

# 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](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](mailto: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](mailto: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](mailto: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 **2**

\*\*\*\* 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](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

The screenshot shows a web browser window with the URL `auth.mdm.stibosystems.com/auth/realm/cvs-uat/protocol/openid-connect/auth?response_type=code&client_id=Step&state=10a5f2c0-2434-4ab7-963a-bb65568a58ec&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvb-uat.scloud.stibo.c...`. The page features the STIBO SYSTEMS logo and the text "STEP managed user log in". Below the logo, there is a form with the following fields and elements:

- 1**: A red callout bubble pointing to the browser address bar.
- 2**: A red callout bubble pointing to the "Please log in using the form" text.
- 3**: A red callout bubble pointing to the "Username" input field containing "TSUPPLIER".
- 4**: A red callout bubble pointing to the "Password" input field containing ".....".

Below the password field is a teal "Log In" button. At the bottom of the page, there is a link for "IDP managed user log in" and "CVS Internal Colleagues - Click here".

## Description / Steps

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

## Tips

**Do not save the temporary password in Google/browser password manager pop-up.**

Next pages will provide direction on changing your temporary password.

# Password Change

## Click one time agent verification link

Welcome to the STEP Web UI Supplier-17908912 • Test Supplier • English US • Main

Links	New Supplier Onboarding	New Agent Onboarding	Supplier Maintenance	Clarification Workflow												
<a href="#">Supplier self onboarding process guidelines</a> <a href="#">Link to CVSSupplier.com</a> <a href="#">Advanced Search</a>	<div style="text-align: right;">1</div> <table border="1"> <tr> <td>One Time Agent Verific...</td> <td>1</td> </tr> <tr> <td>Supplier Self Onboarding</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>1</b></td> </tr> </table>	One Time Agent Verific...	1	Supplier Self Onboarding	0	<b>Total</b>	<b>1</b>	<div style="text-align: right;">0</div> <table border="1"> <tr> <td>One time Agent Verifica...</td> <td>0</td> </tr> </table>	One time Agent Verifica...	0	<div style="text-align: right;">0</div> <table border="1"> <tr> <td>Maintain Supplier Data</td> <td>0</td> </tr> </table>	Maintain Supplier Data	0	<div style="text-align: right;">0</div> <table border="1"> <tr> <td>Review</td> <td>0</td> </tr> </table>	Review	0
One Time Agent Verific...	1															
Supplier Self Onboarding	0															
<b>Total</b>	<b>1</b>															
One time Agent Verifica...	0															
Maintain Supplier Data	0															
Review	0															

Welcome to the STEP Web UI

Links	New Supplier Onboarding	New Agent Onboarding	Supplier Maintenance	Clarification Workflow	Manage Your Account												
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One Time Agent Verific...	0																
Supplier Self Onboarding	0																
<b>Total</b>	<b>0</b>																
One time Agent Verifica...	1																
Maintain Supplier Data	0																
Review	0																

## 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

Supplier Creation - One Time Agent Verification - Available

↶	ID	Supplier Name	Initiated By	Team Name	Date Of Entry	No Of days In Queue
	<a href="#">Supplier-17908912</a>	TEST SUPPLIER	RPDM CM 1	CVS Internal Team	Mon Jan 03 2022 09:57:09 GMT-0500 (EST)	1 hr 3 min

## Description / Steps

1. Click on the hyperlink 'Supplier - xxxxxxxx'

## Tips

# Password Change

## Password change

User Details

Email

CVS Recommends Password reset on first login

1

\* Have you changed your password upon first time login?

2 Please click on below change password link to reset your password

Change Password [Click here](#)

\* One Time Verification Token

## Description / Steps

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

**User Details**

User ID	TSUPPLIER
* Email Address	<input type="text" value="Test_Supplier@Test.com"/>
Old password	<input type="password" value="....."/>
New password	<input type="password" value="....."/>
Repeat new password	<input type="password" value="....."/>

Use the save button to reset your password. The reset will log you out of the system Please log in with your new credentials.

**4**

## Description / Steps

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

The screenshot shows a web browser window with the URL `auth.mdm.stibosystems.com/auth/realms/cvs-uat/protocol/openid-connect/auth?response_type=code&client_id=Step&state=10a5f2c0-2434-4ab7-963a-bb65568a58ec&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvms-uat.scloud.stibo.c...`. The page features the STIBO SYSTEMS logo and the text "STEP managed user log in". Below the logo, there is a form with the following fields and elements:

- 1**: A red callout bubble pointing to the browser address bar.
- 2**: A red callout bubble pointing to the "Please log in using the form" text.
- 3**: A red callout bubble pointing to the "Username" input field, which contains the text "TSUPPLIER".
- 4**: A red callout bubble pointing to the "Password" input field, which contains masked characters ".....".

Below the password field is a "Log In" button. Underneath the login form, there is a section for "IDP managed user log in" with a link for "CVS Internal Colleagues - Click here".

