



# Registering for the Public Health Ordering System App within Salesforce

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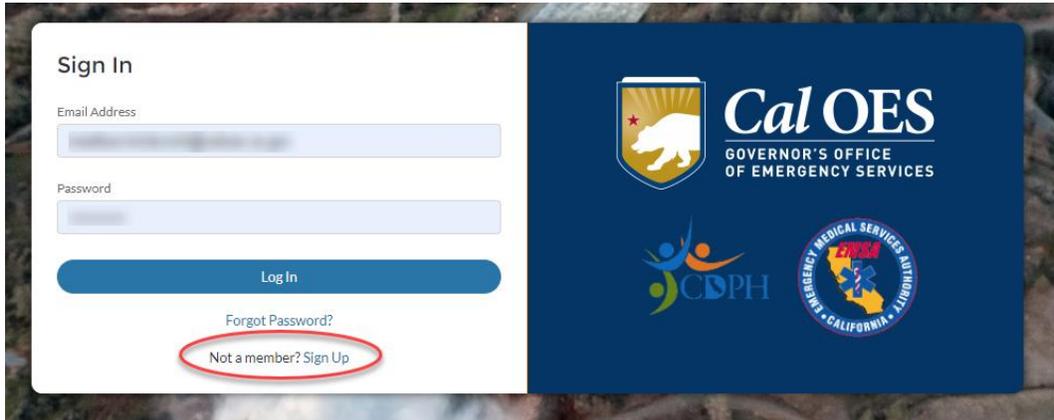
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Link: <https://caloes.force.com/>

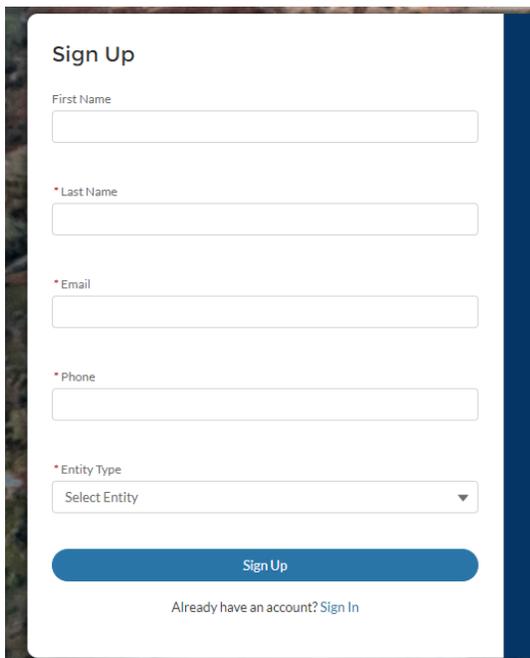
Please use Chrome, Safari, or Firefox (Internet Explorer is not supported)

## I. Sign Up

Click on the Salesforce link to get to the PHOS login page. Click the 'Sign Up' button if you are not already registered.



Fill out the fields in the 'Sign Up' box.



If you are a health care facility (hospital, dental office, etc.), please select 'Non-Governmental Entity' as your Entity Type and Health Care Facility as the sub-type. If you are not a health care facility, please click 'Other'.

\* Phone

\* Entity Type  
Non-Governmental Entity

\* Non-Government Entity Type  
Select Type  
Health Care Facility  
Other

Already have an account? [Sign In](#)

You will then be prompted to enter in your facility name and ID. Your facility should be searchable, but if you do not find it, enter the information manually. You may also click the 'Search your Facility ID here' button to be routed to CDPH's database to find your ID. If you do not have a facility ID, enter your Employer Identification Number (EIN).

\* Non-Government Entity Type  
Health Care Facility

\* Facility Name  
Enter / Search Facility (3 or more characters)

\* Facility Id [Search your Facility ID here](#)

\* Street

\* City

\* County  
Select County

When you have filled in all information, click sign up.

## II. Check Your Inbox

After signing up, you will receive an email with a link to verify your account. Please check your spam/junk folders.

From: **No Reply - Cal OES** <noreply@caloes.ca.gov>  
Date: Fri, Sep 25, 2020 at 2:33 PM  
Subject: Sandbox: Validate your registration  
To: [REDACTED]

Hi [REDACTED]

Please validate your portal registration by clicking on below link:

