

CSOSOnline
by CuraScript**SD**

CSOS Online installation guide

curascriptsd.com



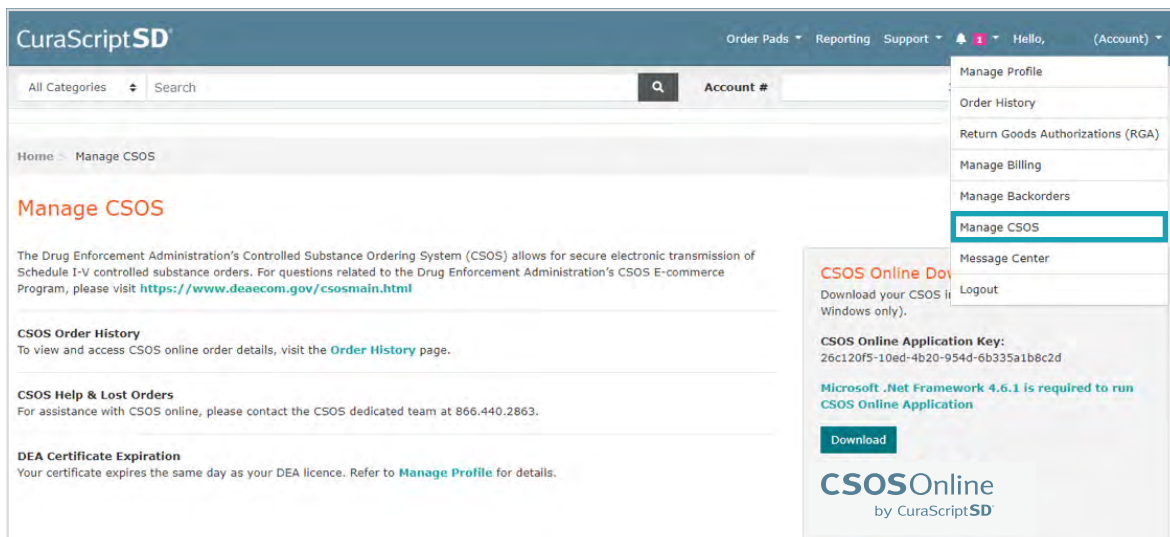
CSOS online installation guide

Thank you for choosing the CuraScript SD Controlled Substance Ordering System (CSOS) Online software application. During the installation process you will be guided by our CSOS Online support team to ensure your transition of electronic ordering for controlled substances is effortless. After the installation is complete you will be ready to place an e222 order with your account at www.curascriptsd.com.

Installation and configuration on your windows computer

Your system will use the CSOS Connect application to connect your system with the online ordering platform, allowing you to order controlled substances online. After you download the application from the online ordering website, you will proceed to install and register the application on your system.

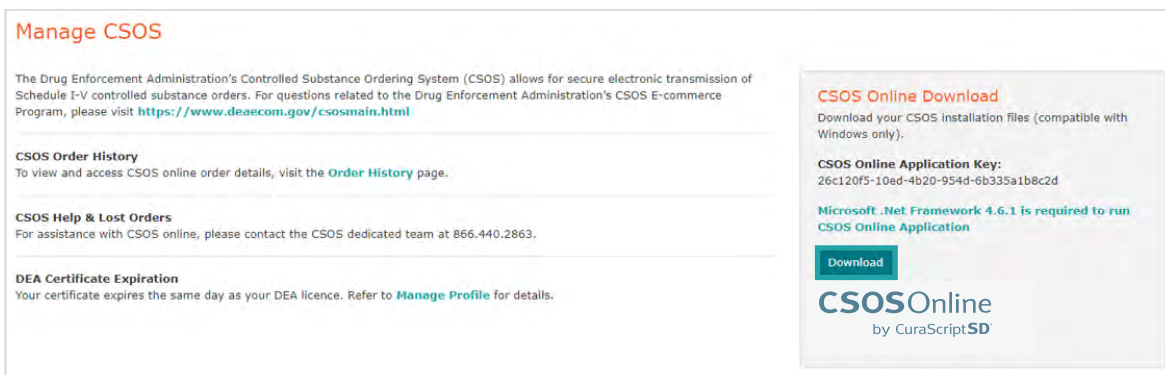
- 1 Once signed into your CuraScript SD account on the main menu, click on your account dropdown menu and select **Manage CSOS**.



