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# **Control Substance Ordering System 2.0 (CSOS 2.0)**

## **User Interface Flow of Enroll/Provisioning & Revoke/Deprovisioning of Subscriber Roles**

2021-06-11  
Version 0.01

# Section A: LOGIN to CSOS 2.0

1. User clicks on SIGN IN to login to CSOS 2.0. Subscriber will be redirected to a login page.

Microsoft Office Home x temp.docx x Controlled Substances Ordering x +

csos-ui-dev.deacos.com

Apps 0 DEA G D UI UIG A A R K L D S J M P E G S F O Jira C U M S Reading list

Diversion Control Division  
Drug Enforcement Administration

Controlled Substances Ordering System (CSOS)

U.S. Department of Justice  
Drug Enforcement Administration

### Welcome to CSOS Login

**WARNING**  
You are accessing a U.S. Government information system, which includes:

1. this computer
2. this computer network
3. all computers connected to this network
4. all devices and storage media attached to this network or to a computer on this network

This information system is provided for U.S. Government-authorized use only.  
Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system.
- The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

**NOTICE**  
This system contains trade secrets and commercial and financial information relating to the confidential business of private parties. The Trade Secrets Act, (18 U.S.C. 1905), provides penalties for disclosure of such information. Customs employees who violate this act and make wrongful disclosures of confidential commercial information may be subject to a personal fine of up to \$250,000, imprisonment for not more than one year, or both, and shall be removed from employment. An improper disclosure of personal information contained in this system would constitute a violation of The Privacy Act (5 U.S.C. 552a). Violators could be subject to a fine of not more than \$5,000 per record and removal from employment. Information contained in this system is subject to the 3rd party rule and may not be disclosed to other government agencies without the express permission of the agency supplying the original information.

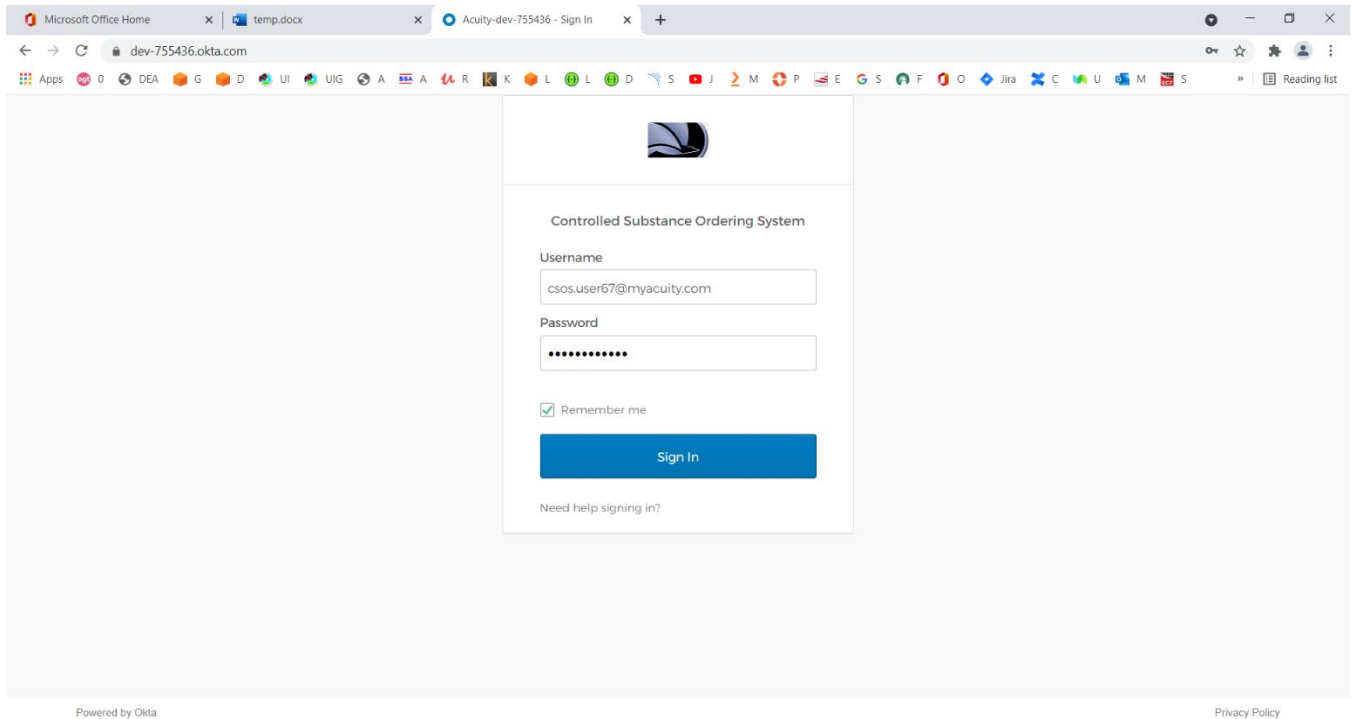
**Login**  
Instructions: Select a login method to continue

