

DEA Online Tableting and Encapsulating Registration/Creating a Company User Account

In order for a company or person to be able to submit online DEA-452 Import, Export and Domestic Transactions of Tableting and Encapsulating Machines the “DEA Corporate Administrator” (person in charge of the company, DEA Registration # or person deemed responsible by the owner for reporting these transactions) must obtain a username and password to log into the online DEA-452 system (IMEX RCM) via a self-registration process.

Once the DEA Corporate Administrator has registered/enrolled they may set-up DEA Company Users which are others in the company that may also submit Tableting and Encapsulating Machine Transactions via the DEA Online system.

The DEA Corporate Administrator may submit DEA 452 forms but is also responsible for resetting Company User passwords when necessary and for disabling Company User accounts when that person changes functions or leaves the company. A Company User may only submit DEA 452 forms.

How to establish a Company User Account:

1. The DEA Corporate Administrator should visit <https://apps.dea diversion.usdoj.gov/tem/spring/login>
2. Enter your Username and Password, Click Login



The screenshot shows the login interface for the DEA Diversion Control Division. At the top left is the logo of the U.S. Department of Justice, Drug Enforcement Administration, Diversion Control Division. To the right of the logo, the text reads "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION" and "DIVERSION CONTROL DIVISION" in large, bold letters. Below this, the text "Tableting / Encapsulating Machines" is displayed. In the center, there is a white box titled "Login Information" containing two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button and two links: "Register" and "Forgot Password".

3. Click Manage Company Users in upper right corner

IMEX

Add Another Company Manage Company Users

10 (1 of 1)

DEA Form	DEA Number /Corp. ID	Company Name	Location
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4. To create a new Company User Enter the person's first initial, middle initial and last name with no spaces as the User Name (e.g. JRSmith) then enter First Name, Last Name, Email Address in the appropriate fields, click Add User in the upper right corner

IMEX

Main Page Add User

User Name

First Name

Last Name

Email

User Types All Approved Pending Denied

Apply Filter

5. Re-enter the person's Company User Name (first initial, middle initial, last name) in the User Name Field (e.g. JRSmith) then enter First Name, Middle Name, Last Name, Phone Number, Email Address (enter this twice, once in Email field then again in Email Confirmation field) in the appropriate fields. Next click whether this person should be set-up as a DEA Corporate Administrator or a DEA Company User then click the appropriate company(ies) for this Company User (click the company, then click shift and hold it while you click another company(ies). The ones selected will be highlighted Click Create User in the upper right corner.

IMEX RCM	
<input type="button" value="← Back"/> <input type="button" value="Create User"/>	
* indicates required fields	
User Name*	<input type="text"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Phone Number*	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Email*	<input type="text"/>
Email Confirmation*	<input type="text"/>
<input type="text" value="ADMIN"/> <input type="text" value="USER"/>	<input type="text" value="Company 1"/> <input type="text" value="Company 2"/> <input type="text" value="Company 3"/>

Example of selecting multiple companies for this Company User:

ADMIN USER	123 Test Company DEA Test Co. Test Company 101 DEA-DRGI-TEST ABC TEST COMPANY
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6. Confirmation that the Company User was successfully create is displayed including the Company User's User Name as well as The Company User's temporary password. Please provide the Company User Name and Temporary Password to the Company User as soon as possible. The Company User must log into the online DEA-452 system (IMEX RCM) as soon as possible. The Company User will be prompted to create their own password.

IMEX

 User was successfully updated. The user's temporary password is:

[Main Page](#) [Add User](#)

User Name

First Name

Last Name

Email

User Types All Approved Pending Denied

[Apply Filter](#)

7. The DEA Corporate Administrator may click Add User to add another Company User or click Main Page.

Please call or email me with any questions or issues. If you could include screen shots, that would be very helpful.

Thank you,

Drug Enforcement Administration
Diversion Control Office
Import/Export and Chemical Section
571-362-3314