



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™.

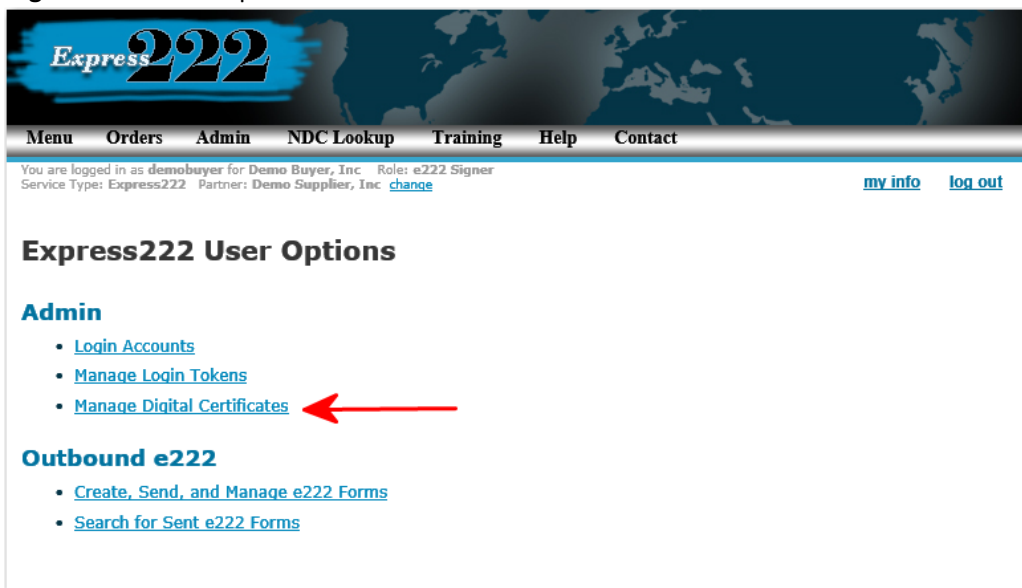
INTRODUCTION

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

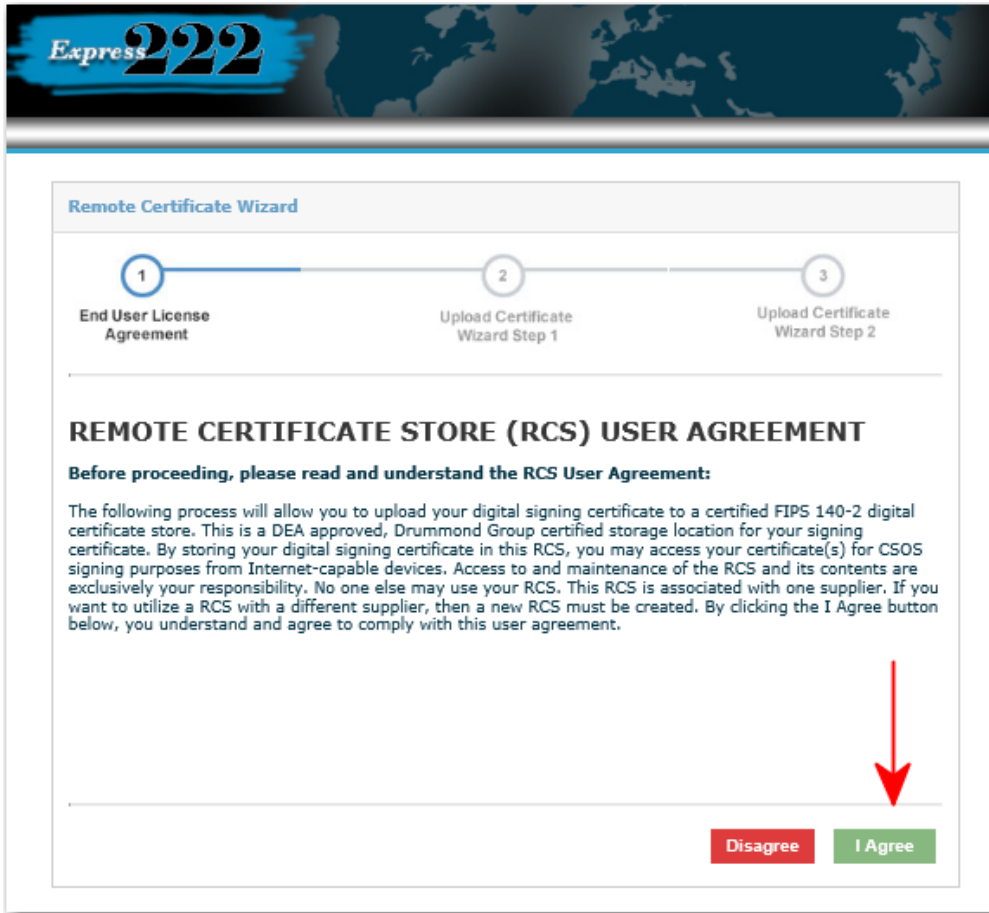
To create the Remote Certificate store, upload multiple certificates, and delete any unwanted certificates select the **Manage Digital Certificates** option.