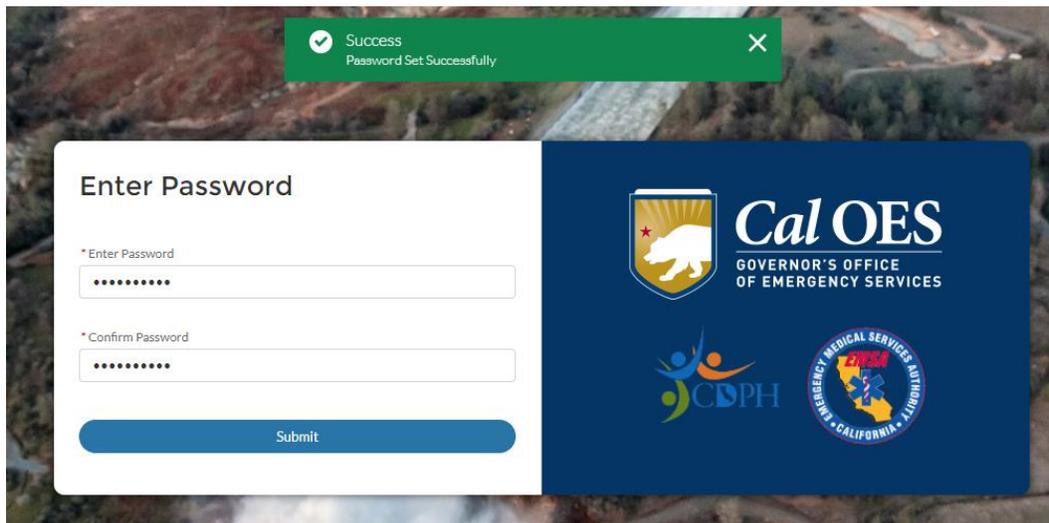
<https://uat-caloes.cs33.force.com/s/user-validation?token=9NULQjJjIDoyhp2BjX3Sp2BYIPosWdQp3D>

Sincerely,

California Governor's Office of Emergency Services

## III. Set Up Your Password

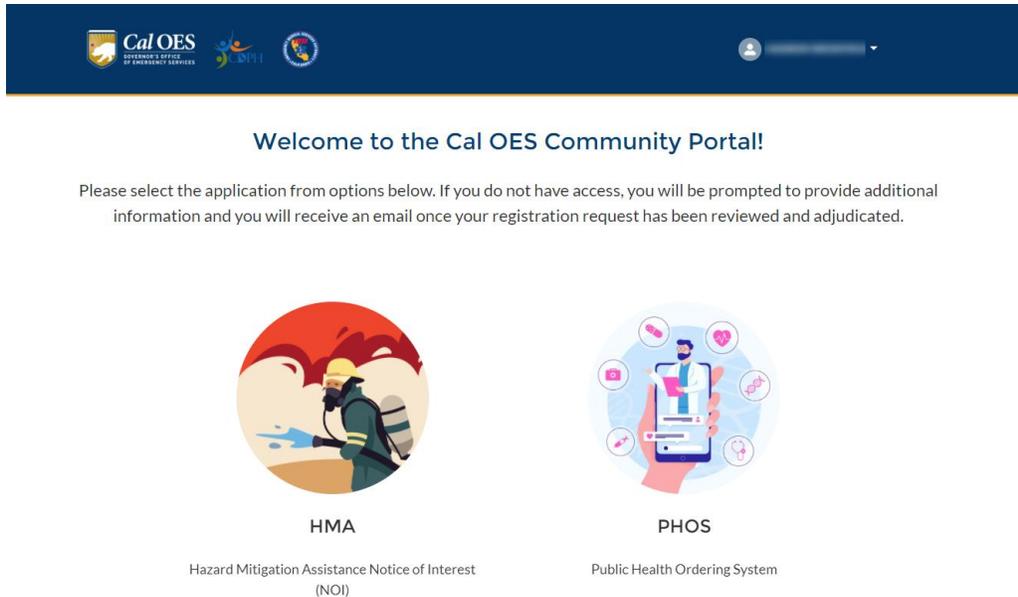
Click on the link sent to your email and set up a new password.



The screenshot shows a web interface for setting a password. At the top, a green success message reads "Success Password Set Successfully". Below this is a white form titled "Enter Password" with two input fields: "\*Enter Password" and "\*Confirm Password", both containing masked characters. A blue "Submit" button is at the bottom of the form. To the right of the form is a dark blue sidebar with the Cal OES logo (a bear in a shield) and the text "Cal OES GOVERNOR'S OFFICE OF EMERGENCY SERVICES". Below the logo are the logos for CDPH and the California Department of Public Health.

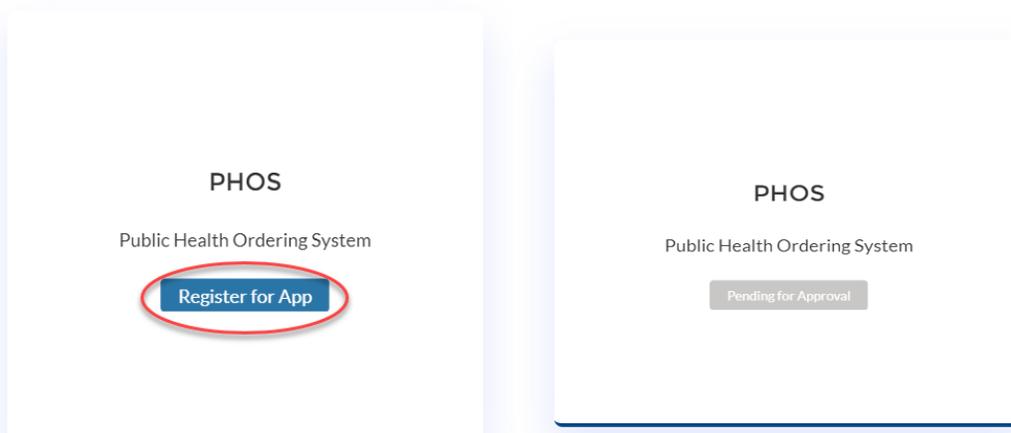
## IV. Login to Salesforce to Register

After setting up your password, log into the portal. After logging in, you will see this screen:



