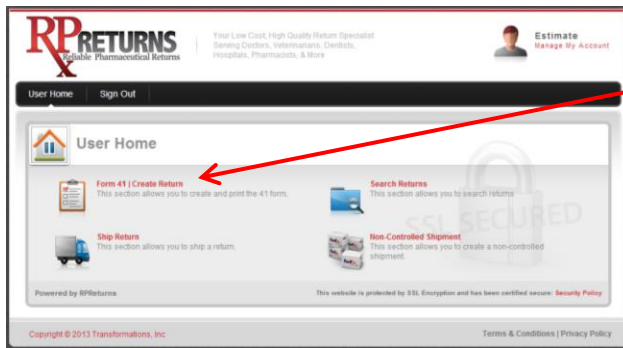
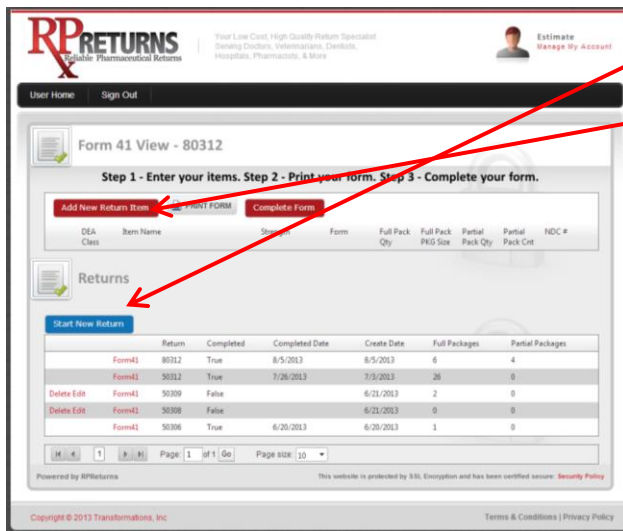


Entering the DEA CII-V Controlled Substances you have to return

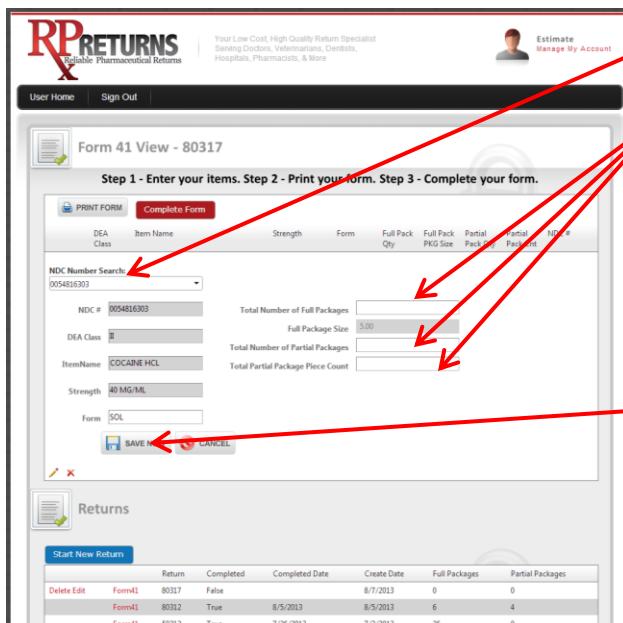


Step 1: Click "Form 41/ Create Return"



Step 2: Click "Start New Return"

Step 3: Click "Add New Return Item"

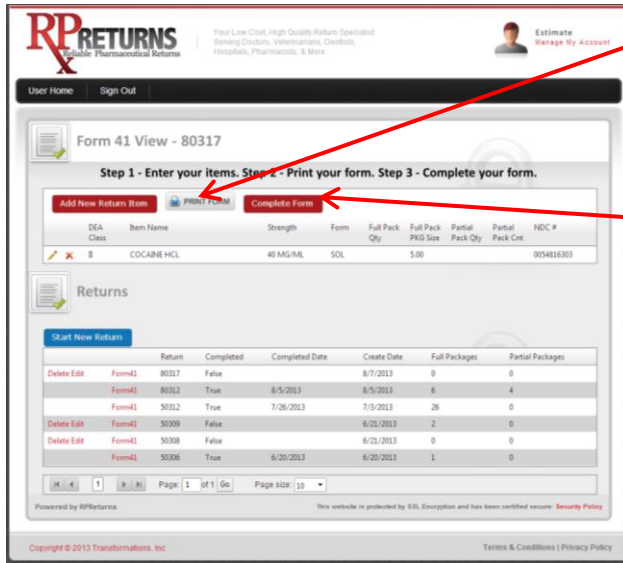


Step 4: Enter the NDC# of the drug.

