

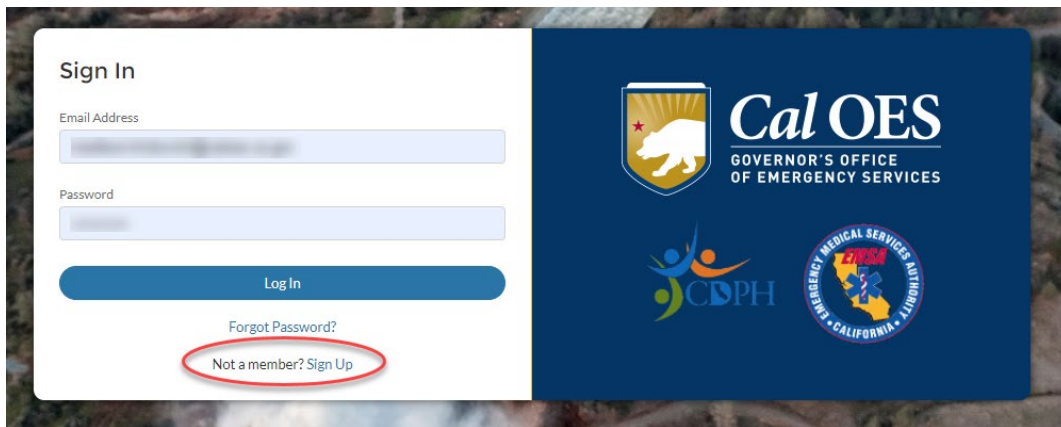
# Registering for the Public Health Ordering System App within Salesforce

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.



Sign In

Email Address

Password

Log In

Forgot Password?

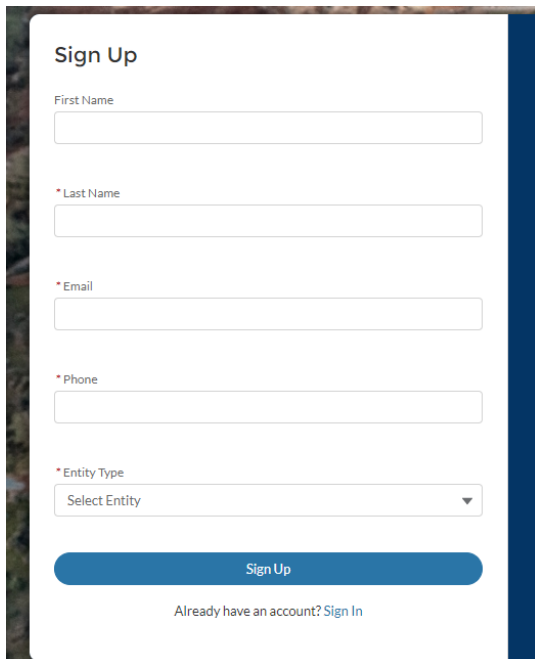
Not a member? Sign Up

Cal OES  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

CDPH

EMERGENCY MEDICAL SERVICES AUTHORITY  
CALIFORNIA

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



Sign Up

First Name

\* Last Name

\* Email

\* Phone

\* Entity Type  
Select Entity

Sign Up

Already have an account? Sign In

Select 'Non-Governmental Entity' as your Entity Type and "Health Care Facility" as the sub-type.

\* Phone  
[Text Input Field]

\* Entity Type  
Non-Governmental Entity

\* Non-Governmental 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 "N/A"**

\* Non-Governmental Entity Type  
Health Care Facility

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

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

\* Street  
[Text Input Field]

\* City  
[Text Input Field]

\* 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](mailto:noreply@caloes.ca.gov)>

Date: Fri, Sep 25, 2020 at 2:33 PM

Subject: Sandbox: Validate your registration

To: [REDACTED]

[REDACTED]

Hi [REDACTED]

Please validate your portal registration by clicking on below link:

<https://uat-caloes.cs33.force.com/s/user-validation?token=9NULQjjiDoyhp2BjX3Sp2BYIPosWdQp3D>