**SIGN IN**

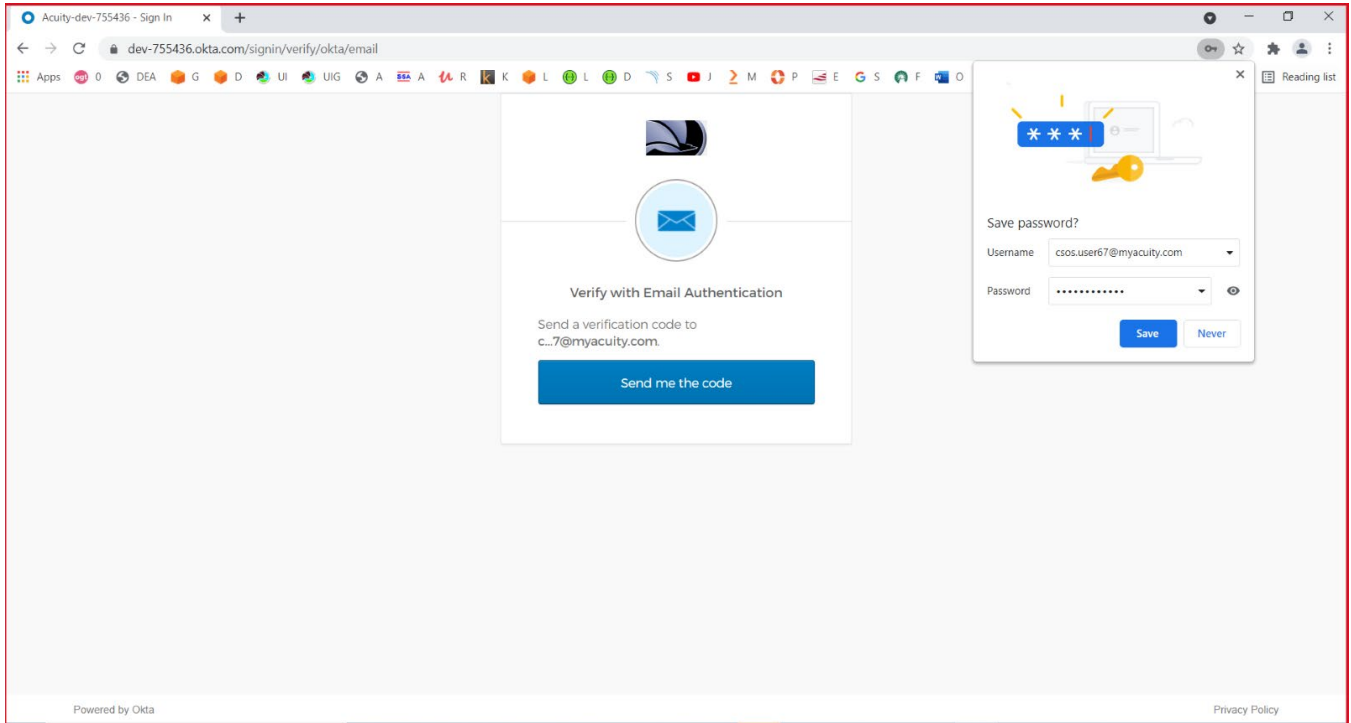
**SIGN UP**

Having trouble logging in? Contact CSOS Service Desk at (800) 111-8729 or CSOS.TECHNOLOGY.SERVICE.DESK@dod.gov for assistance.

