

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&2U7kv1kDd

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

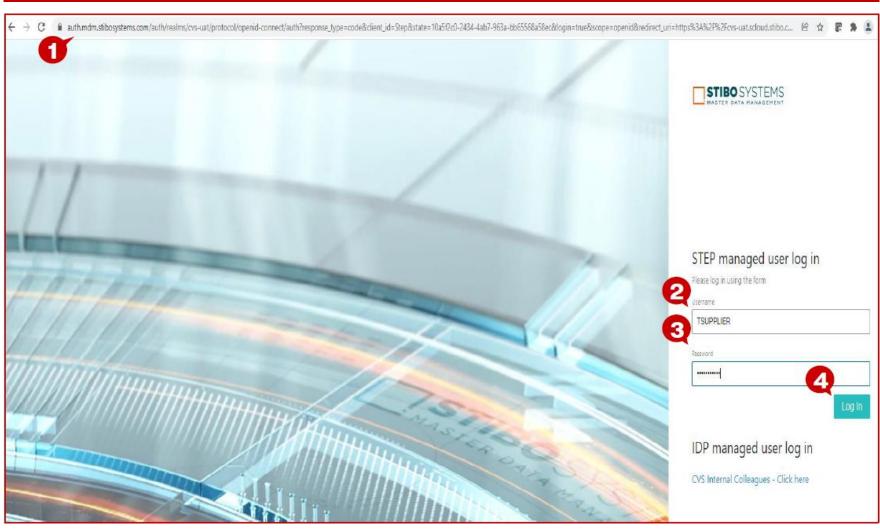
When a new User has been created, an email will be sent with the Username and URL

- 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

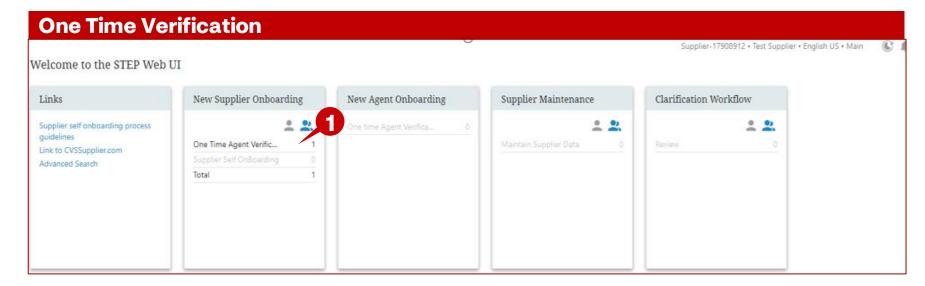
- 1. Enter URL for Stibo
- 2. Enter Username from email
- 3. Enter temporary password from email
- 4. Click 'Log-in'

Tips

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

Next pages will provide direction on changing your temporary password.





Description / Steps

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

1. New Supplier Onboarding – click One Time Agent Verification

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



One Time Verification

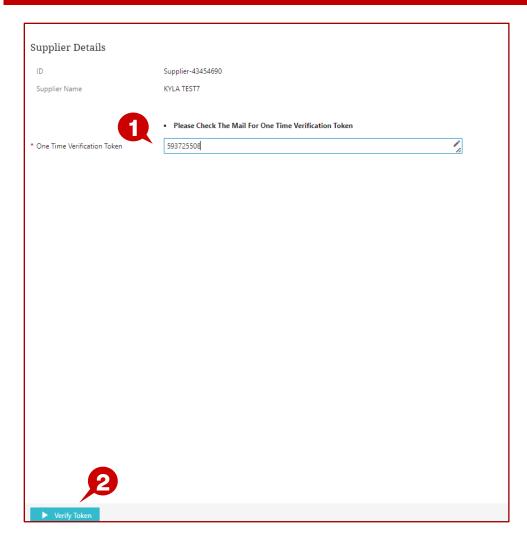


Description / Steps

1. Click on the hyperlink 'Supplier - xxxxxxxx'



One Time Token Verification



Description / Steps

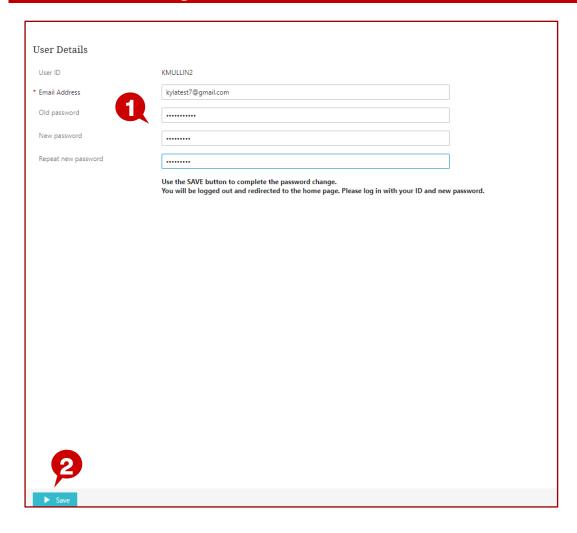
- 1. Enter to token from the email into the One Time Verification box
- 2. Click the Verify Token Box

Tips

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



Password change



Description / Steps

Change your password is required to complete the verification

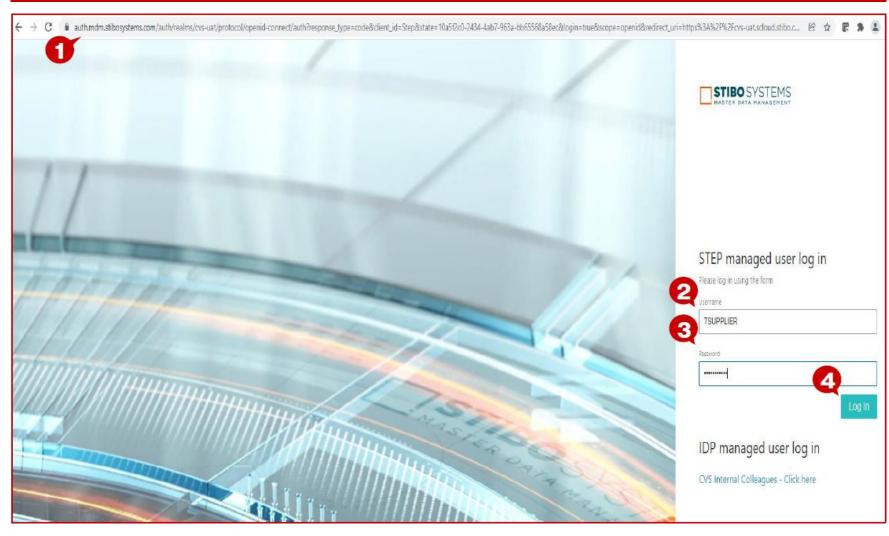
- 1. Enter the original password from the email
 - 1. Enter a new password
 - 2. Re-enter the new password
- 2. Click save

You will be redirected to the home page



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'