## Description / Steps

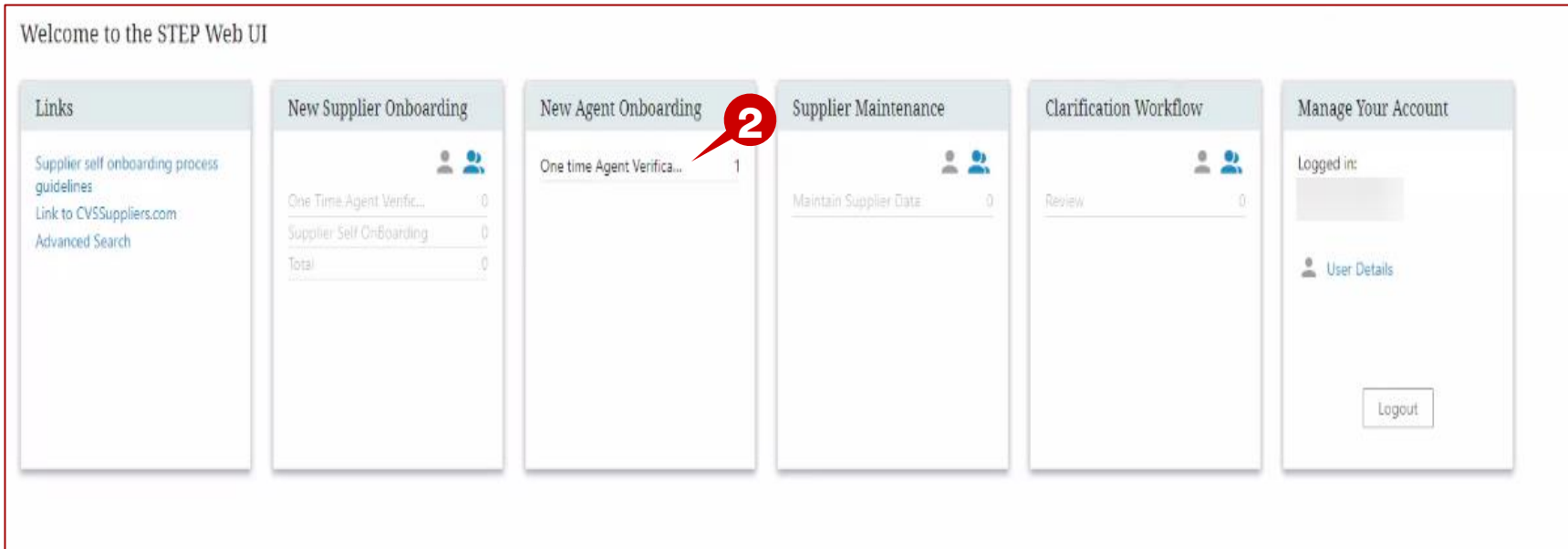
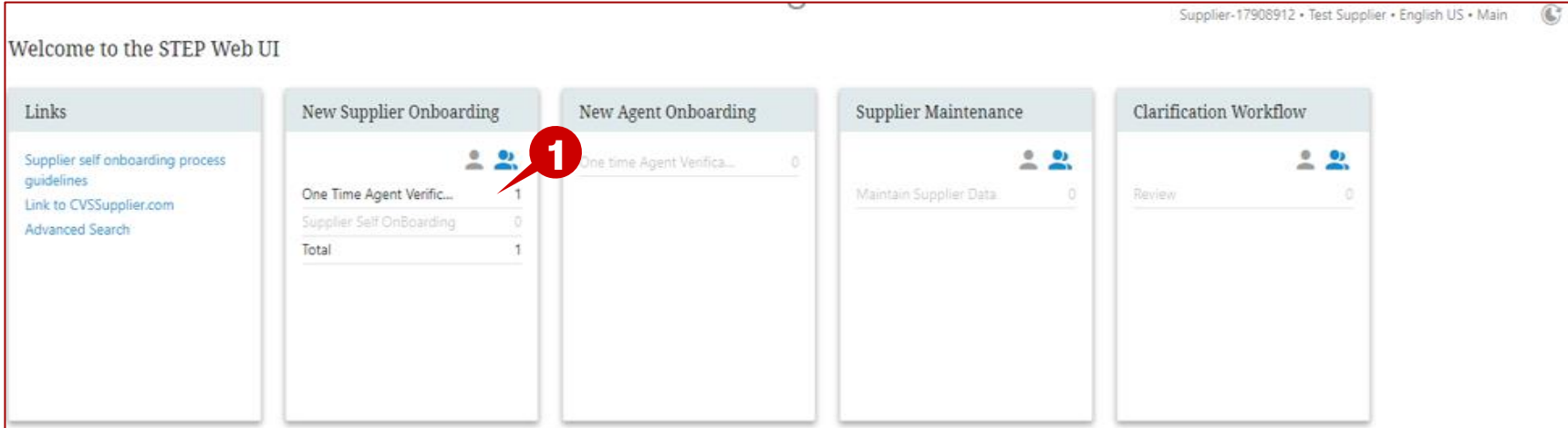
Once the password has been changed and you have been redirected to login screen -

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



## 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

# One time agent verification

## Enter One-time verification token

### Supplier Details

ID Supplier-17908912

Supplier Name TEST SUPPLIER

**CVS Recommends Password reset on first login**

1

\* Have you changed your password upon first time login? Y

2

\* One Time Verification Token 205990813

3

Verify

## 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

The screenshot displays the STEP Web UI interface. At the top left, it says "Welcome to the STEP Web UI". The top right corner shows "Supplier-29919287 • Test supplier • English US • Main" along with refresh and notification icons. A central pop-up window with a green bar on the left contains the text "Verify" and "Item was successfully submitted." with a close button (X). Below the pop-up, there are five main sections: "Links" (with sub-links for onboarding guidelines, CVSSuppliers.com, and Advanced Search), "New Supplier Onboarding" (with a table showing counts for One Time Agent Verifica..., Supplier Self OnBoarding, and Total), "One time Agent Verifica..." (with a count of 0), "Maintain Supplier Data" (with a count of 0), "Clarification Workflow" (with a count of 0), and "Manage Your Account" (showing "Logged in: TEST SUPPLIER", a "User Details" link, and a "Logout" button).

## Description / Steps

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