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1.0 Introduction

Title 21, Code of Federal Regulations (21 CFR), Section 1304.33 mandates the reporting of selected controlled substances. Manufacturers and distributors must periodically report their inventories of selected controlled substances and increases and decreases to the inventories of these substances to the DEA.

These reported inventories are recorded in DEA’s Automation of Reports and Consolidated Orders System (ARCOS). ARCOS is an automated software system developed by the DEA to monitor selected controlled substances. ARCOS enables the government to maintain a current and historical record of inventories and transactions regarding selected controlled substances.

The ARCOS Online System allows registrants to submit their required periodic reports to DEA via the internet. The data are then stored in the separate ARCOS system. Registrants are able to create and save their reports before submitting them to the DEA. Registrants are also able to return to their saved reports and make edits before submission. Another ARCOS Online feature enables users to make corrections to their reports, even after they have already been submitted to the DEA.
2.0 Registration and Login

To register for ARCOS Online, you must download and complete the ARCOS Electronic Data Interchange (EDI) Request Form (http://www.deadiversion.usdoj.gov/arcos/arcos_edi_form.pdf). The form may be faxed to ATTN: DEA ARCOS Unit, 202-307-8612 or mailed to the following address:

DEA Headquarters
Attn: ARCOS Unit
P.O. Box 2520
Springfield, VA 22152-2520

After receiving a request form, DEA will contact the requester to configure login information. A valid username and password are required to log in to ARCOS Online.

ARCOS Online may be accessed at the following address:

![Login](image)

Figure 1: Login

Type in your user name and password, and click Login. The main menu page will display.
Click the ARCOS Menu option. The different ARCOS selections will display.

Click **Enter ARCOS Reports**. The Manage Reports page will display.
The top line of the Manage Reports page contains filtering features. Reports that have not been submitted are marked as “Submission Pending” and may be edited. Submitted reports may be altered by clicking Adjustments. See section 6.1 for more information. New reports may be added by clicking Create Report.
3.0 Enter ARCOS Reports

3.1 Create Report

ARCOS Online allows you to create and submit transaction reports to the DEA.

1. Click the Create Report button. The Add/Edit Report page will display.

2. Select a date from the “Reporting Period” dropdown menu. Only one period can be selected. This field is required.

3. Click the Add Transaction button. Additional fields will display.

Figure 5: Add/Edit Report

Figure 6: Transaction Fields Displayed
4. Select a Transaction Code from the Trans Code dropdown menu. Only one Transaction Code can be selected. This field is required.

*Depending on the selected Transaction Code, applicable fields will display. The selected Transaction Code will dictate the required fields. Non-applicable fields will state: [Not needed]*

5. Enter remaining data in the required fields.

6. Click the **Submit New Transaction** button. The transaction will be added to the report. You may click **Edit** to change any of the transaction details or **Remove** to delete the entire line from the report. Transactions may be sorted by clicking on the arrows in the header fields. They may be filtered by Code or by NDC by selecting/entering the appropriate information in the Code or NDC headers.

   Additional transactions may be added to the report by clicking **Add Transaction**.

   The screenshot below shows a report with the added transaction:
When entering another transaction, the “=” symbol can be entered in a field(s) to repeat a value(s) from the previous transaction. Furthermore, entering “=” in the first (5 digit) field of the NDC Number will fill in the entire NDC number field.

7. Click Submit Report to submit your data. “[In process]” will display for the newly created report on the Manage Reports page.

Once a report is submitted, changes to the report will not be possible until the report has finished processing. An Adjustments button will replace the [In process] statement on the Manage Reports page once the submitted report has been processed.

If the Back (Report Not Submitted) button is clicked, you will return to the Main page without submitting the data. Although the data have not been submitted, they will be saved for editing and later submission, or until the Remove button is clicked. “Submission Pending” will display for the newly created report on the Manage Reports page, and an Edit/Submit button will display.