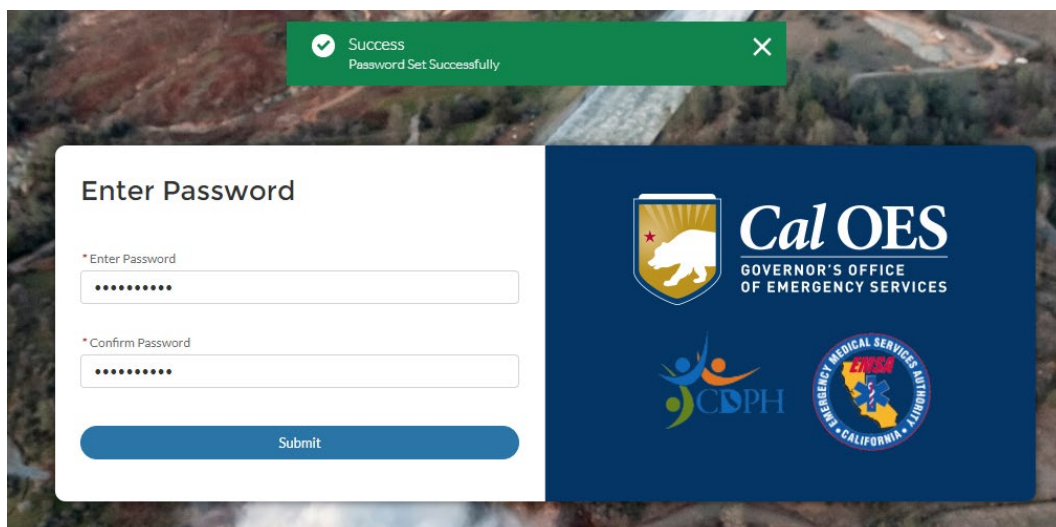
Sincerely,

California Governor's Office of Emergency Services

[REDACTED]

## III. Set Up Your Password

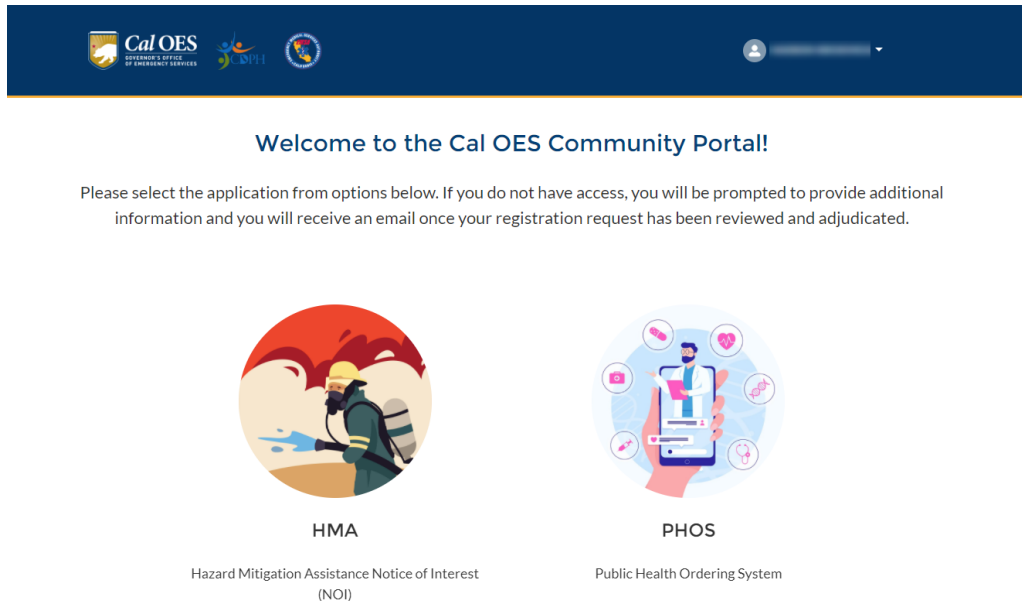
Click on the link sent to your email and set up a new password.



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) and text "Cal OES GOVERNOR'S OFFICE OF EMERGENCY SERVICES". Below the logo are the CDPH logo and a circular seal for "EMERGENCY MEDICAL SERVICES AUTHORITY CALIFORNIA".