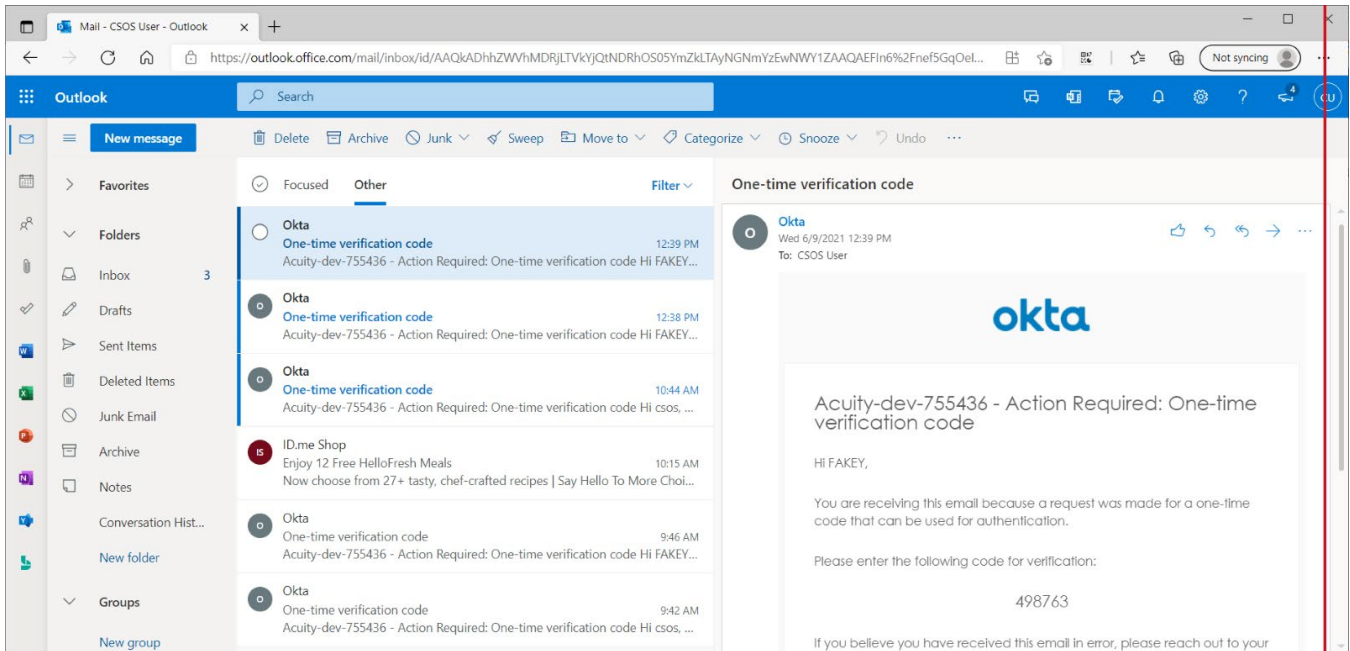
2. User enters his account email for username and password - [CSOS.USER67@MYACUITY.COM](mailto:CSOS.USER67@MYACUITY.COM).



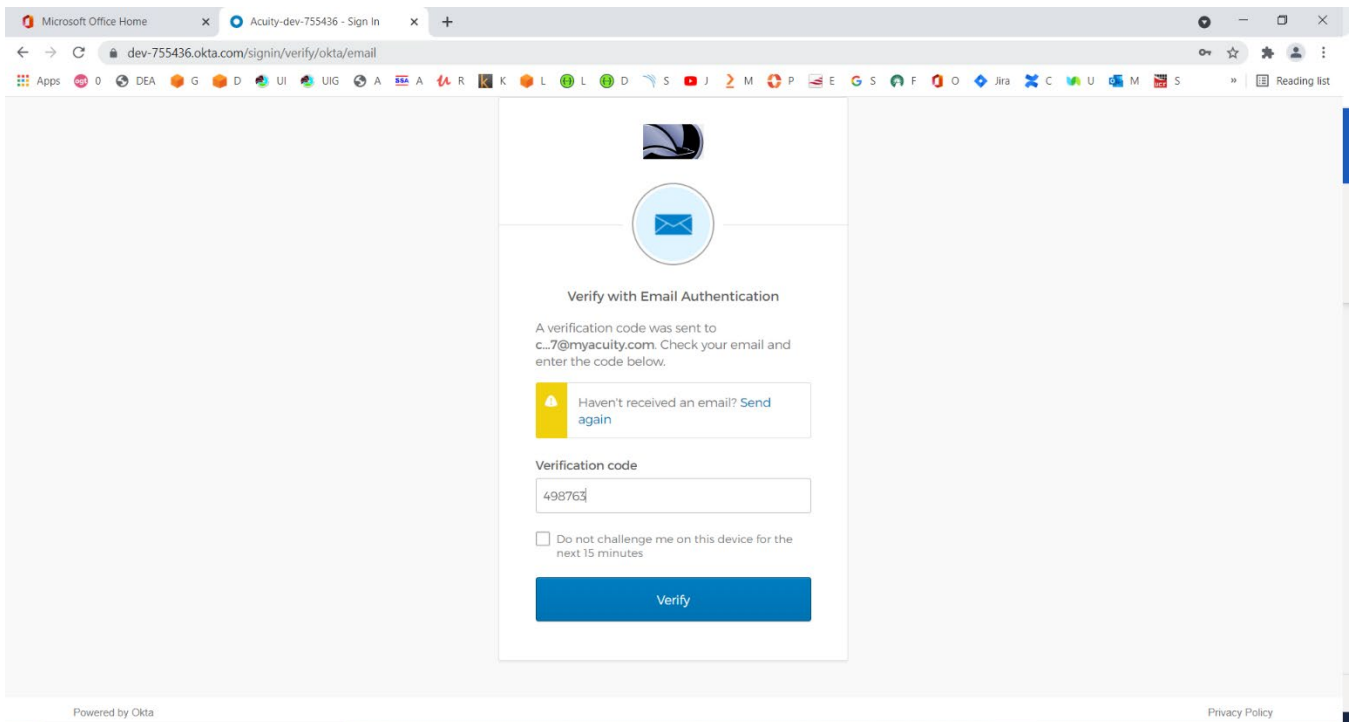
3. As part of Multi Factor Authentication (MFA) subscriber is asked to click button below to send in a code to subscriber email. Example below sends a verification code to [csosuser67@myacuity.com](mailto:csosuser67@myacuity.com).