The Manage CSOS page is the main landing page where you will find information about CSOS orders, access history of orders, log delivery information, and provided information about reporting lost orders. This page provides the access and information for downloading the CSOS Online application that allows the ordering of items through the CuraScript SD online ordering website. Prior to downloading the application installer, please make sure that you are using Microsoft .Net Framework 4.6.1.

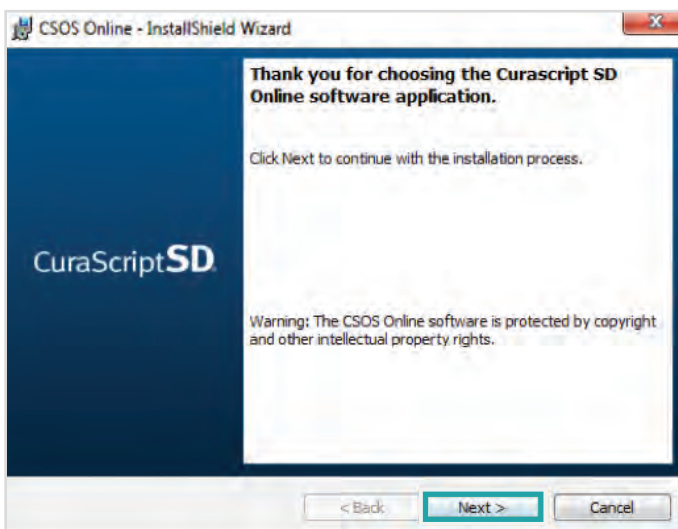
2

Click the **Download** button on the right side of your screen to start downloading the application installer.



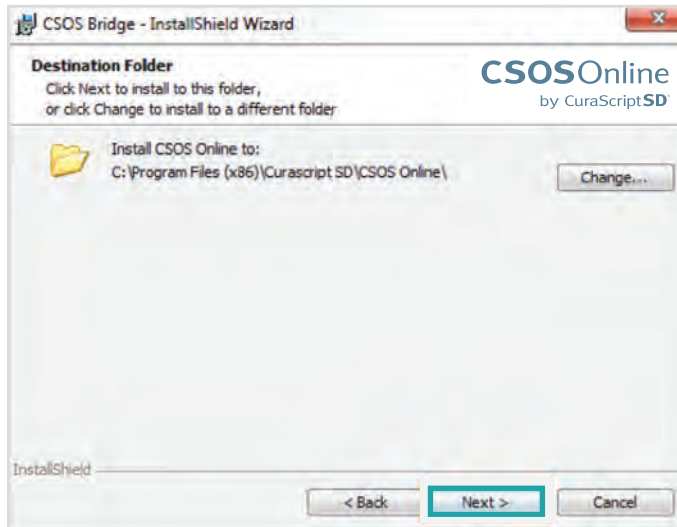
3

Once the download has completed, execute the installer. The first CSOS Online install screen will appear. Click **Next** to continue with the installation process.



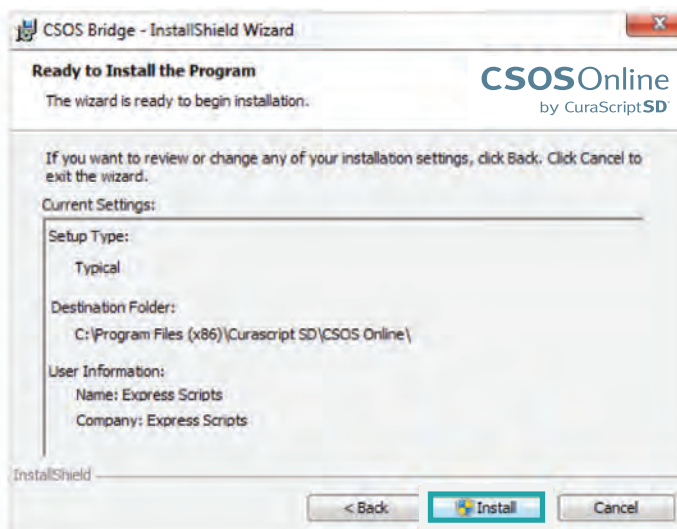
4

When the *Destination Folder* screen displays, click **Next** to accept the default installation location.