Step 5: Enter the full and/ or partial quantities of the drug.

Note: If the NDC# you entered is not found you can manually enter the drug's information in the fields below "NDC Number Search."

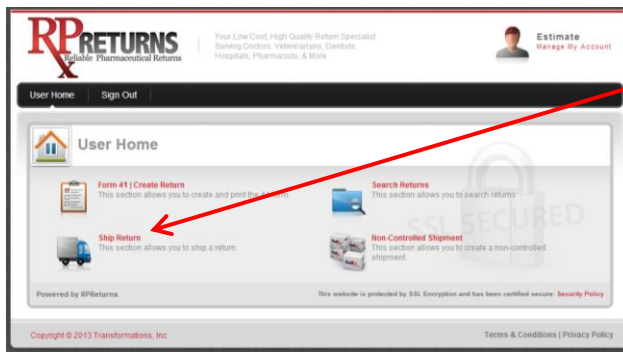
Step 6: Click "Save Now" and repeat steps 3, 4, 5 & 6 to add more drugs OR if you are finished adding drugs continue to step 7.



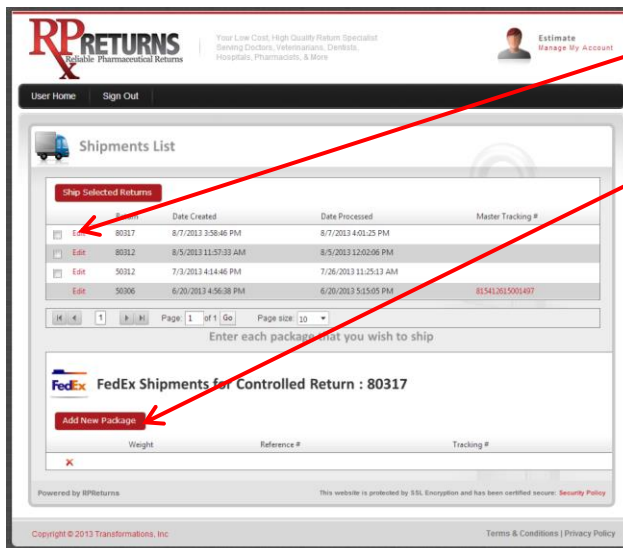
Step 7: Click "Print Form" to get a copy of your completed form.

Step 8: Click "Complete Form" then return to "User Home" to print the shipping label.

Shipping the DEA CII-V Controlled Substances you have to return

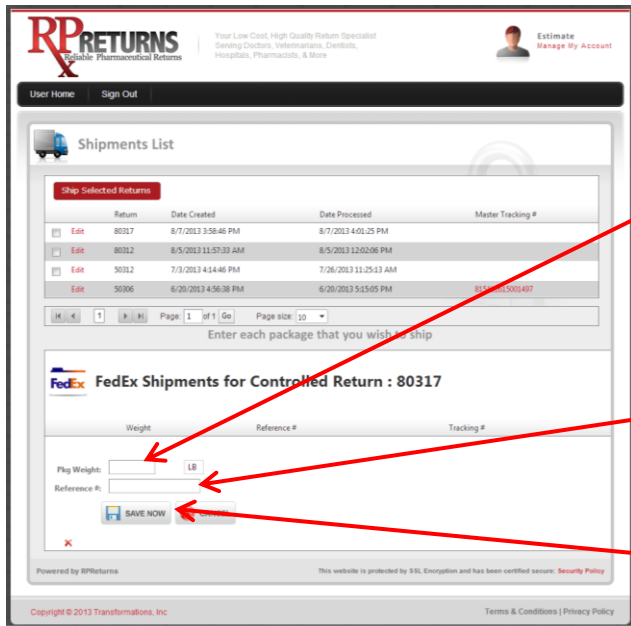


Step 1: To print a shipping label to ship your DEA CII-V controlled substances click "Ship Returns."



Step 2: Click "Edit" next to the return # you would like to ship.

