♥CVS Health®

STIBO:
Supplier – First Login

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New User Email

Username

From: CVSHealth@cloudmail.stibo.com <CVSHealth@cloudmail.stibo.com>
Subject: [EXTERNAL] CVS Health - Supplier registration credentials **1**

**** 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

CVSHealth®

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*

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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

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

Next pages will provide direction on changing your temporary password.

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One Time Verification

One Time Verification

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

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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

593725508

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.

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One Time Verification

Password change

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

User Details

User ID	KMULLIN2
*Email Address	kylatest7@gmail.com
Old password	••••••••••
New password	••••••••
Repeat new password	••••••••

①

②

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.

▶ Save

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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

CVSHealth.