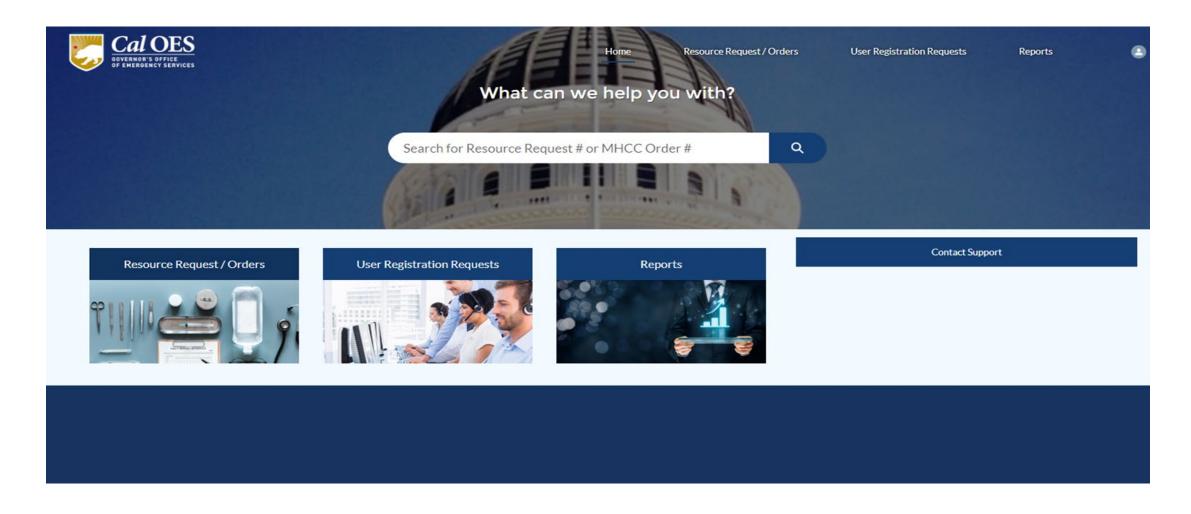# Creating an Account in the Cal OES Public Health Ordering System

Step 1: You must create your user profile by selecting the "Not a member?" link.

Note: Open link in Google Chrome or Firefox. Program will not run correctly in Internet Explorer.

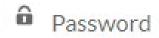**Step 2:** Fill out the following form to complete the sign up process.

You *must* select "Non-Governmental Entity" from the Entity Type drop down.

Step 3: With step 2 completed, you will be returned to the initial login screen.

Your newly created account will be reviewed by Cal OES and subsequently approved or denied.

If approved, you will be sent an email prompt to setup a new password.

Hello Karen,

Your request has approved as County User.

Click here to set password or use below link.

https://caloes.force.com/phos/login?
c=La6KrpQyOHaqdssK0CK8RSvxtE0TG169oVjkhpwHEvKTDA5xtIY1w9bEcFMACXppCV0N1HmarVIeeQbdFH0LCeziRpo4E%
2F0K0oosfVlbLwNyV8xaFIG8jH7je01I3hDj5RqBTU%
2B8bDlAG7y2fYTwzX1iYjjmYYsStXPUaaoFPwM2YVyJG4ygGi1TUUk9UjpfAN4%3D

Username: karen.jones@caloes.ca.gov

Thanks,
Governor's Office of Emergency Services

Step 4: You will receive an email prompt like this one.

Select the link to set up your password.

Change Your Password

Enter a new password for **karen.jones@caloes.ca.gov**.

Make sure to include at least:

○ 10 characters
○ 1 letter
○ 1 number

* New Password

[|]

* Confirm New Password

[ ]

[Change Password]

Password was last changed on 5/18/2020, 6:06 PM.

Step 5: Follow the instructions to setup your password. Make sure the password includes the following:

• 10 characters

• Includes 1 letter

• Includes 1 number

Select "Change Password" when complete.

Once your password is accepted, you will be redirected to the homepage of the website below