- Subscriber/User receives email with verification code. Subscriber enters this code to successfully login to CSOS.



### 1. Enter verification code for MFA.



- Following landing 'My Information' page is displayed with list of DEA#s belonging to the subscriber in 'Current DEA Registrations' tab.

The screenshot shows the 'My Information' page in the CSOS system. The user is identified as MCFAKERSON, X, FAKEY. The page includes account details and a table of current DEA registrations.

**Account Information:**

- Account Id: \*\*\*\*\*J4x7
- Email: CSOS.USER67@MYACUITY.COM
- Phone: 7031114067
- Mail To: 4067 ABC ST, CARLISLE, PA, 170131607

**Current DEA Registration Table:**

DEA Num	Name	Status	Role	App Status Dt	Provision	Deprovision	Expiration	Business Address	Org Address	App Status	Reg Src
AG	NODATA GIANT PHARMACY #373	ACTIVE		10/3/2016, 6:50:19 AM			9/30/2022, 8:00:00 AM	5500 SILVER HILL, DISTRICT HEIGHTS, MD, 20747	5500 SILVER HILL, DISTRICT HEIGHTS, MD, 20747	DN	B
AG	NODATA GIANT FOOD INC	ACTIVE		10/3/2016, 6:50:19 AM			9/30/2022, 8:00:00 AM	6223 BALTO NATL PIKE, BALTIMORE, MD, 21228	6223 BALTO NATL PIKE, BALTIMORE, MD, 21228	DN	B
AG	NODATA GIANT OF MARYLAND INC	ACTIVE		10/3/2016, 6:53:26 AM			9/30/2022, 8:00:00 AM	8100 LOCH RAVEN BLVD, BALTIMORE, MD, 21286	8100 LOCH RAVEN BLVD, BALTIMORE, MD, 21286	DN	B
AG	NODATA GIANT OF MARYLAND	ACTIVE		10/3/2016, 6:53:26 AM			9/30/2022, 8:00:00 AM	10400 OLD GEORGETOWN ROAD, BETHESDA, MD, 20814	10400 OLD GEORGETOWN ROAD, BETHESDA, MD, 20814	DN	B

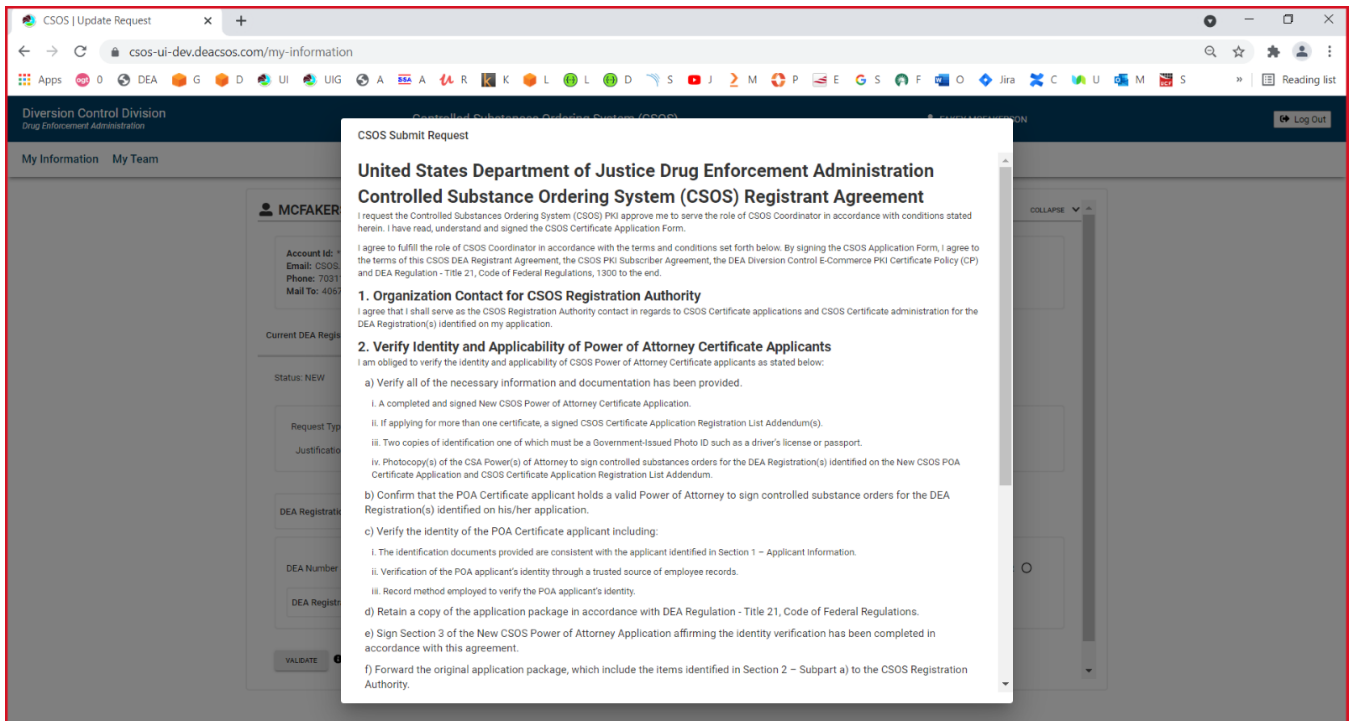
## Section B: Provisioning of User Role for CSOS Request DEAs

