
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.

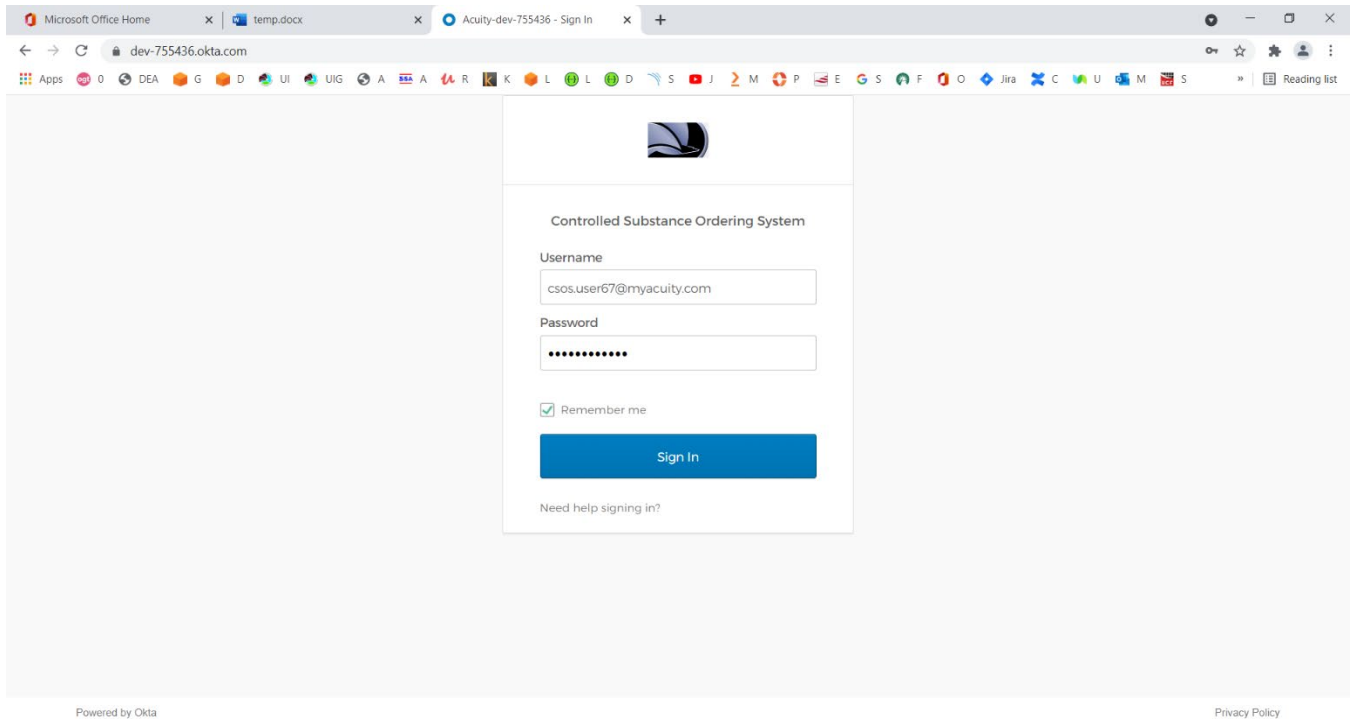
Login
Instructions: Select a login method to continue