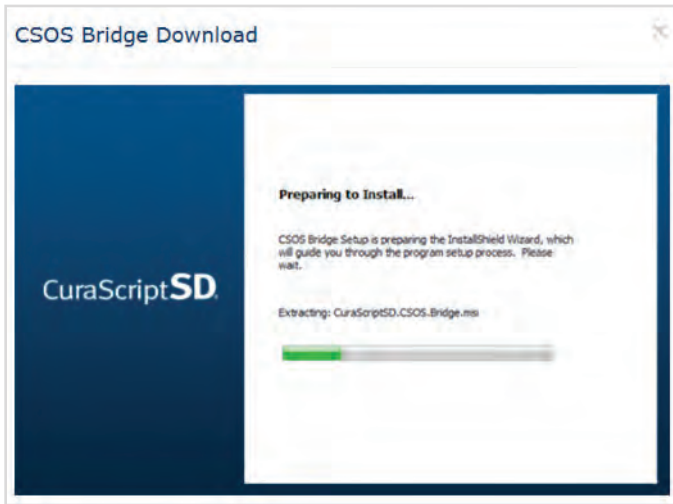
5

When the *Ready to Install the Program* screen appears, click **Install** to initiate the installation process.



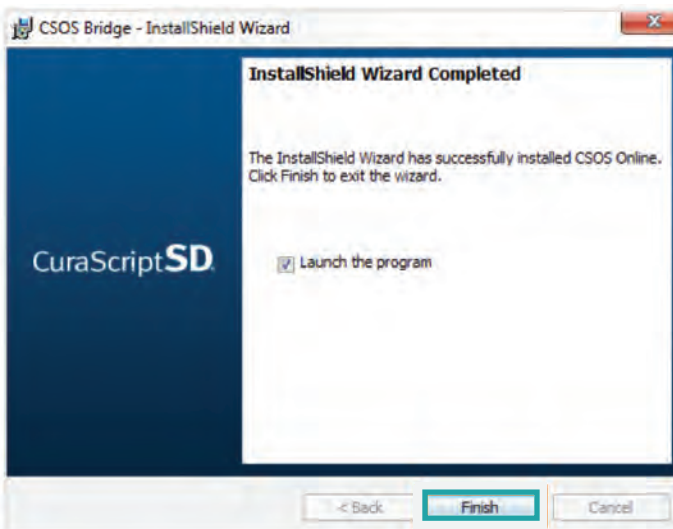
6

The installation will now be in progress. The progress is displayed on the *Preparing to Install...* screen.



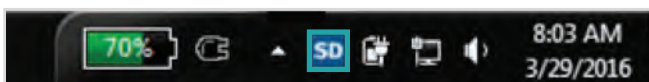
7

Once the installation is complete, the installation process will ask to launch the program. The *Launch the program* checkbox is checked by default. Click the **Finish** button to complete the install process.



8

After installing the CSOS Online application on your system, the application will provide an icon that is visible within the Windows tray/task bar (bottom right of screen) displaying the *SD* icon.



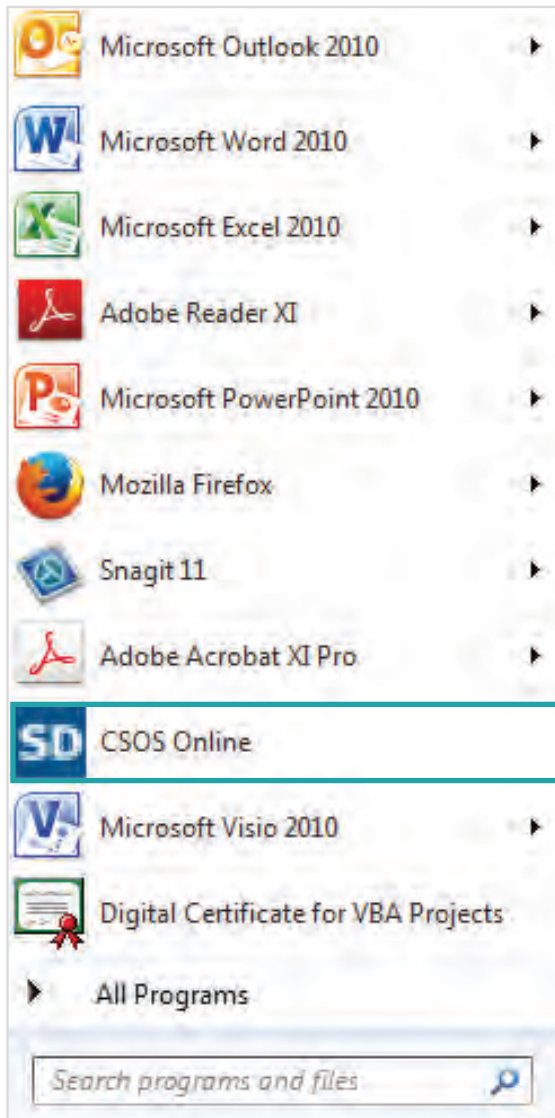
Application registration

1

After installation of CSOS Online, the application is ready for initial configuration. Access the application by clicking the *SD* icon located within the Window tray/task bar.



