

# FREQUENTLY ASKED QUESTIONS

## WHAT IS CSOS?

The Drug Enforcement Administration (DEA) Controlled Substance Ordering System (CSOS) allows for secure electronic transmission of \*Schedule I-V controlled substance orders without the supporting paper Form 222. The electronically transmitted order contains a digital version of a traditional written signature. The digital signature is accomplished through the use of a computer file known as a Digital Certificate. Like paper 222 forms, electronic orders are valid for 60 days.

\*Bound Tree customers will be ordering Scheduled II controlled substances through our CSOS platform.

## WHAT ARE THE BENEFITS OF CSOS?

CSOS eliminates the paper order forms (DEA Form 222) which are often seen as a major inconvenience. Errors and incomplete forms create major delays in the processing of those orders; CSOS will allow orders to be processed more quickly.

## WHO CAN PARTICIPATE IN CSOS?

Any DEA registrant can apply for a digital signing certificate (DSC). This certificate must be obtained prior to participating in CSOS. Once you have successfully installed the CSOS digital certificate on your computer, please contact [Customer Service](#) to enroll in the Bound Tree e222 program.

## HOW QUICKLY CAN I BEGIN ORDERING VIA CSOS?

The DEA estimates that once an application is received, the digital certificates are issued approximately six weeks later.

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## HOW IS A DIGITAL SIGNING CERTIFICATE OBTAINED?

To get a digital certificate, a DEA registrant must enroll in the CSOS program through the DEA website. Every individual person who wants to sign electronic orders for controlled substances must enroll with DEA to acquire his or her own personal CSOS Certificate. The enrollment process begins on the DEA website, and ends with printing the application, getting it notarized (Power of Attorney applications do not require notary signature), and mailing it along with two forms of identification (at least one must be government issued).

Prior to going to the DEA website, a decision should be made regarding who in the organization will be allowed to sign electronic orders. If this decision is not made ahead of time, the enrollment process can become frustrating. To make the decision, it may be helpful to know that, for practical purposes, each person designated as a signer should have access to a computer with Microsoft Internet Explorer 7.0 or higher installed. It may also be helpful to know that typically the person who now signs all your paper Forms 222 is the person who enrolls for the digital certificate. This person would go to the DEA's website and Enroll as a Registrant. If persons other than the Registrant are to sign CSOS orders, they must enroll using the Power of Attorney application.

For more information on the DEA CSOS Applications, please visit the <http://www.deacom.gov/apprapps.html>.