SIGN IN

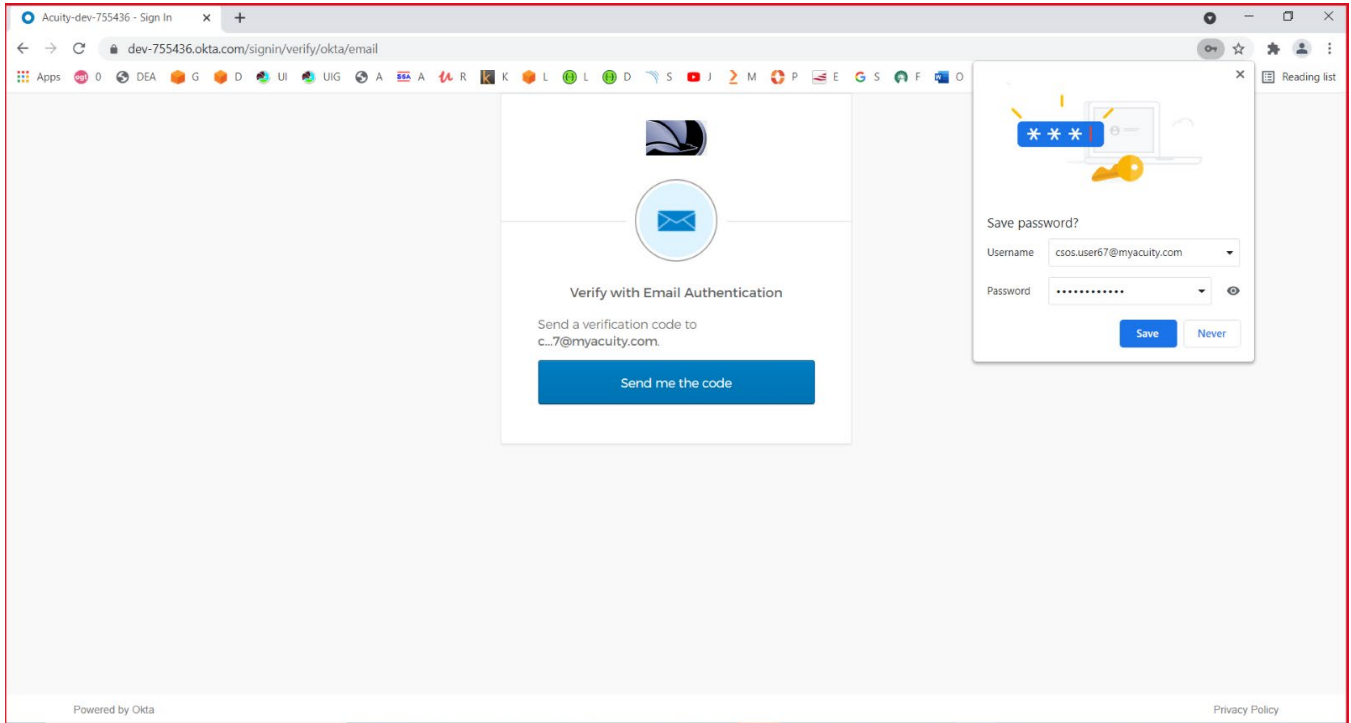
SIGN UP

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

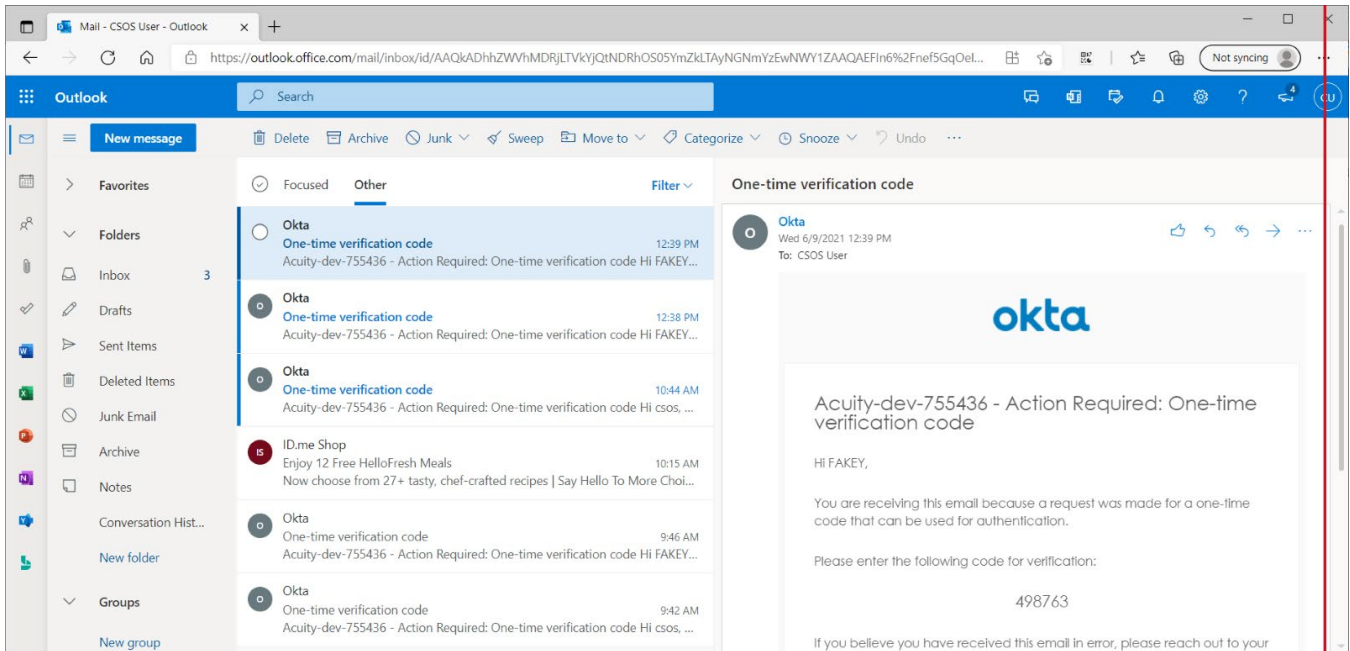
2. User enters his account email for username and password - CSOS.USER67@MYACUITY.COM.