Step 3: Click "Add New Package"

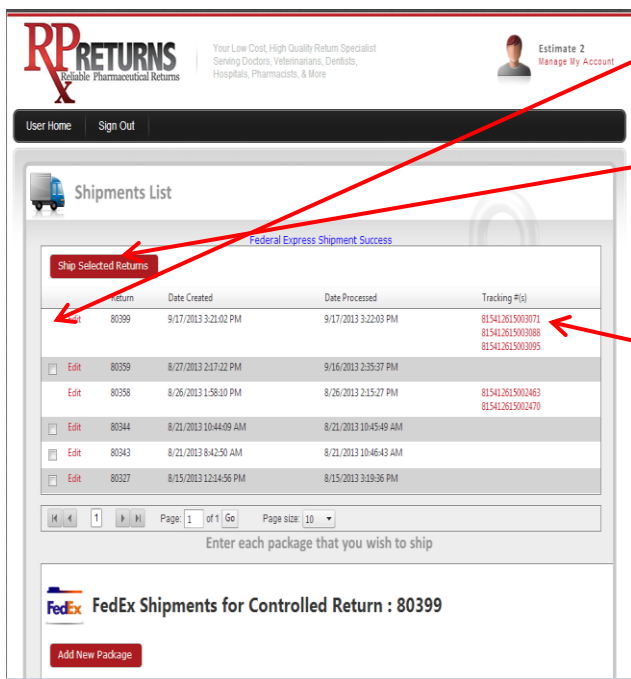


Step 4: Enter the package weight.

Step 5: If there is a reference number you want to associate with this shipment then you can enter it here.

Step 6: Click "Save Now"

Note: If your return is contained within multiple boxes repeat steps 3, 4, 5 & 6 until you have entered in all the boxes. Then continue to step 7.

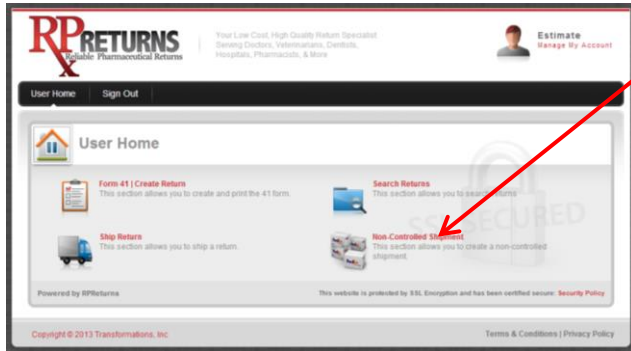


Step 7: Click the check box next to the return you are shipping.

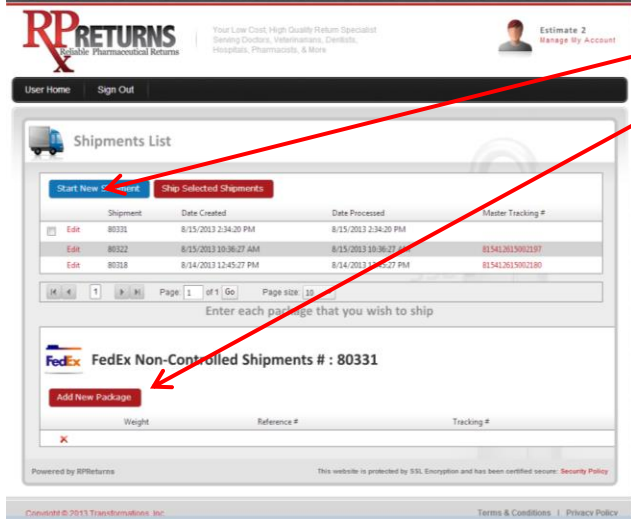
Step 8: Click "Ship Selected Returns"

Step 9: Click the tracking numbers to print your shipping labels.

Printing a Shipping Label for Non- DEA CII-V Returns

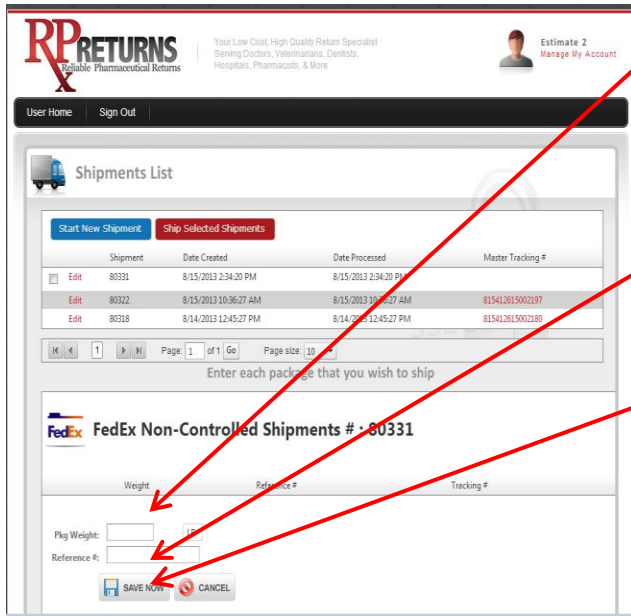


Step 1: Click "Non Controlled Shipment"