If the tray/task bar does not display the *SD* icon, please go to the Microsoft® Windows® start menu and select the *SD* icon.



2

The first time the application is opened it will require you to register the application. Click the word **Register** located in the upper left corner of the CSOS Connect program window. A registration window will appear and request three pieces of information:

- An *Application Key*
- A CuraScript SD account *User Name*
- A *Password* associated with a CuraScript SD User Name

Fill out the requested information by using the CSOS Bridge Key found on the *Manage CSOS* page. Once the *Application Key*, *User Name* and *Password* are input, click **Register** to complete your registration.

Manage CSOS

The Drug Enforcement Administration's Controlled Substance Ordering System (CSOS) allows for secure electronic transmission of Schedule I-V controlled substance orders. For questions related to the Drug Enforcement Administration's CSOS E-commerce Program, please visit <https://www.deaecom.gov/csosmain.html>

CSOS Order History
To view and access CSOS online order details, visit the [Order History](#) page.

CSOS Help & Lost Orders
For assistance with CSOS online, please contact the CSOS dedicated team at 866.440.2863.

DEA Certificate Expiration
Your certificate expires the same day as your DEA licence. Refer to [Manage Profile](#) for details.

CSOS Online Download
Download your CSOS installation files (compatible with Windows only).

CSOS Online Application Key:
26c120f5-10ed-4b20-954d-6b335a1b8c2d

Microsoft .Net Framework 4.6.1 is required to run CSOS Online Application

[Download](#)

CSOSOnline
by CuraScriptSD

CuraScript SD - CSOS Connect Version 1

Register

SUPPLIER INFORMATION

Supplier Name:
**Priority Healthcare Distribution DBA
CuraScript SD Specialty Distribution**

Supplier Address:
**2297 Southwest Blvd
Suite D Grove City, OH
43123**

DEA Registration Number:

Line No.	No. Of Packages	Size Of Package	Name Of Item	NDC

Total Number of Line Items: 0

Name and Address of Registrant

REGISTRANT INFORMATION

[Cancel](#) [Sign](#)

Schedules: **2**

Disconnected

[View Data](#)

Register

Application Key:

User Name:

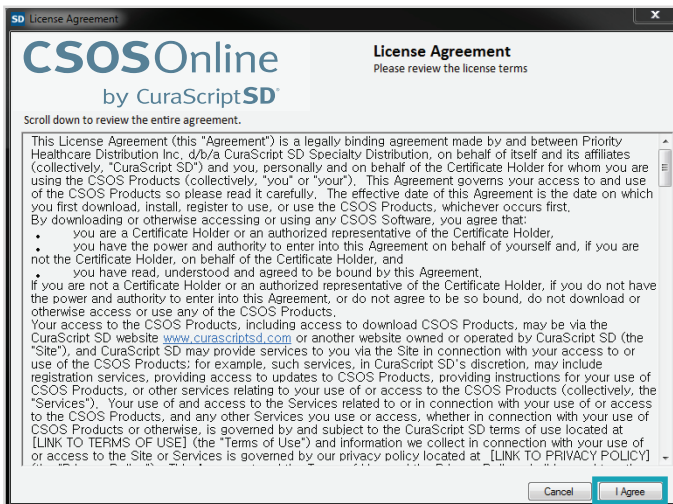
Password:

[Register](#)

Configuration of users in the CSOS application

- 1 When the License Agreement screen displays, please read the entire agreement and select *I accept the terms in the license agreement*. Click **I Agree** to proceed.

Note: If you do not accept the terms of the agreement, make that selection and end the process.



- 2 The user must install the DEA certificate prior to configuring users within the CSOS application. Users will receive the electronic certificates with installation directions from the DEA. Installation of certificates is different for various web browsers. User must ensure they are using the most up to date and compliant web browsers for CSOS certificate installation and CSOS Ordering. Testing of browsers can be accomplished by clicking the following link: <https://www.deaecom.gov/qanda.html>.