### 3.2 Add NDC Prompt

If you add to a transaction an NDC that the system does not recognize, you will be prompted to have it added to the system. The screenshot below displays the Add NDC button that appears when an NDC Number is entered and is not recognized.
1. Click **Add NDC** to request that the NDC be added to the system. The Add NDC Form page will display with the new, to-be-added NDC number, having pre-populated the field:

![Add NDC Form](image)

**Figure 10: Add NDC Form**

2. Continue to step 3a or 3b in Section 4.
4.0 Enter New NDC Number

The Add NDC Form page enables the user to enter a valid NDC Number into the system. Once the NDC has been submitted, the registrant will be able to report transactions with the newly associated NDC. New NDC submissions must have a scanned product label uploaded when submitted. Even though a scanned label is uploaded to ARCOS Online, an NDC Number still needs to be entered into the NDC Number field and submitted.

1. **Click the Enter New NDC Number selection that is found on the dropdown list of the Main Menu page. (See Figure 3.) The Add NDC Form page will display.**
2. Enter an NDC Number in the NDC Number field.

3a. Continue to step 7 if you are not uploading a scanned label.

3b. If you are uploading a scanned label, click the **Browse** button to locate the desired file to be uploaded. Clicking on browse will open a screen similar to the one below:

![Figure 13: Browse File](image)

4. Click on the selected file.

5. Click the **Open** button. The path will display in the “Browse” field.

6. Click the **Upload** button. The name of the file will display in the “Current File” field.

7. Click **Submit** to send the drug information to DEA. Click **Cancel** to leave the Add NDC Form page without submitting any information.
5.0 Making Changes to a Report (before submission)
You are able to make changes to draft reports before submitting them to DEA. These changes can be made in the Manage Reports section. Report changes prior to DEA submission include:

1. Edit
2. Add a transaction
3. Remove a transaction

5.1 Edit
ARCOS Online allows you to make edits to draft reports before submitting them to DEA. Records labeled “Submission Pending” on the Manage Reports page are editable.

![Figure 14: Edit/Submit Report](image)

1. Click the **Edit/Submit** button of the preferred report. The requested report will display.
2. Click the **Edit** button of the preferred transaction. The Edit Transaction page will display.

3. Make necessary edits to the selected report.

4. Click the **Submit Transaction Edit** button. The Add/Edit Report page will display.
You may click **Edit** to change any of the transaction details or **Remove** to delete the entire line from the report. Transactions may be sorted by clicking on the arrows in the header fields. They may be filtered by Code or by NDC by selecting/entering the appropriate information in the Code or NDC headers.

Additional transactions may be added to the report by clicking **Add Transaction**.

5. Click **Submit Report** to submit the edited report. An alert will display confirming that you want to submit your report for processing.

![Figure 18: Submit Report Confirmation](image)

*Note: As mentioned in the alert, updates to the submitted report will not be possible until after the report has been processed.*

6. Click the **Submit Report** button. A confirmation page will display.
Click the PDF icon or the **Download To PDF** hyperlink to save and/or view the reported file in PDF format.

Click the **Download 80 Char String File** button to save and/or view the reported file in text format.

See sections 10.2 and 10.4 for more download information.

### 5.2 Add a Transaction

You can add a new transaction to a previously created report that was not submitted.

1. On the Manage Reports page, click the **Edit/Submit** button of the preferred report. The Add/Edit Report page of that report will display.
2. Click the **Add Transaction** button. Adding a new transaction to a saved report is the same as adding a transaction to a new report. See section 3.1, Create Report, for more details.

### 5.3 Remove Transaction

A report transaction that was previously entered before submission can be removed from the report.

1. On the Manage Reports page, click the **Edit/Submit** button of the preferred report.

   The Add/Edit Report page of that report will display.
2. Click the **Remove** button of the transaction to be deleted. The transaction will be removed from the report.