### I. Creating Enroll request for Subscriber role provisioning

1. User clicks on 'Create New Request' tab. Fills in following fields
2. Select Request Type 'Enroll'.
3. Select Role like Registrant or Coordinator etc. from dropdown.
4. Select/Enters Justification/Comments.
5. Select(s) one or more DEA Registration numbers.
6. Subscriber first clicks Validate button. This will validate the DEA Number(s). Some of the validations are like making sure the role is not taken on those DEA#s, DEA#s are not expired and soon. Error message will show up if there are and validation rules failure.

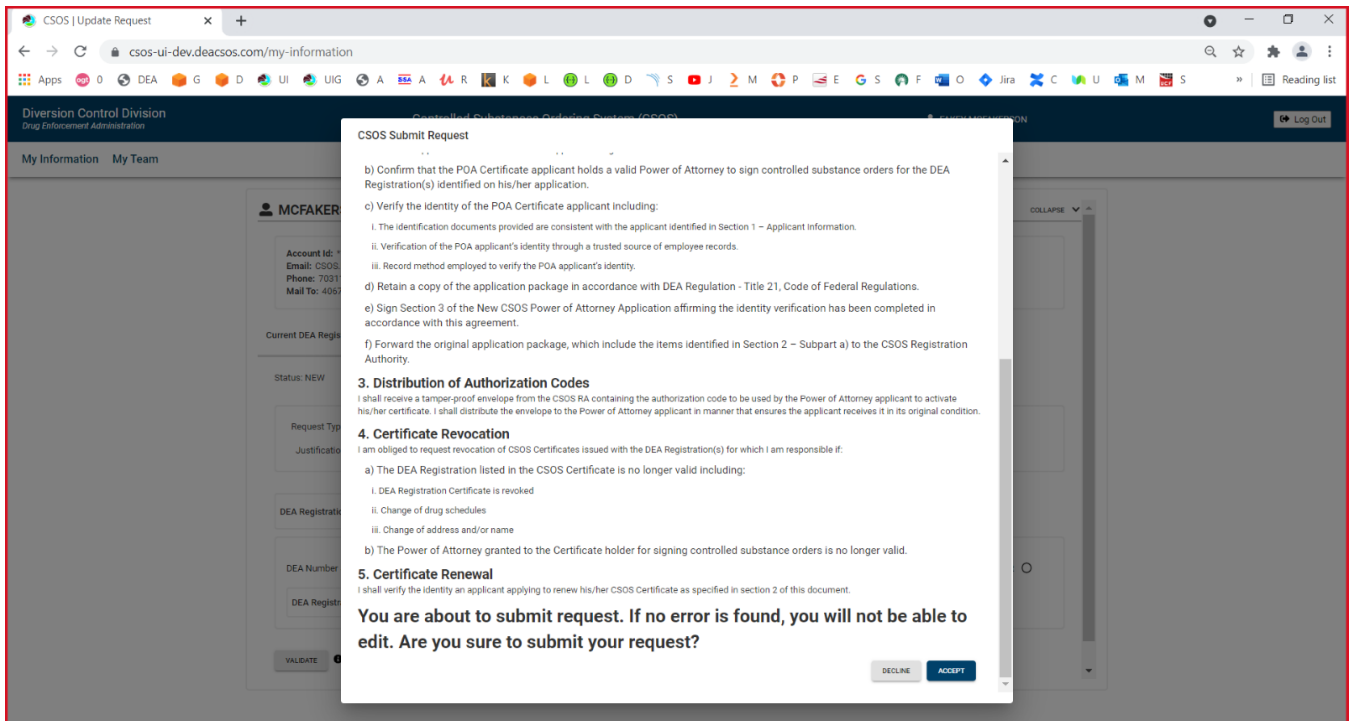
The screenshot displays the CSOS user interface for user MCFKERSON, X, FAKEY. The page title is "CSOS | Update Request" and the URL is "csos-ui-dev.deacsos.com/my-information". The user is logged in as "FAKEY MCFKERSON". The main content area shows the "Create New Request" form. The form includes a "Status" field set to "NEW" with a green checkmark. The "Request Type" is set to "Enroll" and the "Role" is set to "Registrant". The "Justification" is set to "c1". There are two "DEA Registration No" fields, each with "Update" and "Delete" buttons. Below these are "DEA Number Selection Options" including "Enter a new DEA Number", "Import File", and "Select from List". At the bottom, there are "VALIDATE" and "SUBMIT" buttons.