Note: If the application is not connected, the application will display a red icon and the words “Not Connected” along with the warning “Attempting to Connect to Server”.

The screenshot shows the CuraScript SD CSOS Connect application window. The title bar reads "CuraScript SD CSOS Connect-dpall@curascript.com Account:". The window has two tabs: "Accounts" and "Register". A red icon and the text "Not Connected" are in the top right corner. The "SUPPLIER INFORMATION" section displays: Supplier Name: CURASCRIPT SD SPECIALTY DIST; Supplier Address: 2297 SOUTHWEST BLVD, STE. D GROVE CITY, OH 43123; DEA Registration Number: [redacted]. Below this is a table with columns: Line No., No. Of Packages, Size Of Package, Name Of Item, and NDC. The table is empty. Below the table, it says "Total Number of Line Items: 0" and "Name and Address of Registrant:". The "REGISTRANT INFORMATION" section has "Cancel" and "Sign" buttons. At the bottom, it says "Schedules: 2" and "Attempting to Connect to Server..". A "View Data" link is in the bottom right corner.

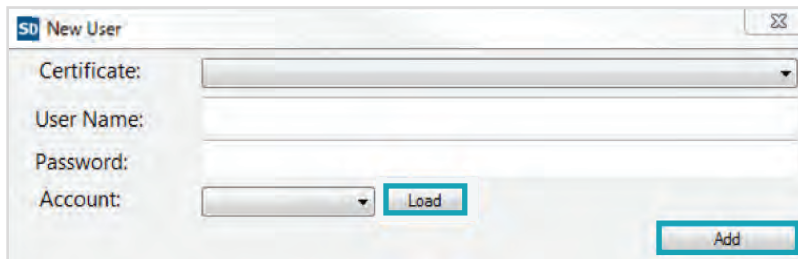
3

To add a DEA certificate and user, click the **Account** dropdown menu and then click on the **Add Account** menu option. The user will fill in information on the *New User* form.

The screenshot shows the CuraScript SD CSOS Connect application window. The title bar reads "CuraScript SD - CSOS Connect Version 1". The window has two tabs: "Accounts" and "Register". A red icon and the text "Not Connected" are in the top right corner. The "Accounts" dropdown menu is open, showing the "Add Account" option highlighted. The "SUPPLIER INFORMATION" section displays: Supplier Name: Priority Healthcare Distribution DBA CuraScript SD Specialty Distribution; Supplier Address: 2297 Southwest Blvd, Suite D Grove City, OH 43123; DEA Registration Number: [redacted]. Below this is a table with columns: Line No., No. Of Packages, Size Of Package, Name Of Item, and NDC. The table is empty. Below the table, it says "Total Number of Line Items: 0" and "Name and Address of Registrant:". The "REGISTRANT INFORMATION" section has "Cancel" and "Sign" buttons. At the bottom, it says "Schedules: 2" and "Please add an account to connect.". A "View Data" link is in the bottom right corner.

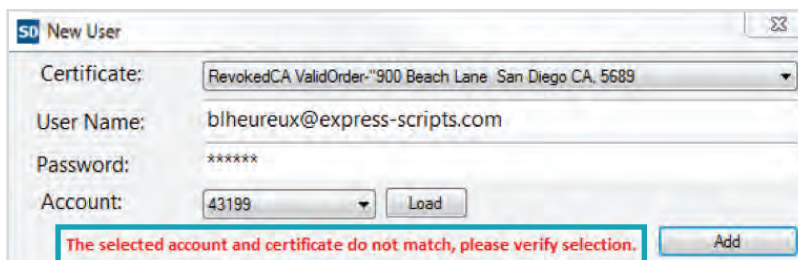
Select the correct *Certificate* from the dropdown list. Fill out the user name using a CuraScript SD user name and fill out the password using a password associated with a CuraScript SD user name. Click the **Load** button. The online application will connect to the online ordering system and populate accounts associated with the user name and password entered. Use the drop-down list located to the left of the **Load** button to select the account associated with the DEA certificate you have selected above. Select the account for the DEA certificate selected above. Click **Add** to register the user.

Note: The DEA certificate must be installed on the computer using the CSOS application and online ordering system.