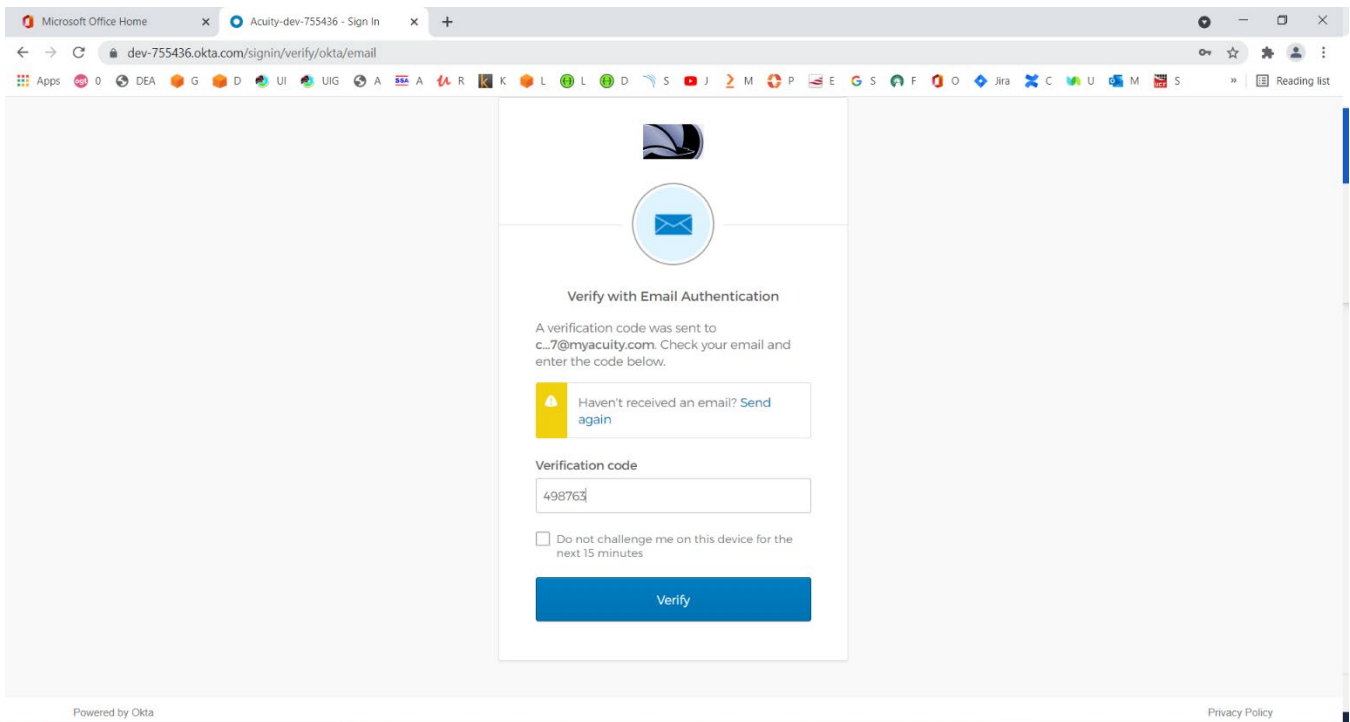
3. As part of Multi Factor Authentication (MFA) subscriber is asked to click button below to send in a code to subscriber email. Example below sends a verification code to csosuser67@myacuity.com.