The screenshot shows the top navigation bar with the Cal OES logo and other agency logos. Below the header, the text reads: "Welcome to the Cal OES Community Portal!". A message follows: "Please select the application from options below. If you do not have access, you will be prompted to provide additional information and you will receive an email once your registration request has been reviewed and adjudicated." Two application tiles are displayed: "HMA" (Hazard Mitigation Assistance Notice of Interest (NOI)) and "PHOS" (Public Health Ordering System).

When you hover over the PHOS App Tile, it will say 'Register for App'. **Click to register - this will send your registration request to your local MHOAC for approval.** After you click the register button, the tile will say 'Pending for Approval' until the MHOAC has approved your user registration request.



The image shows two side-by-side app tiles for the Public Health Ordering System (PHOS). The left tile is in a hover state, with a blue button labeled "Register for App" circled in red. The right tile is in a non-hover state, with a grey button labeled "Pending for Approval".

## V. Submit Resource Requests

After you are approved, you may access your PHOS account. Your home page includes two buttons to get to a list view of your Resource Requests with the ability to start a new one.

The screenshot shows the Cal OES home page. The navigation bar includes 'Home', 'Resource Request / Orders' (circled in red), 'User Registration Requests', and 'Reports'. A search bar is present with the text 'Search for Resource Request #' and a 'Search' button. Below the search bar, there are three main sections: 'Resource Request / Orders' (circled in red), 'User Registration Requests', and 'Reports'. To the right, there is a 'Document Repository' section with links to 'Staffing - RFI - LTC\_07\_29\_2020', 'Staffing - RFI - GACH - 07\_29\_2020', 'Supplemental Staffing Request WORD', and 'Supplemental Staffing Request PDF'. A 'Contact Support' button is located at the bottom right. An orange callout box on the left says 'Depending on your account type, you may or may not have this' with an arrow pointing to the 'Resource Request / Orders' section.

On the Resource Request/Orders Page, you will see a list of previous Resource Requests as well as a 'New' button. Click this to start a new Resource Request.

The screenshot shows the 'Resource Request / Orders' page. The navigation bar includes 'Home', 'Resource Request / Orders' (circled in red), 'User Registration Requests', and 'Reports'. A search bar is present with the text 'Search for Resource Request #' and a 'Search' button. Below the search bar, there are three main sections: 'Resource Request / Orders' (circled in red), 'User Registration Requests', and 'Reports'. To the right, there is a 'Document Repository' section with links to 'Staffing - RFI - LTC\_07\_29\_2020', 'Staffing - RFI - GACH - 07\_29\_2020', 'Supplemental Staffing Request WORD', and 'Supplemental Staffing Request PDF'. A 'Contact Support' button is located at the bottom right. An orange callout box on the left says 'Depending on your account type, you may or may not have this' with an arrow pointing to the 'Resource Request / Orders' section.

Orders  
All Orders - PHOS

50+ Items • Sorted by Created Date • Filtered by all orders - Record Type • Updated a few seconds ago

Search this list...

Order Number	Incident Name	Requestor Agency	Status	Operational A...	Created Date	Account	
1	CASF-00052279	COVID-19	University Post-Acute Rehab	RDMHS Review	Sacramento	10/12/2020, 8:53 PM	University Post-Acute Rehab
2	CASF-00052212	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	10/7/2020, 5:46 PM	Sacramento
3	CASF-00052146	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	10/5/2020, 5:46 PM	Sacramento
4	CASF-00052145	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	10/5/2020, 5:41 PM	Sacramento
5	CASF-00052117	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	10/2/2020, 8:26 PM	Sacramento
6	CASF-00052062	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	9/30/2020, 5:28 PM	Sacramento
7	CASF-00051978	COVID-19	Sacramento	Fulfilled - Closed	Sacramento	9/23/2020, 4:15 PM	Sacramento
8	CASF-00051976	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	9/23/2020, 3:56 PM	Sacramento
9	CASF-00051972	COVID-19	Sacramento	Fulfilled - Closed	Sacramento	9/23/2020, 3:49 PM	Sacramento
10	CASF-00051826	COVID-19	Sacramento	Partially Fulfilled - Closed	Sacramento	9/17/2020, 8:55 PM	Sacramento
11	CASF-00051825	COVID-19	Sacramento	Fulfilled - Closed	Sacramento	9/17/2020, 8:30 PM	Sacramento

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*Quick Summary:*

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1. Follow the link to sign up for Salesforce
2. Check your inbox (and junk) for a verification link
3. Set up your password
4. Login to Salesforce, click 'Register for App'
5. Submit resource Requests after account is approved