



## Complete these 3 simple steps:

(if you already have your Digital Signature Certificate go to step 3)

### Step 1: Apply to the DEA for CSOS Certificate (Digital Signature)

Go to <http://www.deacom.gov/applycert.html> and click NEXT

Complete form 251, 252, or 253

Gather necessary documents

DEA Registration

Two forms of identification (need copies)

Power of Attorney Letter if completing form 252 or 253

Mail to: Drug Enforcement Administration (DEA)  
Sterling Park Technology Center/CSOS  
8701 Morrissette Drive  
Springfield, VA 22152

In 3-4 weeks, you will receive two certificate retrieval notifications

Username via email

Password via postal mail

Proceed to step 2.

### Step 2: Retrieve your Digital Certificate

When you receive your **email** and **postal** mailed activation notices, pair up both of your notices and follow the directions provided in the **email** activation notice. If you have any questions at this point in the process, you are encouraged to contact the DEA directly at 877.332.3266

### Step 3: Complete set up of your e222 account

Once you have your CSOS Certificate and have successfully retrieved it, call us at 866.991.1665 and request our e222 enrollment form ([or click here](#)).

Complete entire form. Submit by email or fax the PSC 222 Enrollment form to us.

Go to [www.physiciansupplycompany.com](http://www.physiciansupplycompany.com); click on the orange order button to run both the "Digital Certificate Test" and the "E-Mail Test" via the links on that page. If you need assistance email [support@legisym.com](mailto:support@legisym.com).

You will receive your PSC e222 username and password via email

You are now ready to place an e222 order! go to [www.physiciansupplycompany.com](http://www.physiciansupplycompany.com)