

# Supplier Portal Security Authorization Form

The CVS DSD Vendor Portal allows a CVS Supplier access to maintain pricing information and review invoices.

CVS will not grant access to the DSD Vendor Portal until a completed form is returned with approval from the CM or FM. (Listing below)

**Upon receipt of your ID and password** all DSD portal users are required to register to in the CVS My Password self-service system. (Instructions below)

**Please complete the info below to request access to the CVS Supplier Portal**

**The portal will allow users to manage pricing and/or research invoice data.**

**You will be notified of your ID and password within 2 weeks of form submission**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **User 1** | **User 2** | **User 3** | **User 4** | **User 5** |
| FIRST NAME |  |  |  |  |  |
| LAST NAME |  |  |  |  |  |
| MIDDLE NAME |  |  |  |  |  |
| VENDOR ID |  |  |  |  |  |
| VENDOR DESCRIPTION |  |  |  |  |  |
| WORK EMAIL |  |  |  |  |  |
| **VENDOR DSD ACCESS** |  |  |  |  |  |
| **VENDOR DSD INVOICE** |  |  |  |  |  |
| FMM |  |  |  |  |  |
| FMM Email |  |  |  |  |  |

**Access Code**

**U – VENDOR\_DSD\_ACCESS (Cost)**

**I – VENDOR\_DSD\_INVOICE**

Additional access request can be made to [CVS\_DSD\_Vendor\_Mailbox@CVShealth.com](mailto:CVS_DSD_Vendor_Mailbox@CVShealth.com)



**Access Acknowledgement**

**To ensure the security of this site, CVS maintains stringent policies and standards related to access rights.**

**In accepting CVS Supplier Portal access, you and your organization agree to the following terms:**

* All information, data, applications ,and computer infrastructure, which you are exposed to, either unintentionally or intentionally, are the property of CVS and is considered confidential.
* An ID and password will be assigned to the person noted below. This ID and its password are for this person only and as such are not to be shared with any other individuals in, or outside your organization.
* Changes to employee access require notifying [CVS\_DSD\_Vendor\_Mailbox@CVShealth.com](mailto:CVS_DSD_Vendor_Mailbox@CVShealth.com)
* Access restrictions are granted based on Authorized Manager requests.
* All downloading or uploading of information must be authorized in advance.
* Probing CVS internal network servers and routers is forbidden.
* Unauthorized access to CVS internal network servers and routers is forbidden.
* Failure to comply with these requirements could result in the following:
* Voiding of all CVS Contractual obligations
* Loss of remote access privileges
* Criminal and/or Civil Action against you and your organization

**CVS My Password self-service system**

**All DSD portal users are required to register to in the CVS My Password self-service system.** Please click the link to begin[**CVS MyPassword System**](https://mypassword.cvs.com/aims/ps/default.aspx)

This will ensure you can reset your password every 90 days required by CVS.

* Users will be required to reset password every 90 days
* If password expires go to[**CVS MyPassword System**](https://mypassword.cvs.com/aims/ps/default.aspx)to reset
* Please set a calendar reminder to avoid confusion
* Your ID to enroll in[**CVS MyPassword System**](https://mypassword.cvs.com/aims/ps/default.aspx)is your DSD Vendor Portal ID and password



**FMM Listing**

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| --- | --- | --- | --- | --- |
| **DSD Field Team:** |  |  |  |  |
| **FM** | Stephen Post | | Stephen.Post@CVSHealth.com | MA,RI,CT,NY,ME,NH,VT,NJ,NY,PA |
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