7. If no Errors are found on the Request 'Submit' request button gets enabled.
8. When Submit button is clicked Concent form shows up. Refer below two screens.





9. User accepts consent form request gets sent to DB the request status changes from status of New to SUBMITTED.



## 10. Screen After User Submitted Request

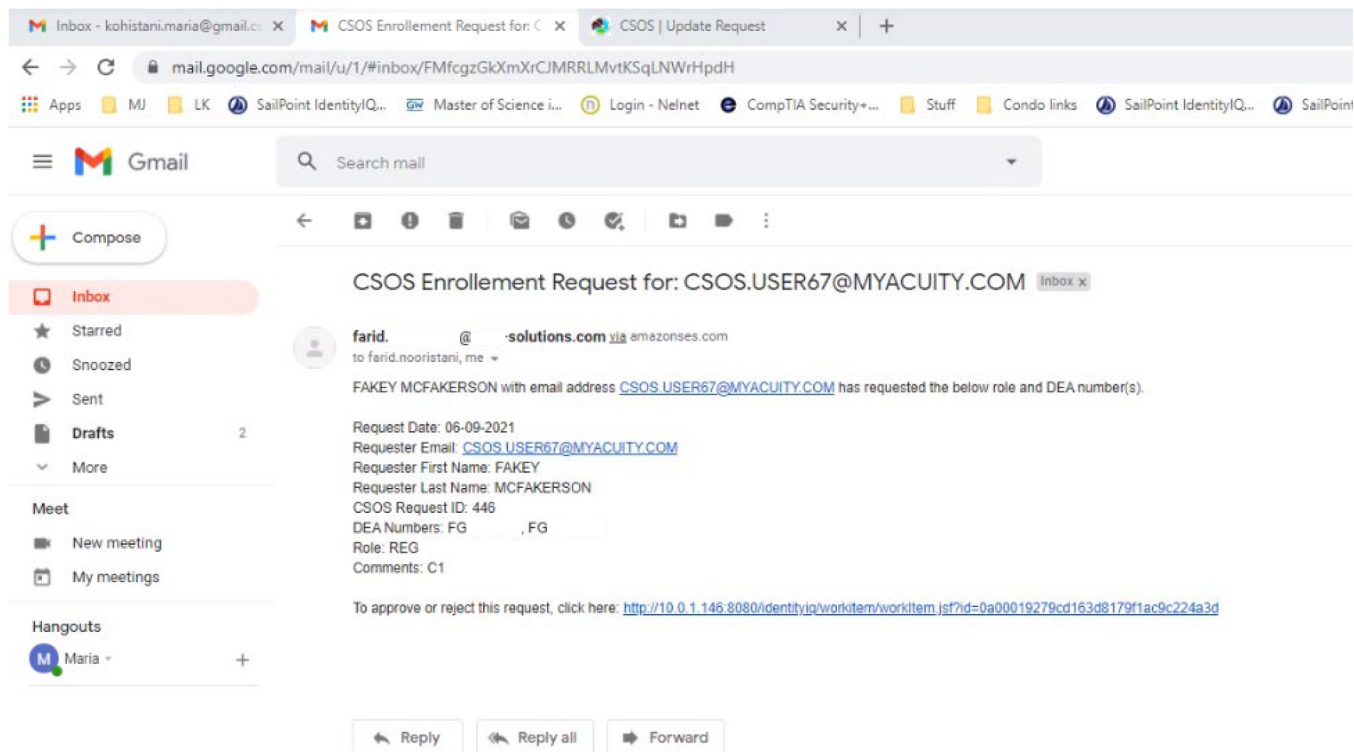
The screenshot shows a web browser window with the URL `csos-ui-dev.deacos.com/my-information`. The page header includes the text "Diversion Control Division Drug Enforcement Administration" and "Controlled Substances Ordering System (CSOS)". The user is identified as "FAKEY MCFAKERSON" with a "Log Out" button. The main content area displays the user's name "MCFAKERSON, X, FAKEY" and their "CSOS Status: my status". A box contains contact information: "Account Id: \*\*\*\*11457", "Email: CSOS.USER67@MYAQUILITY.COM", "Phone: 7031114067", and "Mail To: 4057 ABC ST, CARLISLE, PA, 170131607". Below this, there are tabs for "Current DEA Registration", "Status of Requests", and "Create New Request". A green checkmark icon and the text "Request has been submitted successfully." are displayed at the bottom of the main content area.

