# Subscriber Certificate Retrieval Instructions

## **Policy Agreement**

The owner of the certificate is required to review the following policy information, and click **I Accept** to indicate that he/she understands and agrees to comply with the stated policy.

	Construction and a second s	Retrieval Assistance
Policy Agreement	Welcome to the CSOS Certificate Retrieval Web site         You are about to retrieve your personal digital certificate, which allows you to digitally sign (approve) electronic orders for controlled substances.         Please note that this certificate is a <b>PETSONAL On-Line identity</b> and therefore it must be protected, as required by the CSOS Subscriber Agreement that you accepted when enrolling in the CSOS Program.         To protect your digital certificate and your identity. <b>federal law requires</b> that on the activation notices sent by DEA;         Image: the certificate is password, which is <b>Created</b> by the owner during retrieval, must be set only by the certificate's owner without any other individual listed of the password.         No one, including your wholesater, co-workers, family, company, or DEA is authorized to know your password. Also, please note that this password is not provided by DEA.         Failure to abide by the CSOS Subscriber Agreement and the Code of Federal Regulations will result in DEA revolving (denying) your ability to place electronic orders.         Image: Image	Policy documents available for review: Subscriber Agreement Esgistrant Agreement

Figure 52: Policy Agreement

## **Trust Setup**

DEA's Certification Authority (CA) has three CA Certificates:

- Root CA 1 Certificate: Install the CSOS Root CA
- Sub CA 1 Certificate: Install the CSOS Sub CA 1

Install the Root CA 1 and Sub CA 1 certificates as documented on the side panel of the Web page and in the following steps. These CA certificate installations are required once per ordering computer. If you are unsure whether the certificates have been installed, you may do so again, since there is no harm in installing the CA certificates multiple times.

When finished, click the **Click to continue after installing all DEA CA Certificate** button at the bottom of the screen.

## Website Login



Figure 68: Website Login

### Certificate Activation Information

In order to retrieve your CSOS certificate, the following items will be needed:

- Access Code located in the Email from <u>regauth@DEAEcom.gov</u>
- Access Code Password indicated on the mailed document from DEA

Each certificate has a unique Access Code and Access Code Password. If you have received multiple postal mail activation notices, then there are multiple certificates to retrieve, each with a different Access Code and Access Code Password.

Match each Certificate's Access Code (the Email) with its corresponding Access Code Password (the postal mail document) using the DEA Registration number located in the Email.

#### Secure Log in Information

1. Click the **Retrieve a CSOS Certificate** button.

Draut Swiap	After clicking the "Retrieve a CSO	S Certificate" button you will be prompted fo		
Web Site Login	Username and Password. Please use the Website Username and Website			
Part of State	man Password on Step 2 (in Dive tex	t) of the mailed document from DEA.		
	Dan			
	Re	arieve a CSOS Certificate		
	August Code Parameter - Indicated on the matted Bountert from DEA.	And for multiple activation forms follows activation		
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	after childred line. Nettherve a Child Cardinata' Suthint una will be prompted for a Unansater and Partnersh. Please can the Weithold Character and Weithin.	Artises Code Patientini using where the DSA Regultation		
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Figure 69: Secure Log in Information

- Enter the Website Username and Website Password from Step 2 of the postal mail activation notice from DEA. The Password is cAsE sEnSiTiVe and may contain special characters such as @, #, and \$.
  - Website Username: DEACERT3266
  - Website Password: 4Cert2\$ign88

This site is asking you to sign in.		
ine site is esting year to sign in		
Username		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Password		

Figure 70: Certificate Warning



Step 3 – Use this Access Code Password, along with the Access Code from your E-Mail to activate your certificate Access Code Password <a href="https://www.climate.com">code from your E-Mail to activate your certificate</a>

Figure 71: Website Username and Password

#### 1.1.1.1 Enter Certificate Activation Information

	CSOS Certificate Retrieval	a. The Access Code is a number found in the E-mail
Polley Agreement Treat Setup Web Site Login Activation Codes	3 Enter Certificate Activation Information Please enter the Access Code (from E-mail) and Access Code Password (from the postal malled document) that you received from DEA.     (a) Access Code:     (b) Access Code Password:         Submit Request Start Over	activation notice from DEA (regauth@deaecom.gov) b. The Access Code Password is found on Step Three of the postal mailed activation notice from DEA It is a combination of numbers and capital letters.

Figure 72: Enter Cert Activation Information

- Enter the Access Code for this certificate. The Access Code may be found in the Email from DEA (regauth@deaecom.gov) and is specific to this certificate only.
- Enter the Access Code Password for this certificate. The Access Code may be found in Step 3 of the postal mail document from DEA and is specific to this certificate only. The Access Code Password is a combination of numbers and letters separated by dashes (the dashes are optional).



Figure 73: Enter Access Code

3. Click the Submit Request button.