- 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.

CSOS | Update Request

csos-ui-dev.deacsos.com/my-information

Diversion Control Division
Drug Enforcement Administration

Controlled Substances Ordering System (CSOS)

FAKEY MCFKERSON

Log Out

My Information My Team

MCFKERSON, X, FAKEY CSOS Status: my status COLLAPSE

Account Id: ****LJ4x7
Email: CSOS.USER67@MYAUCITY.COM
Phone: 7031114067
Mail To: 4097 ABC ST, CARLISLE, PA, 170131607

Current DEA Registration Status of Requests Create New Request

Status: NEW ✓

Request Type *: Enroll Role *: Registrant
Justification *: c1

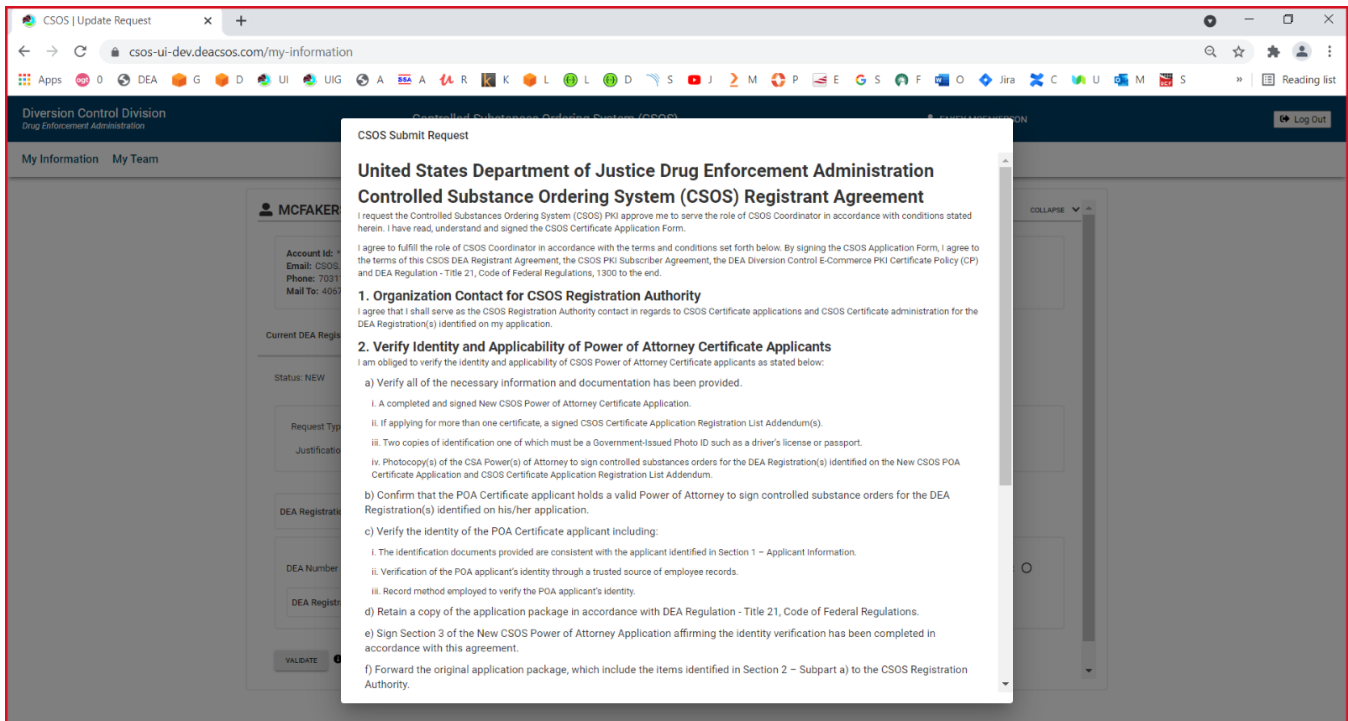
DEA Registration No *: FG Update Delete DEA Registration No *: FG Update Delete