11. When you click on the 'Status of Requests' tab you can view the Submitted Request. When this request is sent to SailPoiit for provisioning the status of this request changes to 'IN-PROGRESS'.

The screenshot shows a web browser window with the URL `csos-ui-dev.deacos.com/my-information`. The page header includes "Diversion Control Division Drug Enforcement Administration", "Controlled Substances Ordering System (CSOS)", and a user profile for "FAKEY MCFAKERSON" with a "Log Out" button. The main content area is titled "My Information My Team" and features a user profile for "MCFAKERSON, X, FAKEY" with a "CSOS Status: my status" and a "COLLAPSE" button. Below the profile, there is a section for "Current DEA Registration" with tabs for "Current DEA Registration", "Status of Requests", and "Create New Request". The "Status of Requests" tab is active, displaying a table with the following data:

	Request Id	Request Type	Role	Status	Approver Comments
COLLAPSE	446	ENROLL	Registrant	SUBMITTED	
	DealInfo: FG		FG		

12. Sailpoint sends a email notification to the approver of the request. Below screen shows the Registrant receiving email to approve or reject request.



13. Registrant clicks on the link provided in above email.

14. Registrant Enters comments and approves the request

### Request Approval Form

**The following user has requested a certificate for the below DEA registration(s).**

Request Date:  
06-09-2021

Requester First Name:  
FAKEY

Requester Last Name:  
MCFAKERSON

Requester Email:  
CSOS.USER67@MYACUITY.COM

Requested Certificate:  
REG

DEA Number(s):  
FG \_\_\_\_\_ , FG \_\_\_\_\_

Requester Comments:  
C1

**Approver Comments:**

Comments:

Approve request for user

15. When the request is approved, the roles are provisioned in CSOS and Status of request changes to approved as shown below. Also note that these DEA#s roles will show up in ‘Current DEA Registration’ tab for that subscriber.

The screenshot shows the CSOS user interface for user MCFKERSON, X, FAKEY. The user's status is 'my status'. The interface includes a navigation bar with 'My Information' and 'My Team' tabs. Below the navigation bar, there is a section for user information and a table of requests.

**User Information:**

- Account Id: \*\*\*\*\*LJ4x7
- Email: CSOS.USER67@MYACUITY.COM
- Phone: 7031114067
- Mail To: 4067 ABC ST, CARLISLE, PA, 170131607

**Request Status:**

Current DEA Registration | **Status of Requests** | Create New Request

Request Id	Request Type	Role	Status	Approver Comments
446	ENROLL	Registrant	APPROVED	Approve request for user
DealInfos: FG		FG		

## Section B: Revoke/Deprovisioning of User Role for CSOS Request DEAs

1. User selects Request type 'Revoke' and Enters Justification/Comments.
2. User selects the DEA numbers to be revoked by clicking the check boxes.

The screenshot shows a web browser window with the URL `csos-ui-dev.deacsos.com/my-information`. The page header includes "Division Control Division Drug Enforcement Administration" and "Controlled Substances Ordering System (CSOS)". The user is logged in as "FAKEY MCFAKERSON".