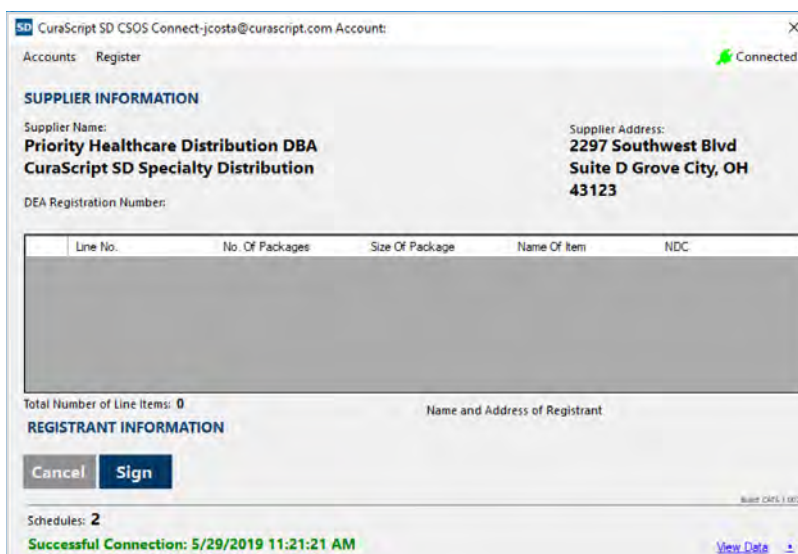
4

If the account selected does not match the DEA certificate selected, a message will appear notifying the user of the error.



5

If the account and DEA certificate are a match, the *New User* form will close after the **Add** button is clicked and the application will display account details.



Purchasing controlled substances

The user purchasing controlled substances must select the account from the CSOS online application before purchasing.

- 1 Launch the application by selecting the **SD** icon at the bottom of the screen. Select **Accounts** menu and view associated accounts. Select the account and user from the listing.
- 2 Click on the **Not Connected** icon/text and select **Connect**.

CuraScript SD CSOS Connect-dpallo@curascript.com Account:

Accounts Register

Add Account

dpallo@curascript.com-Account

dpallo@curascript.com-Account

CURASCRIP SD SPECIALTY DIST

Supplier Address:

2297 SOUTHWEST BLVD
STE. D GROVE CITY, OH
43123

DEA Registration Number:

Line No.	No. Of Packages	Size Of Package	Name Of Item	NDC
----------	-----------------	-----------------	--------------	-----

Total Number of Line Items:

REGISTRANT INFORMATION

Name and Address of Registrant

Cancel Sign

Schedules: **2**

View Data

If the account selected matches the account the user is logged in with for the online ordering application, the *Not Connected* red text at the bottom of the screen will change to *Connected* and turn green. The *Connected* icon will stay green at the top right corner of the page.

If the account selected does not match the logged on user for the online order application, the icon and text will stay red and indicate *Not Connected*.

3

If the connection is not established, the online ordering checkout screen will display a message.

The screenshot shows a 'Shopping Cart' interface. At the top right is a 'Continue Shopping' link. Below the header, a red-bordered box contains the message: 'CSOS Online is not installed or not connected.' The main area is divided into two columns. The left column has a 'Bill To:' section with a text input field, a 'Purchase Order #' label with a text input field, and a 'Ship To:' section with a text input field. The right column has an 'Order Placed by:' label with a text input field. To the right of these fields is a 'Place Your Order' button. Below the button is a summary table:

Subtotal:	\$5.32
Fees/Charges	
Minimum Order:	\$15.00
Order Total:	\$21.32

When placing an order on the checkout screen, the following will happen if your order contains an item classified as a controlled substance:

- The online ordering e222 screen will display showing the Controlled Substance order, the suppliers, and purchaser information.
- The CSOS Online desktop application will display showing the Controlled Substance order, the suppliers, and purchaser information.