DEA Number Selection Options : Enter a new DEA Number Import File Select from List

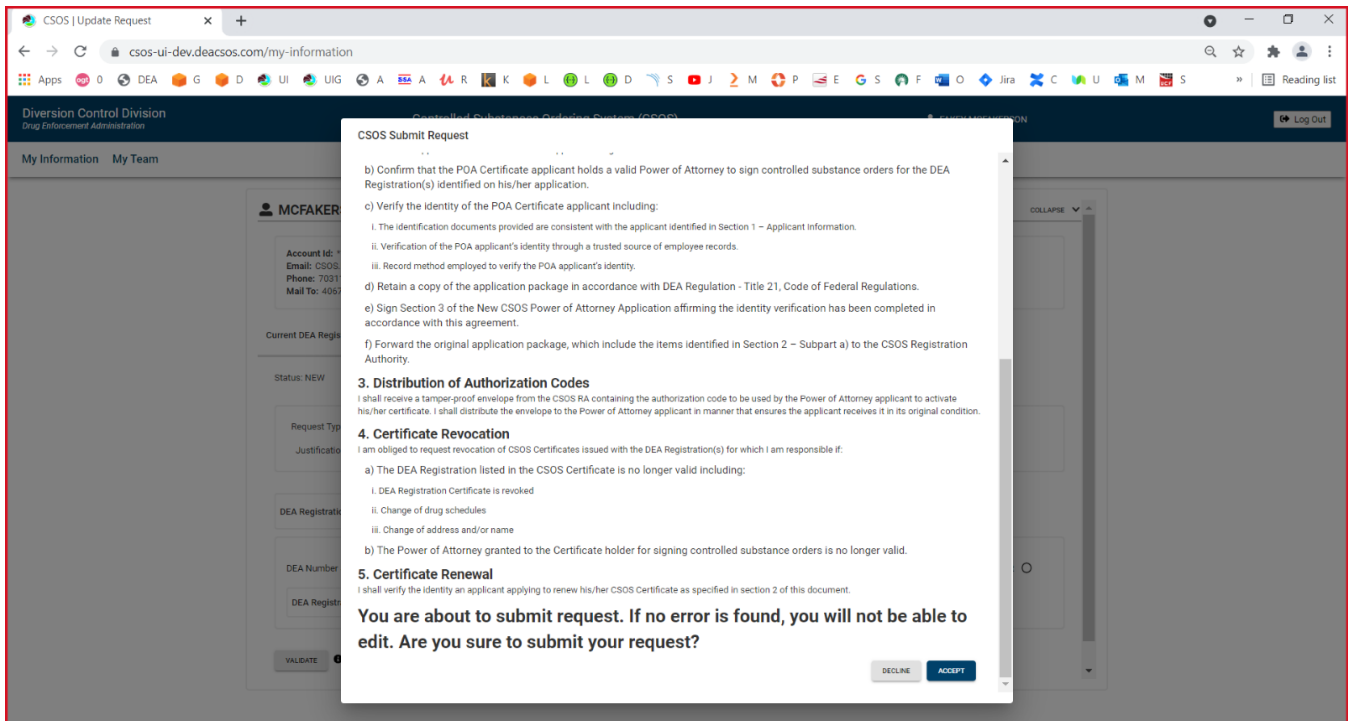
DEA Registration No *: ADD

VALIDATE SUBMIT

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

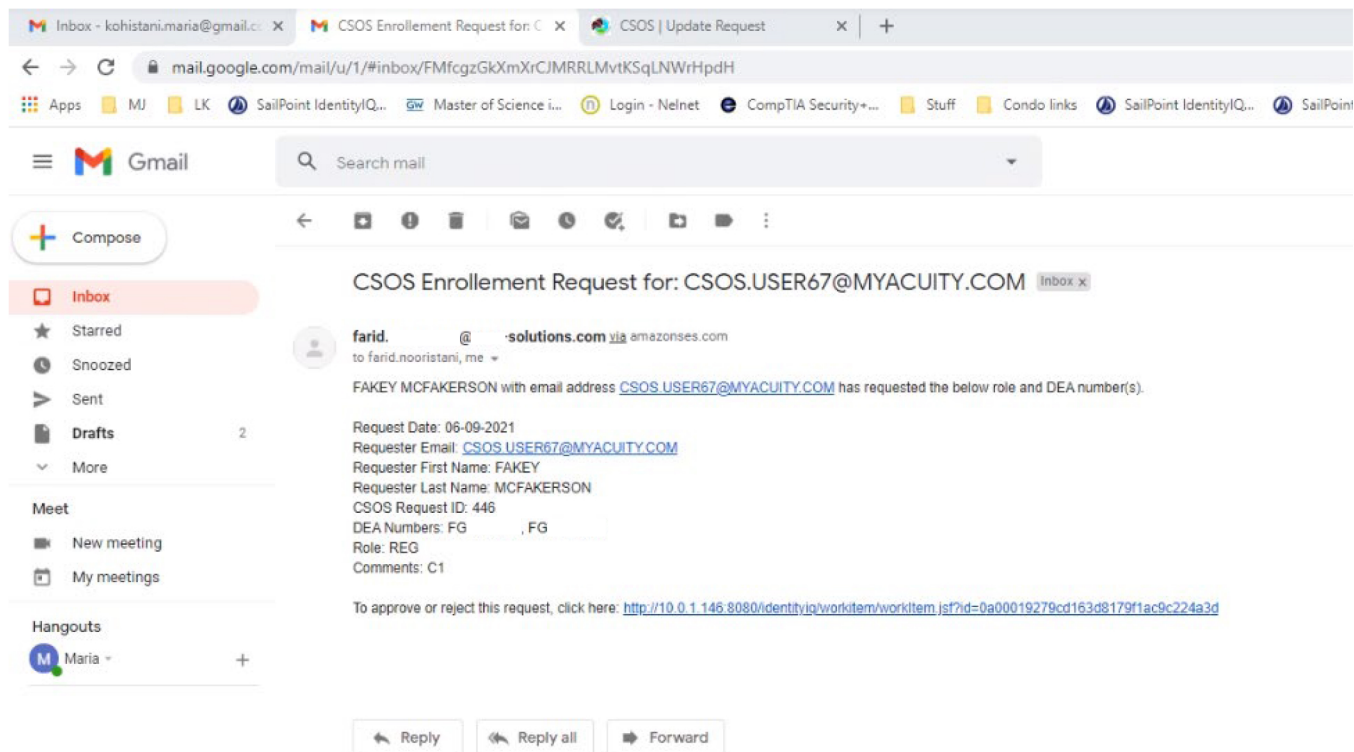
The screenshot displays a web browser window with the URL `csos-ui-dev.deacos.com/my-information`. The page header includes the text "Diversion Control Division Drug Enforcement Administration" and "Controlled Substances Ordering System (CSOS)", along with a user profile for "FAKEY MCFAKERSON" and a "Log Out" button. The main content area is titled "My Information" and "My Team". It features a user profile for "MCFAKERSON, X, FAKEY" with a "CSOS Status: my status" and a "COLLAPSE" dropdown. Below the profile, contact information is listed: "Account Id: ****11457", "Email: CSOS.USER67@MYAQUILITY.COM", "Phone: 7031114067", and "Mail To: 4057 ABC ST, CARLISLE, PA, 170131607". There are three tabs: "Current DEA Registration", "Status of Requests", and "Create New Request". A green checkmark icon and the text "Request has been submitted successfully." are displayed below the tabs.