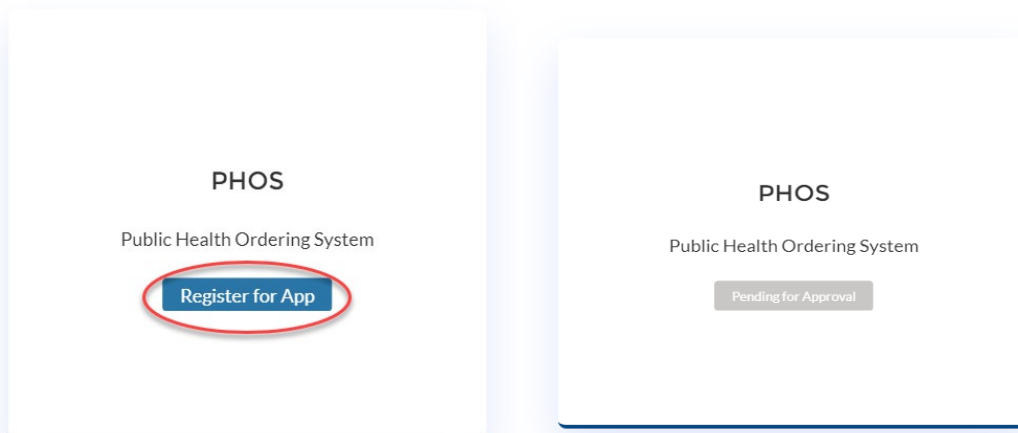
## IV. Login to Salesforce to Register

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



The screenshot shows the Cal OES Community Portal interface. At the top, there is a dark blue header with the Cal OES logo, the text "GOVERNOR'S OFFICE OF EMERGENCY SERVICES", and the CPH logo. Below the header, the text "Welcome to the Cal OES Community Portal!" is centered. A paragraph of instructions 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 circular icons are displayed: the first shows a firefighter and is labeled "HMA" (Hazard Mitigation Assistance Notice of Interest (NOI)); the second shows a person with a smartphone and medical icons and is labeled "PHOS" (Public Health Ordering System).

When you put your cursor 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.



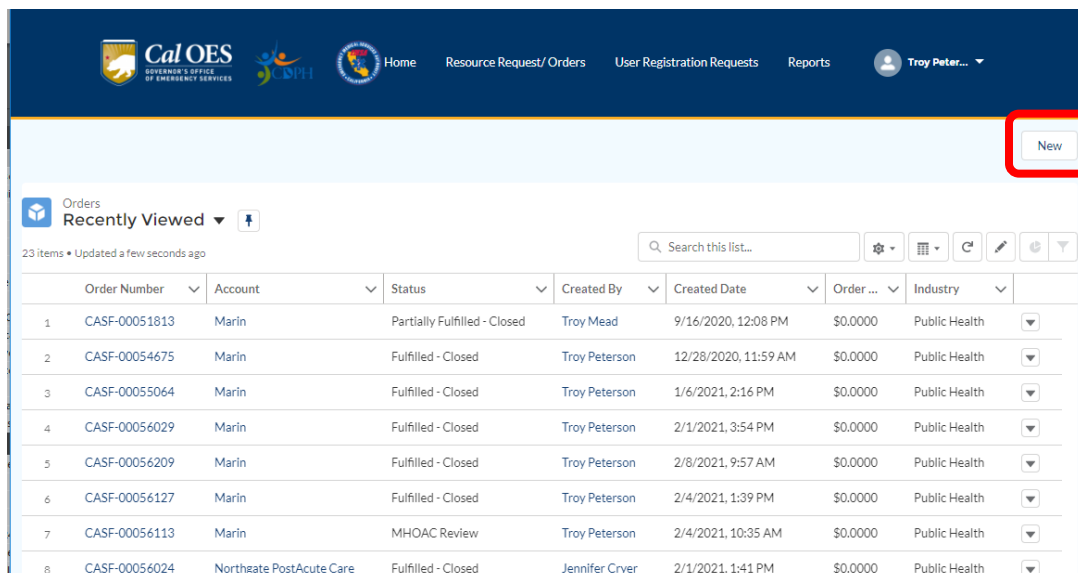
Two side-by-side screenshots of the PHOS app tile. The left screenshot shows the tile with the text "PHOS" and "Public Health Ordering System" above a blue button labeled "Register for App", which is circled in red. The right screenshot shows the same tile but with a grey button labeled "Pending for Approval" instead of the registration button.

## V. Submit Resource Requests

After you are approved, you may access your PHOS account. Your home page includes a button 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 button to start a new Resource Request.





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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