RPDM: Supplier – First Login
Contents

• Password change
• One-time agent verification
New User Email

**Username**

From: CVSHealth@cloudmail.stibo.com <CVSHealth@cloudmail.stibo.com>
Subject: [EXTERNAL] CVS Health - Supplier registration credentials

**** External Email - Use Caution ****

Hi Test Supplier,

We have created a new user in our Stibo system. Below are the details

Username: TSUPPLIER

Note: We recommend that you change your password after your first login.

URL Details: https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal *Requires Google Chrome (Preferred), Microsoft Edge or Mozilla Firefox browser

Thanks,
CVS Team

***Important: This is a system-generated notification. Please do not reply this email.

**Description / Steps**

When a new User has been created, two separate system generated emails are sent from CVSHealth@cloudmail.Stibo.com –

1. Email containing Username

2. Email containing Temporary Password and One-time Verification Token (shown on the next slide)

Both emails will contain the URL for Stibo

**Tips**

Confirmation of Username creation will be sent from MDM_Stibo@cvshealth.com

Upon receipt of the confirmation email, but no email with the username, ensure to check your inbox for quarantined/blocked emails and permit emails from CVSHealth@cloudmail.Stibo.com
New User Email

Temporary Password and One-time verification Token

From: CVSHealth@cloudmail.stibo.com <CVSHealth@cloudmail.stibo.com>
Subject: [EXTERNAL] CVS Health - Supplier verification token

**** External Email - Use Caution ****

Hi Test Supplier,

We have created a new user in our Stibo system. Below are the password and one time verification token details

Password: A&2UZkv1kDd

One Time Verification Token: 205990813

Note: We recommend that you change your password after your first login.

URL Details: https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal **Requires Google Chrome (Preferred), Microsoft Edge or Mozilla Firefox browser

Thanks,
CVS Team

***Important: This is a system-generated notification. Please do not reply this email.

Description / Steps

When a new User has been created, an email will be sent with the Username and URL

Tips

- Ensure to change your password on first login and complete One-time verification
- Supplier data will not be accessible until One-time verification has been completed
- One-time verification token should be typed in to avoid extra spaces being copied in if copied and pasted directly from email
Password Change

User Login with temporary password

Description / Steps

1. Enter URL for Stibo
2. Enter Username from email
3. Enter temporary password from email
4. Click ‘Log-in’

Tips
Password Change

Click one time agent verification link

Welcome to the STEP Web UI

Description / Steps

One Time Agent Verification link will be enabled in one of two places -

1. New Supplier Onboarding – click One Time Agent Verification

OR

2. New Agent Onboarding – click One Time Agent Verification

Tips

- New Supplier Onboarding – is initiated thru CM Invite
- New Agent Onboarding – New user Id created by MDM Stibo Team
Password Change

Password change

Description / Steps

1. Click on the hyperlink ‘Supplier - xxxxxxxx’

Tips
Password Change

Password change

1. Enter ‘N’ against the question “Have you changed your password upon first time login?”
   - Entering ‘N’ will populate the section to change your password

2. Click on “Click here” (a new window will be opened to change your password)

Tips

- Do not enter ‘Y’ if you have not changed your password. The system will not allow successful one-time verification until the password has been changed
Password Change

Password change

1. Enter temporary password from email
2. Enter new password of your choice
3. Re-enter new password
4. Click 'Save' (do not click 'Reset')

You will be logged out and redirected to the login screen and are required to log in with your new password

Tips

The next page outlines steps to complete One-time agent verification using the token
One time agent verification

New password login

Description / Steps

Once the password has been changed and you have been redirected to login screen -

1. Enter URL for Stibo
2. Enter Username from email
3. Enter newly created password
4. Click ‘Log-in’

Tips
One time agent verification

Select One-time agent verification link

Welcome to the STEP Web UI

Links

Supplier self onboarding process guidelines
Link to CVSSupplier.com
Advanced Search

New Supplier Onboarding

New Agent Onboarding

Supplier Maintenance

Clarification Workflow

Welcome to the STEP Web UI

Links

Supplier self onboarding process guidelines
Link to CVSSupplier.com
Advanced Search

New Supplier Onboarding

New Agent Onboarding

Supplier Maintenance

Clarification Workflow

Tips

One Time Agent Verification link will be enabled in one of two places -

1. **New Supplier Onboarding** – click One Time Agent Verification

**OR**

2. **New Agent Onboarding** – click One Time Agent Verification
One time agent verification

Enter One-time verification token

Description / Steps

1. Select ‘Y’ from the dropdown to verify that the password was changed after first login

2. Enter the token number provided in the email and click outside the box/anywhere on the page

3. Click ‘Verify’

Tips

• One-time verification token should be typed in to avoid extra spaces being copied in if copied and pasted directly from email

• Supplier data will not be accessible until One-time verification has been completed
One time agent verification

One-time verification token – successful

Description / Steps

You will be navigated back to the main screen with a pop-up which indicates that verification was completed successfully.