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.deadiversion.usdoj.gov/tem/spring/login

2. Enter your Username and Password, Click Login

![Login Information](image)
3. Click Manage Company Users in upper right corner

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
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.
Example of selecting multiple companies for this Company User:

123 Test Company
DEA Test Co.
Test Company 101
DEA-DRG1-TEST
ABC TEST COMPANY
6. Confirmation that the Company User was successfully created 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.

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
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