3. Choose from the following:
   - Click **Back (Report Not Submitted)** to return to the Main page without submitting the data.
   - Click **Submit Report** to transmit the modified report.
6.0 Making Changes to a Previously Submitted Report

ARCOS Online allows you to make changes to a report that was already submitted. Report changes include:

1. Adjustments
2. Add a transaction
3. Delete a transaction

6.1 Adjust Submitted Report

1. On the Manage Reports page, click the Adjustments button of the preferred report.

Figure 22: Adjusting a Report

The selected report will display.

Figure 23: Adjust Report
2. Click the Adjust button to make changes to the submitted report.

The original entry will display on the top line for reference. Fields available for correction will show directly under the original line.

![Figure 24: Transaction Fields Available for Adjustment](image)


4. Click the Adjust Transaction button (or Cancel to leave the Adjust Transaction page without making changes). The Add/Edit Report page will display.
After an adjustment to a transaction has been made, an **Edit** and a **Revert** button will display on the Add/Edit Report page. If necessary, click the **Edit** button to make further changes or click the **Revert** button to undo the adjustment and revert it to the previous data that was submitted.

5. Click the **Submit Adjustments** button to submit the adjusted report.

If the **Back (Adjustments Not Submitted)** button is clicked, you will return to the Reports Manager page without submitting the adjustments. The status column will display “Adjustments Pending Submission.”

---

*Figure 25: Adjustments to Submitted Report*

*Figure 26: Adjustments Pending Submission (Status)*

*See section 5.1 for Submission Pending status information.*
6.2 Insert Transaction to Submitted Report

1. On the Manage Reports page, click the Adjustments button of the preferred report. The requested report for corrections will display.

![Figure 27: Report for Corrections Displayed](image)

2. Click the Insert Transaction button. An empty transaction page will display.

![Figure 28: Transaction Fields Displayed](image)

Inserting a transaction to a submitted report is the same as adding a transaction to a new report. See section 3.1, Create Report, for more details.
3. After the transaction details have been entered, click the **Submit Adjustment Transaction** button. The new transaction to the report will display.

![Figure 29: New Transaction Displayed](image)

After the transaction has been inserted, a **Remove** button will display on the Add/Edit Report page. This button can be clicked to remove the entry.

4. Click the **Submit Adjustments** button to submit your report for adjustment. A confirmation page will display.

![Figure 30: Submit Adjustments Confirmation](image)
5. Click the **Submit Adjustments** button.

### 6.3 Delete Transaction

1. On the Manage Reports page, click the **Adjustments** button of the desired report. The Add/Edit Report page of that report will display.

![Figure 31: Deleting a Transaction to Submitted Report](image)

2. Click the **Delete** button to delete the transaction.

When the **Delete** button is clicked, an **Edit** and a **Revert** button will display on the Add/Edit Report page. If necessary, click the **Edit** button to make further changes or click the **Revert** button to undo the deletion.
3. Click the **Submit Adjustments** button to submit the report.

If the **Back (Adjustments Not Submitted)** button is clicked, you will return to the Reports Manager page without submitting the adjustments. The status column will display “Adjustments Pending Submission.”
7.0 Error ARCOS Corrections (of submitted transactions)

ARCOS Online allows you to correct errors of submitted transactions. These errors relate to ARCOS data that are primarily received through the Electronic Data Interchange (EDI).

![Figure 32: Enter ARCOS Corrections Option](image)

1a. If a Non-Central Reporter, click the **Enter ARCOS Corrections** selection found within the dropdown menu on the Main Menu page. The Error Transactions page will display.

![Figure 33: Enter Transactions](image)

1b. If a Central Reporter, click the **Enter Corrections** selection found within the dropdown menu on the Main Menu page. The list of registrants and their adjoining **Correct Errors**
button will display. Click the Correct Errors button beside the preferred registrant number. The Error Transactions page will display.

2. Click the Correct button of the preferred line item. The transaction page with error information will display.

![Figure 34: Enter Corrections](image)

3. Make the necessary change(s) on the page.

4. Click the Submit Correction button. The associated line item will be removed from the Error Transactions page.
8.0 Manage Participant Data

ARCOS Online allows registrants to manage their contact information.

