# Registering for the Public Health Ordering System App within Salesforce

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### I. Sign Up

1. Visit the Public Health Ordering System App website.
2. Click on the “Sign Up” button.
3. Fill out the registration form with your details.
4. Submit the form and wait for confirmation.

### II. Check Your Inbox

1. You will receive an email from Salesforce with instructions.
2. Click on the link in the email to access the Public Health Ordering System App.

### III. Set Up Your Password

1. Follow the instructions in the inbox email to set up your password.
2. Save your password in a secure location.

### IV. Login to Salesforce to Register

1. Open your web browser and navigate to the Salesforce login page.
2. Enter your email address and password.
3. Click on the “Login” button.
4. Once logged in, you can access the Public Health Ordering System App.

### V. Submit Resource Requests

1. Access the Public Health Ordering System App from your Salesforce dashboard.
2. Navigate to the “Resource Requests” section.
3. Fill out the request form with the necessary details.
4. Submit the request and wait for approval.

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Quick Summary:

- Sign Up:
  - Visit the website.
  - Fill out the form.
  - Submit.
- Check Your Inbox:
  - Receive email.
  - Click link.
- Set Up Your Password:
  - Follow email instructions.
  - Save password.
- Login to Salesforce:
  - Login to Salesforce.
- Submit Resource Requests:
  - Access app.
  - Fill out request form.
  - Submit.

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Link: [https://caloes.force.com/](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.

![Sign Up Form](Image)

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’.

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).

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:

Hi

Please validate your portal registration by clicking on below link:

https://uat-caloes.cs33.force.com/t/user-validation?token=9NULQjldZdCyhsp28y7aSk28Y7P0sWdGtp3D

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.
IV. Login to Salesforce to Register

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

![Welcome to the Cal OES Community Portal!]

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.
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.

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.
Quick Summary:

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