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



Review User License Agreement. Select I Agree to proceed.



The screenshot displays the 'Remote Certificate Wizard' interface. At the top, a progress bar shows three steps: 1. End User License Agreement (active), 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 prominently 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 a DEA approved, Drummond Group certified storage location. 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. It also notes that the RCS is associated with one supplier and that a new RCS must be created if a different supplier is desired. At the bottom right, a red arrow points to the 'I Agree' button, which is green, next to a red 'Disagree' button.

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: *

ValidOrderOne.pfx
File Uploaded Successfully...

DEA# Number:
BP6117004

PFX/P12 File Password: *

Confirmation that your Certificate Store has been created will populate.

Certificate Store

Certificate List

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

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Congratulations

Congratulations you have successfully setup your Remote Certificate Store!

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

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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 **Remove Selected Certificates**

Finish

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.

Upload New Certificate

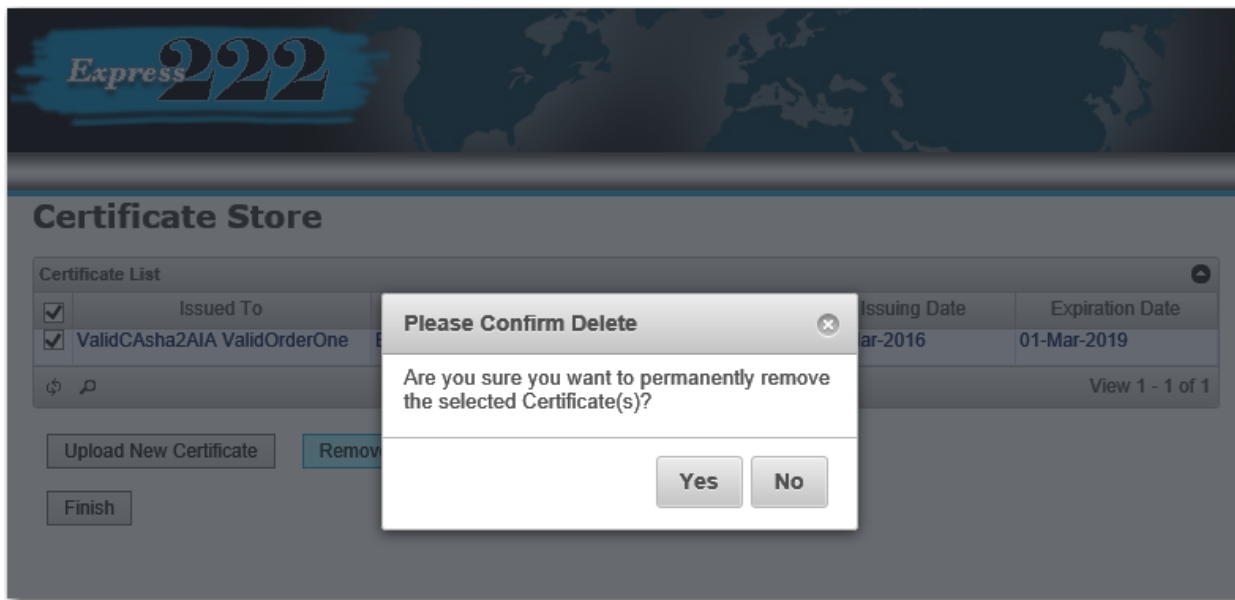
Digital Certificate (PFX/P12) File: **Browse...**