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 box containing contact information: "Account Id: *****1467", "Email: CSOS:USERS7@MYACUTY.COM", "Phone: 7031114067", and "Mail To: 4067 ABC ST, CARLISLE, PA, 170131607". There are three tabs: "Current DEA Registration", "Status of Requests" (which is active), and "Create New Request". Under the "Status of Requests" tab, there is 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 account information is as follows:

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

The interface has three tabs: 'Current DEA Registration', 'Status of Requests', and 'Create New Request'. The 'Status of Requests' tab is active, displaying a table of requests.

| 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 "Diversion Control Division Drug Enforcement Administration" and "Controlled Substances Ordering System (CSOS)". The user is logged in as "FAKEY MCFAKERSON".

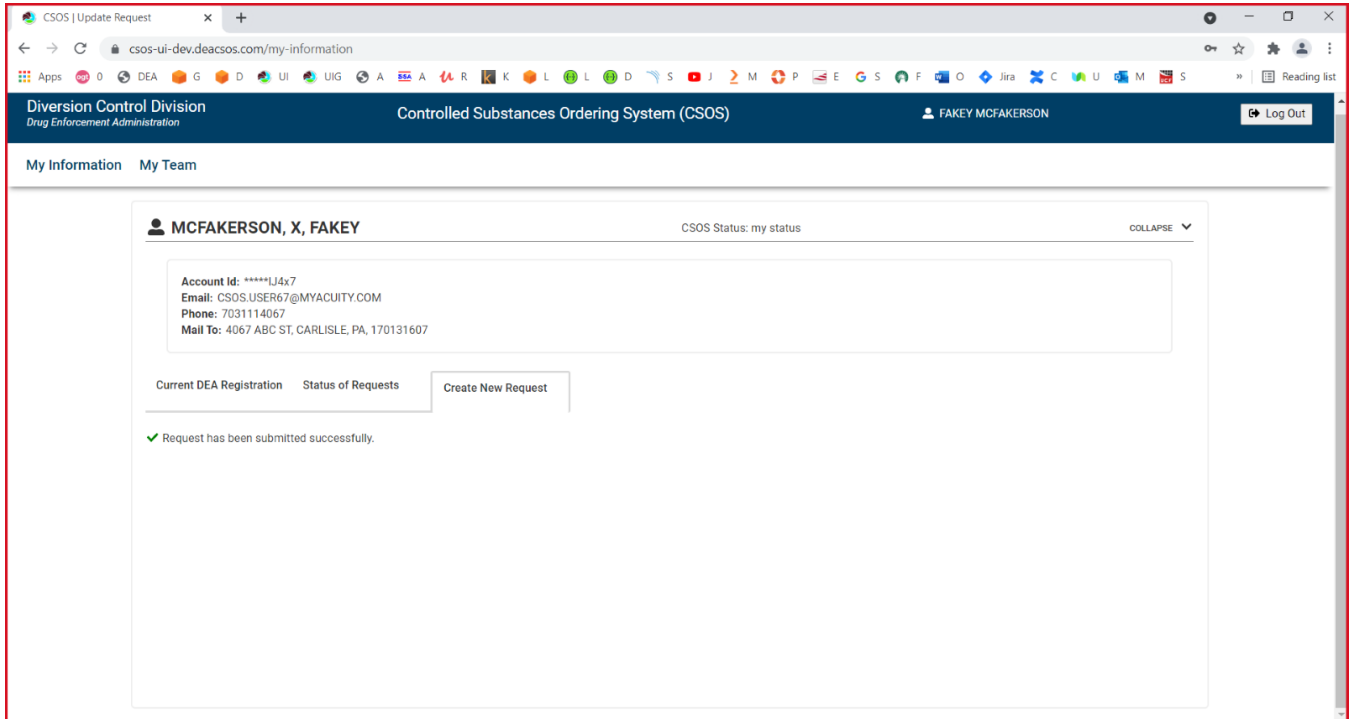
The main content area is titled "MCFAKERSON, X, FAKEY" and shows the user's account information:

- 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" and a form for creating a new request.

The form includes a "Request Type *" dropdown menu set to "Revoke" and a "Justification *" dropdown menu set to "Change of Business Activity". Below the form, there are six input fields for "DEA Registration No *", each with a checkbox to its right. The first three fields have the value "BG" and the last three have the value "AG".

- 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 | | | | |