

STIBO: Supplier – First Login



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 **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 **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 top left corner of the page.
- 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 a masked password ".....".

Below the password field is a teal "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

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.

One Time Verification

One Time Verification

Welcome to the STEP Web UI

Supplier-17908912 • Test Supplier • English US • Main

Links	New Supplier Onboarding	New Agent Onboarding	Supplier Maintenance	Clarification Workflow
Supplier self onboarding process guidelines Link to CVSSupplier.com Advanced Search	<p>One Time Agent Verif... 1</p> <p>Supplier Self OnBoarding 0</p> <p>Total 1</p>	<p>One time Agent Verifica... 0</p>	<p>Maintain Supplier Data 0</p>	<p>Review 0</p>

Description / Steps

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

1. **New Supplier 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

One Time Verification

One Time Verification

Supplier Creation - One Time Agent Verification - Available

↶	ID	Supplier Name	Initiated By	Team Name	Date Of Entry	No Of days In Queue
	Supplier-17908912	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

One Time Verification

One Time Token Verification

Supplier Details

ID	Supplier-43454690
Supplier Name	KYLA TEST7

1 • Please Check The Mail For One Time Verification Token

* One Time Verification Token

2

▶ Verify Token

Description / Steps

1. Enter to token from the email into the One Time Verification box
2. Click the Verify Token Box

Tips

You will be directed to change your password on the next screen.

One Time Verification

Password change

User Details

User ID: KMULLIN2

* Email Address:

Old password:

New password:

Repeat new password:

Use the SAVE button to complete the password change.
You will be logged out and redirected to the home page. Please log in with your ID and new password.

1

2

Description / Steps

Change your password is required to complete the verification

1. Enter the original password from the email

1. Enter a new password

2. Re-enter the new password

2. Click save

You will be redirected to the home page

Tips

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%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 the text "TSUPPLIER".
- 4**: A red callout bubble pointing to the "Password" input field, which is masked with dots.

Below the password field is a teal "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