4

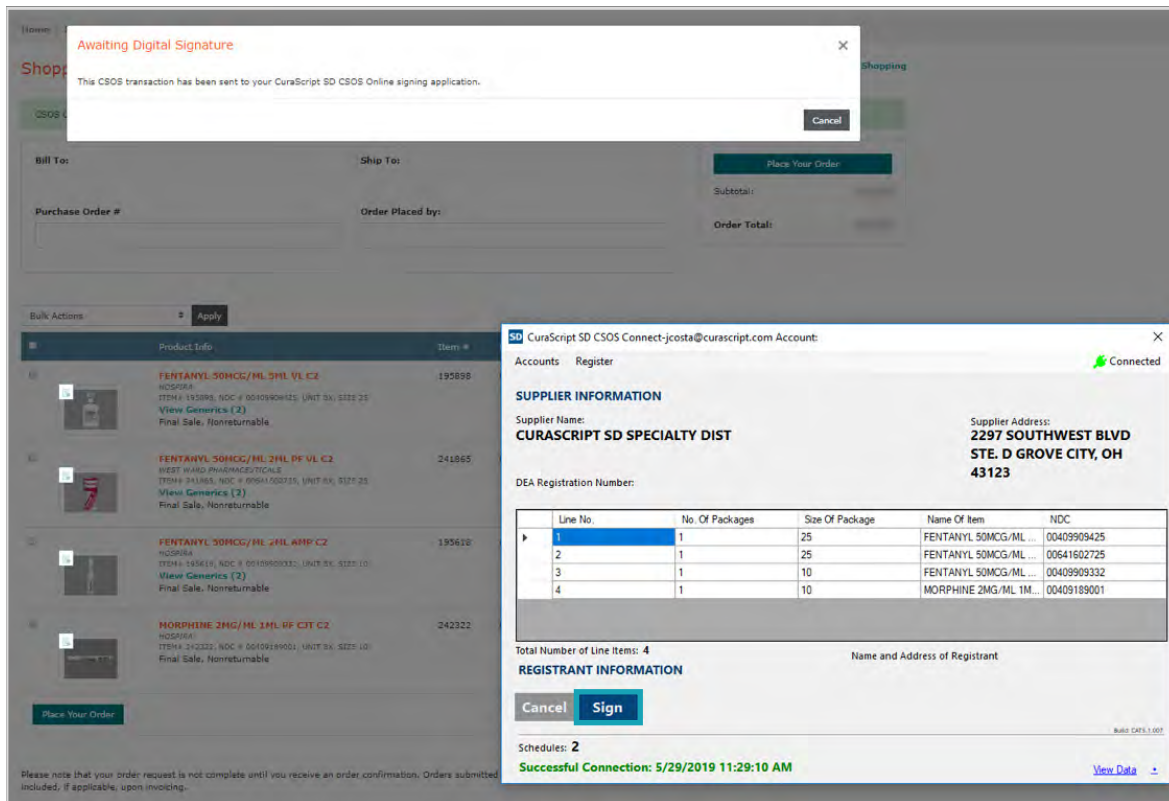
When a valid connection is created, the checkout screen will display a message in green stating the online ordering application and the CSOS online application are ready for an order.

5

Verify the information displayed on both screens matches. If the order is correct, click the **Sign** button.

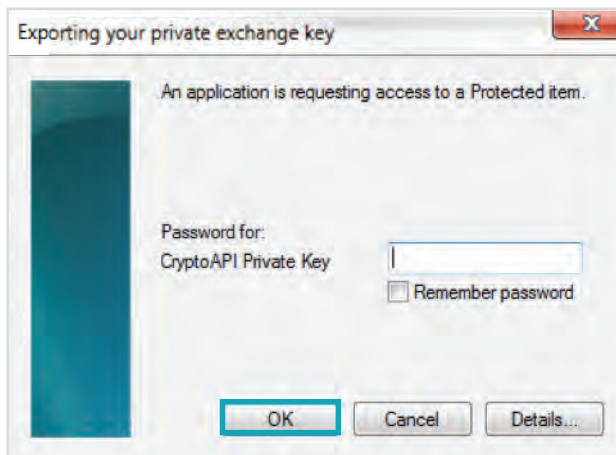
6

A popup message will appear stating the CSOS transaction has been started and the process is waiting for a digital signature.