Step 2: Click "Start New Shipment"

Step 3: Click "Add New Package"

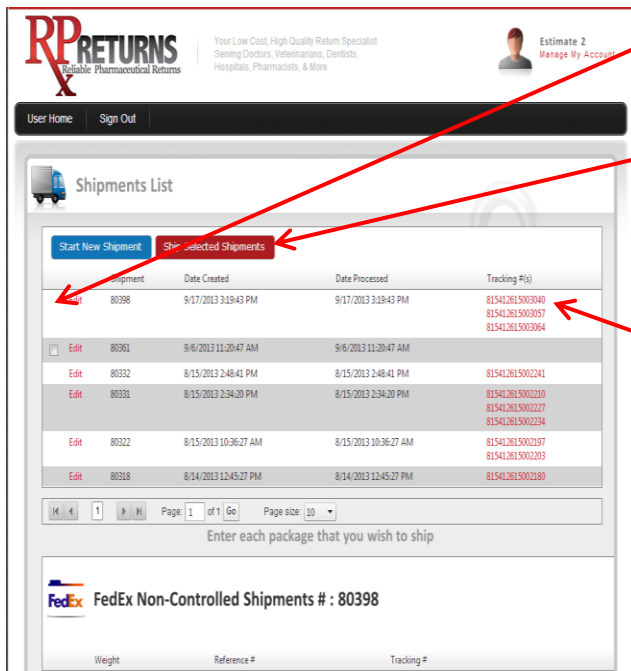


Step 4: Enter the package weight.

Step 5: If there is a reference number you want to associate with this shipment then you can enter it here.

Step 6: Click "Save Now"

Note: If your return is contained within multiple boxes repeat steps 3, 4, 5 & 6 until you have entered in all the boxes. Then continue to step 7.

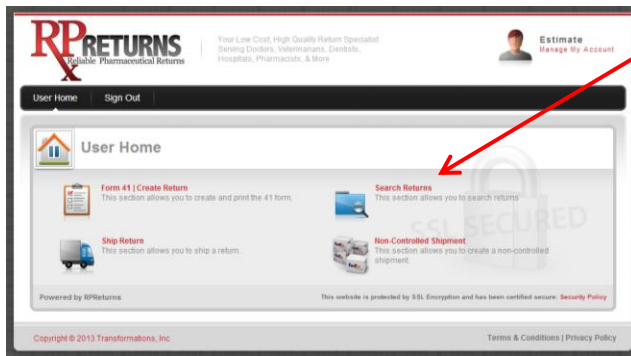


Step 7: Click the check box next to the shipment you just created.

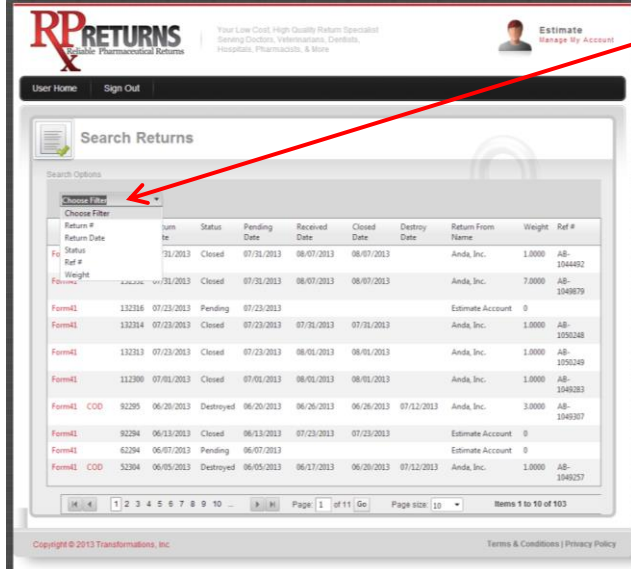
Step 8: Click "Ship Selected Shipments"

Step 9: Click the tracking numbers to print your shipping labels.

Searching for Your Previous Returns



Step 1: Click "Search Returns"



Step 2: This screen shows all your returns to date. You can refine your search here by searching for a specific return #, return date, return status (pending, closed or destroyed), reference number or weight.