Upload

Digital Certificate (PFX/IP12) File:

Choose File  
AS2147786.pfx  
File Uploaded Successfully...

DEA# Number:  
BA5634453

PFX/IP12 File Password \*

\*\*\*\*

The screenshot shows the 'Upload Certificate Wizard Step 1' interface. The progress bar indicates that Step 1 is complete and Step 2 is the current step. The 'Upload Certificate Wizard Step 1' section contains the following text:

**Upload Certificate Wizard Step 1**  
\*All fields are mandatory

Upload Type:  
 Single Upload  Multiple Upload

Digital Certificate (ZIP) File:

Choose File | McKesson ... EA Certs.zip

PFX/IP12 File Password \*

## 9 Password and Security Questions

The first time you set up your certificate store, you will be prompted to enter a password to be used each time you access the certificate store. There's also a security question to be used in case you need to recover your password

- **Enter a strong password** and confirm the password
- **Enter a security question** that you will remember the answer to
- **Enter the security answer**
- **Click "Finish"**

Remote Certificate Wizard

End User Agreement Upload Certificate Wizard Step Upload Certificate Wizard Step 2

**Upload Certificate Wizard Step 2**

*\*All fields are mandatory*

Certificate Store Password \*

Password strength: Very strong

Confirm Certificate Store Password \*

Should match the above password.

Security Question \*

This would be required in Cert Password Recovery.

Security Answer \*

This would be required in Cert Password Recovery.

Once you're finished with the password and security question, you should see your certificate store.

McKesson Shop Products Orders Reports Resources Need Help? CSOS User

All Products What can we help you find? \$0.00

My Account > Controlled Substance Orders > CSOS - Manage Certificates

**Managing CSOS Certificates**

USER CERTIFICATE STORE SETUP IS COMPLETED

**Certificate Store**

Issued To	DEA#	Partner	Issuing Date	Expiration Date	Schedule
ValidCA2025 SCColon	AS2147786	Corporate Pharmacy DBA:Hometown Pharmacy	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 ValidOrderThree	AS2778377	ValidCA ValidOrderThree	03-Mar-2022	01-Mar-2025	2, 3, 3N, 4, 5
ValidCA2025 ValidOrderTen	BA1036641	ValidCA ValidOrderTen	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 ValidOrderEight	BA2893612	ValidCA ValidOrderEight	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 SCForwardSlash	BP1245488	Jane Doe/	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5
ValidCA2025 SCPeriod	BV4990442	Dr. John Martin	03-Mar-2022	01-Mar-2025	2, 2N, 3, 3N, 4, 5

Upload New Certificate Manage Security Details Remove Selected Certificates Export Selected Certificates

Finish



### Need help? We're here to answer your questions.

For support questions, call **CSOS Support** at **800.422.0280**, select option **5**, then select option **6**. You can also email us at [mms.csos@mckesson.com](mailto:mms.csos@mckesson.com). For even more resources on the upcoming enhanced SupplyManager experience, including what's changing, new features and more, please visit [mms.mckesson.com/resources/new-supplymanager-resources](https://mms.mckesson.com/resources/new-supplymanager-resources).