

# 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 they must obtain a username and password to log into the online DEA-452 system (IMEX RCM) via a self-registration process:

1. Visit <https://apps.deadiversion.usdoj.gov/tem/spring/login>
2. Click Register



The screenshot shows the login page for the DEA Diversion Control Division. At the top left is the logo for 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 input fields are three buttons: "Login", "Register", and "Forgot Password".

3. Click Company or Individual

**User Category Selection**

Please select whether you are registering as an Individual or a Company.

Company

Individual

**Continue**

4. Click Continue

5. Enter your DEA Registration, if you have one

**IMEX RCM**

If you have a DEA Registration Number, please enter it below. If you don't have one, just leave it blank and continue.

DEA Registration Number

6. Click Next

7. Enter your information or company information in the following fields:

IMEX RCM: Enter Company Address

[← Back](#) [Next →](#)

\* indicates required fields

Company Name\*

POC Full Name\*

Street Address\*

Street Address2

City\*

State \*  ▼

Postal Code\*  -

Phone Number  -  -

Email

8. Click Next

9. Complete the following fields:

**IMEX RCM: Create User**

\* indicates required fields

[← Back](#) [Create User](#)

**User Name\***

**First Name\***

**Middle Name**

**Last Name\***

**Phone Number\***  -  -  **Ext.**

**Email\***

**Email Confirmation\***

10. Click Create User

11. Registration has been accepted message is displayed:

IMEX RCM

Done

**i** DEA Form 452 Registration: Registration for user JRSmith has been accepted. We will send you a confirmation message to your email account shortly. You must click on the link provided in the email to confirm your email address so that we may proceed with evaluating your registration.

12. Click Done

13. Check your email for the following email message:

Subject: DEA Form 452 Registration Confirmation

DEA Form 452 Registration: Registration for user JRSmith has been accepted. Please click on the following confirmation link to confirm your registration within 1 hour.

[Click Here](#)

If the above link doesn't work for you, please use the following URL

[https://apps.deadiversion.usdoj.gov:443/tem/spring/registrationConfirmation?action=REGISTRATION\\_CONFIRMATION&token=](https://apps.deadiversion.usdoj.gov:443/tem/spring/registrationConfirmation?action=REGISTRATION_CONFIRMATION&token=)

14. In the email message click [Click Here](#)

15. The following Registration Confirmation is displayed:



The screenshot displays the official website of the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. The header features the agency's logo on the left, which includes a circular emblem with a scale of justice and a banner, and the text "U.S. DEPARTMENT OF JUSTICE" and "DRUG ENFORCEMENT ADMINISTRATION" on the right. Below the header, the text "DIVERSION CONTROL DIVISION" is prominently displayed. In the top right corner, there is a "Login" link. The main content area is a white box with a grey header that reads "IMEX RCM: Registration Confirmation". Below this header, a light blue information box contains a message: "Your account has been verified and your registration will be processed as soon as possible." The background of the website is dark blue with a faint American flag pattern at the bottom.

U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION

**DIVERSION CONTROL DIVISION**

Login

IMEX RCM: Registration Confirmation

**i** Your account has been verified and your registration will be processed as soon as possible.

16. Check your email for the following email message:

**Subject: Registration Confirmation Email**

DEA Form 452 Registration: Registration for user  has been approved. Please click on the following confirmation link to confirm your registration within 1 hour.

[Click Here](#)

If the above link doesn't work for you, please use the following URL

[https://apps.deadiversion.usdoj.gov:443/tem/spring/registrationConfirmation?action=REGISTRATION\\_APPROVAL&token=](https://apps.deadiversion.usdoj.gov:443/tem/spring/registrationConfirmation?action=REGISTRATION_APPROVAL&token=)



17. In the email message click [Click Here](#)

18. The Tableting and Encapsulating Machines Login Page is displayed:

The screenshot shows the login page for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Division. The page features the department's logo on the left and the title "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION DIVERSION CONTROL DIVISION" at the top. Below the title, the text "Tableting / Encapsulating Machines" is displayed. The main content is a "Login Information" form with two input fields: "Username:" and "Password:". Below the "Password:" field, there are three buttons: "Login", "Register", and "Forgot Password". The background of the page is a stylized American flag.

18. Enter the Username and password you created to submit a DEA-452 Import, Export, or Domestic Transactions of Tableting and Encapsulating Machines

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

Thank you,

Kara Sweeney  
Program Analyst  
Drug Enforcement Administration  
Diversion Control Office  
Import/Export and Chemical Unit  
202-307-4989