



What To Expect – Registering for DEA issued Electronic Signature

Audience:

When a controlled substance buyer wants to place orders electronically instead of using the paper Form 222, an electronic signature is necessary. This guide is for buyers and suppliers requesting that electronic signature, also known as a Digital Signing Certificate (DSC), enabling them to place CSOS orders.

How this subject applies when using Express222:

Any buyer purchasing CII products from a supplier is required to have a DSC. A DSC is highly recommended for all suppliers for validation purposes.

Process for acquiring a DSC:

Please refer to Physician Supply Company's Quick Guide to CSOS Enrollment to better understand the process for acquiring a DSC. This information is also provided in its entirety at www.deaecom.gov/applycert.html.

Steps and Time Frame to receive a DSC:

1. The first step to receiving your DSC is submitting the online application as described above in the Process for acquiring a DSC.
2. Once completing the online process, the applicant can anticipate receiving an email containing important information pertaining to the DSC. It is vital to save this email for future reference.
3. The applicant can expect to receive hardcopy mail via the postal service that contains additional information for completing the process. The average wait time to receive the email and letter is between four and six weeks.
4. The final step in the process is to follow the instructions contained in both the email and hardcopy letter that will allow for downloading the DSC to your computer.

Installing the DSC in Internet Explorer:

Please refer to the User Quick Reference Series - Installing a Digital Certificate