The main content area is titled "MCFAKERSON, X, FAKEY" and shows the user's account information:

- Account Id: \*\*\*\*\*1J4x7
- Email: CSOS.USER67@MYACUITY.COM
- Phone: 7031114067
- Mail To: 4067 ABC ST, CARLISLE, PA, 170131607

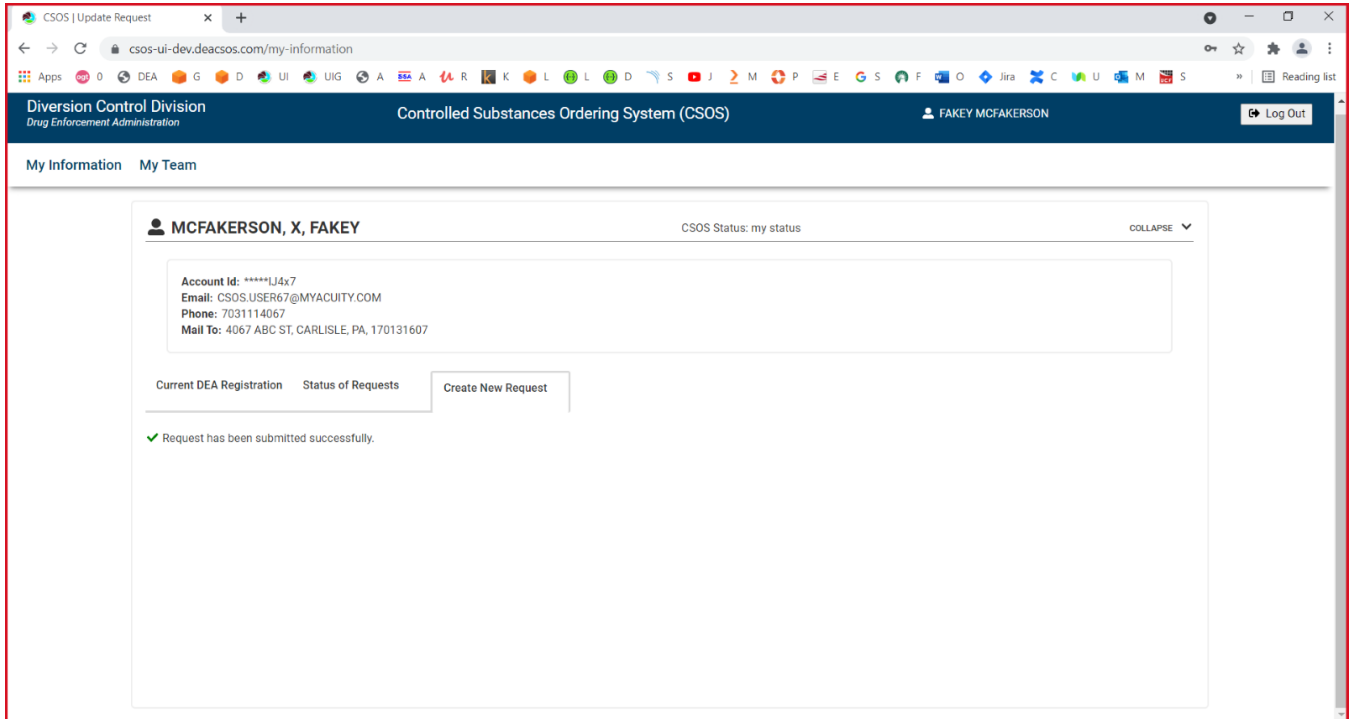
Below the account information, there are tabs for "Current DEA Registration", "Status of Requests", and "Create New Request". The "Status of Requests" tab is active, showing a "Status: NEW".

The "Request Type" dropdown is set to "Revoke" and the "Justification" dropdown is set to "Change of Business Activity".

There are six input fields for "DEA Registration No \*" with checkboxes next to them, arranged in a 3x2 grid:

DEA Registration No *: BG	<input type="checkbox"/>	DEA Registration No *: BG	<input type="checkbox"/>
DEA Registration No *: AG	<input type="checkbox"/>	DEA Registration No *: BG	<input type="checkbox"/>
DEA Registration No *: BG	<input type="checkbox"/>	DEA Registration No *: AG	<input type="checkbox"/>

- Subscriber/User after selecting the DEA#s will first clicks validate buttons for validations and then submit button to submit 'Revoke' request. Status on the request will change from NEW to SUBMITTED.





- User can see the status of the submitted Revoke request in 'Status of Requests' tab as shown below. Status of request changed to REVOKED. Also note that in 'Current DEA Registration' the user will no longer have this DEA# and role.

Controlled Substances Ordering System (CSOS) User Interface Screenshot:

**User:** MCFAKERSON, X, FAKEY  
**CSOS Status:** my status

**Account Information:**  
 Account Id: \*\*\*\*\*LJ4x7  
 Email: CSOS.USER67@MYACUITY.COM  
 Phone: 7031114067  
 Mail To: 4067 ABC ST, CARLISLE, PA, 170131607

**Navigation Tabs:** Current DEA Registration | **Status of Requests** | Create New Request

Request Id	Request Type	Role	Status	Approver Comments
446	ENROLL	Registrant	APPROVED	Approve request for user
DealInfo: FG FG				
448	REVOKE	Registrant	REVOKED	B
DealInfo: FG FG				