DEA# Number:

PFX/P12 File Password:

Upload **Cancel**

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.

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Remote Certificate Wizard

1 End User License Agreement 2 Upload Certificate Wizard Step 1 3 Upload Certificate Wizard Step 2

Upload Certificate Wizard Step 1

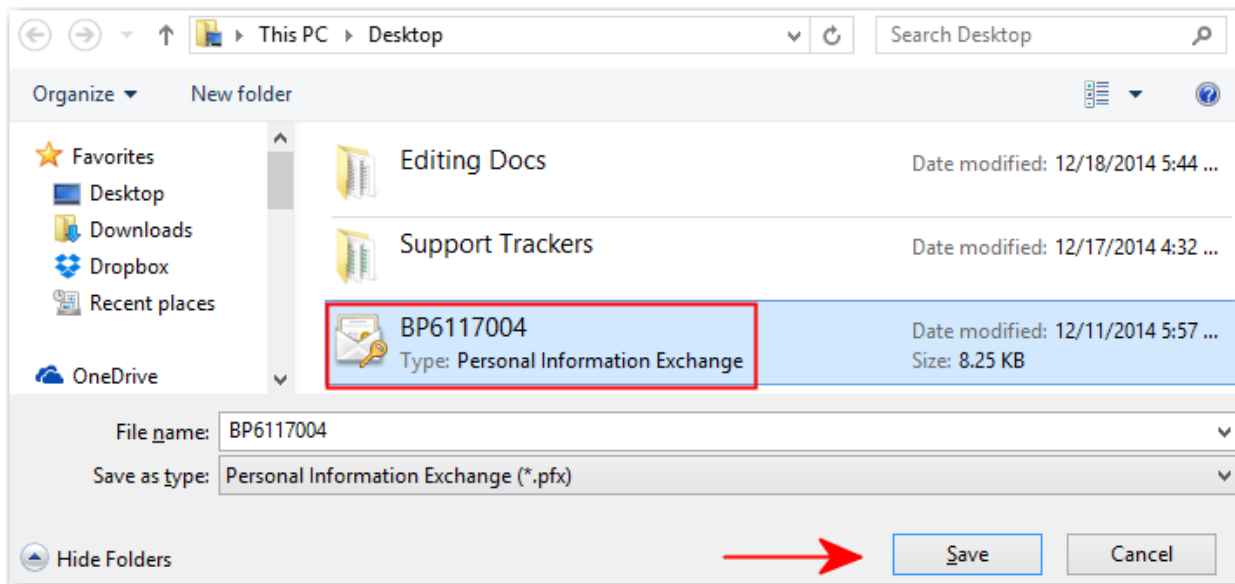
Digital Certificate (PFX/P12) File: Browse...

DEA# Number:

PFX/P12 File Password:

Clear Cancel Next

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.

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Remote Certificate Wizard

End User Agreement Upload Certificate Wizard Step 1 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.

