

e222

eLECTRONIC FORM 222 ONLINE CSOS CHECK LIST

Already have a CSOS Certificate?

- Go directly to **Step 3** to set up your e222 online account.

1. Apply for CSOS Certificate (Digital Signature) from the DEA:

- Go to <http://www.deaecom.gov/applycert.html>
- Complete appropriate application (DEA Form 251, 252, or 253)
- Questions - Contact DEA directly by calling 1.877.332.3266

2. Retrieve your CSOS Certificate:

- Once approved by DEA, for each Certificate issued, you will receive one **E-Mail** and one **Postal Mailed** activation notice.
- Pair up both of your activation notices and follow the directions provided in the E-Mail activation notice.
- If you have questions at any point in the process, you are encouraged to contact DEA directly by calling 1.877.332.3266.

3. Contact Us To Set Up Your e222 Online Account:

- Once CSOS Certificate is successfully retrieved, call us @ 1.888.222.3722 to provide Account Information.
- You will be directed to www.southernanesthesia.com to run the **Digital Certificate Test** and **E-Mail Test**.

4. You will receive your e222 username and password by E-Mail.

You are now ready to place an e222 order!

For assistance at any point in your registration process, please feel free to contact us
Monday - Friday, 8am - 6pm at 1.888.222.3722