1. Click the Manage Participant Data selection found within the dropdown menu on the Main Menu page.

2a. For Non-Central Reporters, the Update Participant Information page will display.

![ARCOS Web: Update Participant Information](image)

Figure 35: Update Participant Information

2b. For Central Reporters, a page with a list of participating registrants will display. Click the Update button of the preferred participant account. The requested participant information will display.

3. Make any necessary changes.

4. Click the Save Participant Data button.
9.0 Retail Buyer Statistics Lookup

This module enables you to query the number of distinct suppliers of a particular drug by entering the DEA Number of a retail buyer and the drug code.

1. Click the Lookup Retail Buyer Statistics selection found within the dropdown menu on the Main Menu page. The Retail Buyer Statistics Lookup page will display.

2. Enter a valid DEA Number of a buyer in the Retail Buyer DEA Number field.

3a. Type a drug code number or drug name in the corresponding fields within the Available Drugs table. Repeat if you are selecting multiple drugs.

   Note: The Clear Text Filters button will clear any entered data in the Code or Name fields of the Available Drugs table when clicked.

3b. Or click the checkbox of the preferred listed drug item. Use the scrollbar to display additional drug codes and names if necessary.

3c. Or click the checkbox besides the Code field to select all the listed drugs.

4. Click the Add button to transfer the drug code to the Selected Drugs table.
Repeat steps 3a or 3b and then step 4 to add additional drugs (unless you chose the select all checkbox).

Note: The **Remove** button, when clicked, will remove the added drug code(s) from the Selected Drugs table once you select the preferred drug(s) from that table for removal.

5. Click the **Search** button. The query results will display.

The results page will display line items for the drug codes that were queried along with gram and dosage unit totals.

Below these totals will be line items that display gram and dosage unit breakdown amounts from each supplier.

A PDF and Excel version of the results shall also be available for download. Click either of these links to download a file.
10.0 Additional Information

10.1 Filters

10.1.1 Participant Filters

The ARCOS Online application has a filter capability to allow Central Reporters to sort through a large volume of records to find a specific record more efficiently.

1. Click the Participant Filter dropdown menu. A list of associated registrants will display.

2. Click the checkbox of the preferred participant(s). You can choose more than one participant.

3. Click elsewhere on the page. Reports associated with the selected registrant(s) will display.

![Figure 38: Participant Filters](image)

To clear the filter, re-click the checkboxes of the selected participants and then click elsewhere on the page.

10.1.2 Edit, Correct and Create Filters

The Edit, Correct, and Create checkboxes filter the registrants and their related reports.

Click a box(es) to filter the list. More than one checkbox can be checked. The application will then filter the reports according to the selected checkbox(es). To clear the filter(s), re-click the checkbox(es) of the selected filter(s), and then click elsewhere on the page.
10.2 Download Report

After a report has been submitted by clicking the **Submit Report** button, the "View/Print Report" page will display. It will also display by clicking the **View/Print** button of the desired report that is found on the Manage Reports page.

![Download Report](image)

**Figure 39: Download Report**

1. Click the **PDF** icon or the “Download To PDF” link.
2. Click the **Save** button.

10.3 View and Print Report

1. Click the **View/Print** button of the preferred report on the Manage Reports page.
2. Click the **PDF** icon or the “Download To PDF” link.
3. Click the **Save** button.
4. Click the **Open** button. The report will display in PDF format.
5. Click the **Print** icon to print the report.
10.4 Download 80-Character String File

The 80-character text string file can be downloaded.

1. Click the **View/Print** button of the preferred report on the Manage Reports page.

2. Click the **Download 80 Char String File** button.

3. Click the **Open** or **Save** button.

10.5 Change Password

1. On the Main Menu page, click the **Change Password** hyperlink. The Change Password page will display.

2. Enter the Old Password in the requested field.

3. Enter a New Password in the requested field.

4. Retype the New Password in the requested field for confirmation.

5. Click the **Change Password** button.

**NOTE:** This will change your password for all ARCOS activity (e.g. EDI file uploads).