7

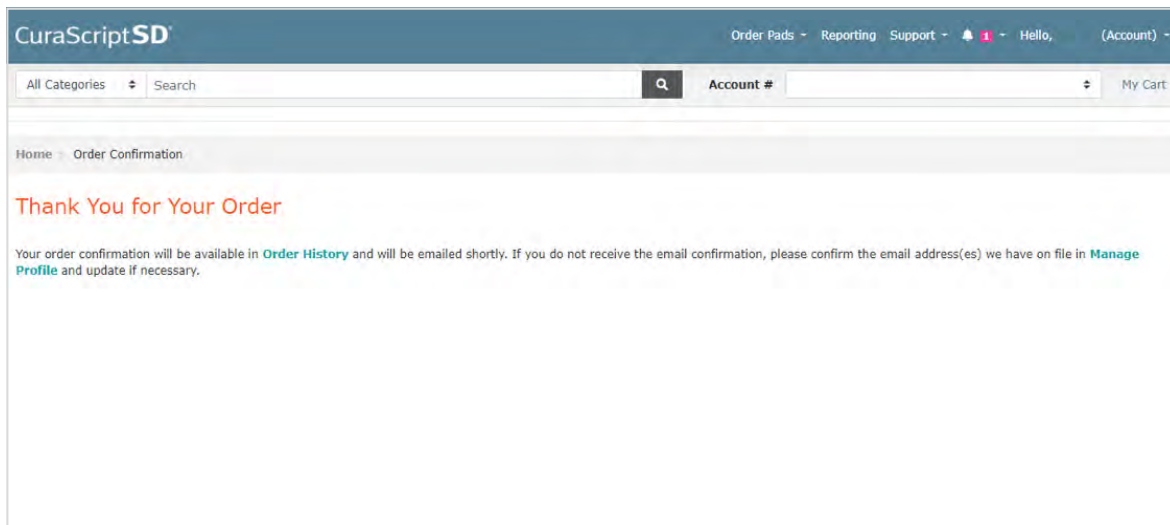
Enter your secure PIN, and click **OK** to confirm and submit the order.



8

Once the order is validated, the CSOS Online application will minimize and provide you with a checkout confirmation screen.

Note: If the order is not validated, you will be provided with an error message and further details.



Order verification

Once your order containing controlled substances is received, you can access and verify the order through the *Order History CSOS Order Verification* process.

- 1 On the *Order History* page, search for the applicable CSOS order, and click **Log Order**.

Order History

Status Start Date End Date Order Number

P.O. Number Order Source

Search

View by Orders **View by Items**

Bulk Actions **Apply**

	Order #	P.O. #	Order Date	Status/Tracking #	Order Amount	Order Source	Packing Slip
☐			05/29/2019	OPEN	\$	WEB ORDER	Reorder
☐			04/02/2019	SHIPPED	\$	WEB CSOS ORDER	Log Order Reorder
☐			04/02/2019	SHIPPED	\$	WEB ORDER	Reorder

- 2 Verify the *Received Date* and *Quantity* of each Controlled Substance item in your order and click on the **Log** button.

CSOS Log Order Verification

Order #: CSOS ID:

Product Info	Date Ordered	Ordered	Shipped	Backordered	Price	Received Date	Received Qty
COCAINE 4% TOP/SOL 4ML EA C2 - LANNETT CO. INC ITEM# 229431, NDC # 00527172874, UNIT EA, SIZE 1, INV # 6565769	2019-04-02	4	4	0	\$	2019-05-29	0

Log

CSOS Log Order Verification History

Product Info	Date Ordered	Ordered	Shipped	Backordered	Price	Received Date	Received
--------------	--------------	---------	---------	-------------	-------	---------------	----------

[View CSOS Log Receipt](#)

Close

3

Logged orders will display on the *CSOS Log Order Verification History*. To access the CSOS Log Receipt, click on the hyperlink. A PDF of the logged order will be available for your records.

CSOS Log Order Verification

Order #:

CSOS ID:

Product Info	Date Ordered	Ordered	Shipped	Backordered	Price	Received Date	Received Qty
COCAINE 4% TOP/SOL 4ML EA C2 - LANNETT CO. INC ITEM# 229431, NDC # 00527172874, UNIT EA, SIZE 1, INV # 6565769	2019-04-02	4	4	0	\$	2019-05-29	0

Log

CSOS Log Order Verification History

Product Info	Date Ordered	Ordered	Shipped	Backordered	Price	Received Date	Received
View CSOS Log Receipt							

Close

CSOSOnline

by CuraScriptSD

CSOS Log Report

CURASCRIPT SD SPECIALTY DIST
2297 SOUTHWEST BLVD STE. D GROVE CITY, OH 43123
877-599-7748
Supplier DEA: RP0334540

DATE: 1/23/2018

TO
Valued Customer
123 Provider Lane
City, State 00000

Customer No: 12345
Customer DEA: AB1234567

Order #	Order Date	PO #	CSOS ID	Order Status
5240932	1/23/2018	12345678	Customer CSOS ID	SHIPPED

Line #	Invoice #	Invoice Date	Item	NDC	Ordered	Shipped	Received	Date Received
1	6104186	1/22/2018	FENTANYL 50MCG/ML 20ML VL C2	00409909431	10	6	6	1/23/2018
1	6104186	1/22/2018	FENTANYL 50MCG/ML 20ML VL C2	00409909431	10	6	6	1/23/2018