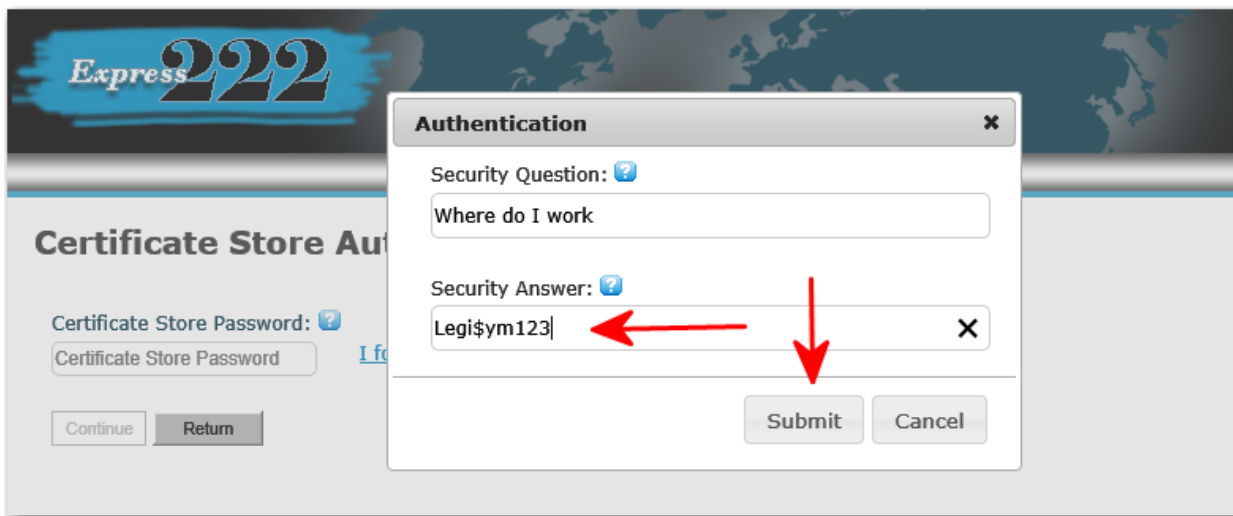
Cancel **Finish**

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.

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

	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.

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.

Upload New Certificate

Digital Certificate (PFX/P12) File:

DEA# Number:

PFX/P12 File Password:

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.

Manage security Details

Certificate Store Password: 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.

Password that will be assign to Cert Store.

Password strength:

Confirm Certificate Store Password: Should matched the above password.

Security Question: This would be required in Cert Password Recovery. 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.

Security Answer: This would be required in Cert Password Recovery. This is the security answer that you will need to provide in case you forget your password and need to reset it.

☐ Show Security Answer

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.

The screenshot shows the Express222 Certificate Store interface. At the top is the Express222 logo. Below it is the 'Certificate Store' heading. A 'Certificate List' table is displayed with columns: Issued To, DEA#, Partner, Issuing Date, and Expiration Date. The first row contains the text 'ValidCAsha2AIA ValidOrderOne', 'BP6117004', 'ValidCA ValidOrderOne', '08-Mar-2016', and '01-Mar-2019'. A red arrow points to the checkbox in the first column of this row. Below the table are buttons for 'Upload New Certificate', 'Manage Security Details', 'Remove Selected Certificates', and 'Finish'. A red arrow points to the 'Remove Selected Certificates' button.

Issued To	DEA#	Partner	Issuing Date	Expiration Date
ValidCAsha2AIA ValidOrderOne	BP6117004	ValidCA ValidOrderOne	08-Mar-2016	01-Mar-2019

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.

The screenshot shows the same Express222 Certificate Store interface, but with a confirmation dialog box open. The dialog box is titled 'Please Confirm Delete' and contains the text 'Are you sure you want to permanently remove the selected Certificate(s)?'. At the bottom of the dialog are 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. In the background, the 'Certificate List' table is visible, and the checkbox for the first row is now checked.

Issued To	DEA#	Partner	Issuing Date	Expiration Date
ValidCAsha2AIA ValidOrderOne	BP6117004	ValidCA ValidOrderOne	08-Mar-2016	01-Mar-2019

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.

[illegible]

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