



# **Managed Access Gateway**

## **Organization Registration**

**(Step-by-Step Guide)**

**Version 1.5**

**Exostar, LLC**

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## Managed Access Gateway – Organization Registration Guide

Exostar Managed Access Gateway (MAG) is a single point of entry to the various applications that your organization subscribes to work with aerospace and defense industry. To start the registration process, navigate to <http://portal.exostar.com/orgRegistration> and follow the registration instructions provided in the document below. The registration process involves four steps. At any point, you may click the **Cancel** button to exit the process. If information was missed, the <<Back button will allow you to go back to re-enter information.

**Before you begin, please note:**

- System Requirements:
  - WINDOWS VISTA, XP, 2000 supported.
  - Internet Explorer 7.x and 8.x supported.
- You will need to designate individuals within your organization for administrative roles. Please note that these roles can be assigned to multiple individuals within your organization or a single can be assigned all of these roles.

<p><b>Organization Administrator:</b></p> <ul style="list-style-type: none"> <li>▪ Initial organization set up</li> <li>▪ On-going approval of user self-registration requests</li> <li>▪ Ongoing approval for user requests for access to applications</li> </ul>	<p><b>Application Administrator:</b></p> <ul style="list-style-type: none"> <li>▪ Approve users for the SCP &amp; ForumPass applications.</li> <li>▪ Application Administrator is also required for Exostar-hosted applications.</li> </ul>
<p><b>Authorized Officer*:</b></p> <ul style="list-style-type: none"> <li>▪ Questions related to billing and terms &amp; conditions will be first directed to the Authorized Officer.</li> </ul>	<p><b>Company Contact:</b></p> <ul style="list-style-type: none"> <li>▪ Primary contact for Exostar at your organization</li> </ul>
<p><b>Federated Identity Services Administrator*:</b></p> <ul style="list-style-type: none"> <li>▪ Sign-off on the Federated Identity Service terms and conditions</li> <li>▪ Approve user FIS subscription requests</li> <li>▪ Certificate revocation requests</li> <li>▪ Prepare and sign the employment verification letters for in person-vetting</li> </ul>	

\*Required ONLY when FIS Application is selected for subscription.



### Organization Registration Process Overview

#### Step 1: Organization Information

You are presented the Organization Information page (see below) when you access the Organization registration page: <https://portal.exostar.com/orgRegistration>.

1. **Organization Information:** Enter relevant information regarding your organization. Make sure you enter all the required fields.
2. **Organization Administrator:** This role is responsible for creating and managing users within your organization.
  - Make sure you enter a valid email address. User login information will be sent to this email address.
  - Make sure you remember your **one-time password**. You will need this during your first login to Exostar MAG.

3. **Company Contact:** Select either “Other” or “Same as Organization Administrator”. You will be required to provide information if you select “Other”.
4. Once all information has been entered, click the **Next>>** button to continue to **Step 2**.

The screenshot shows the 'Registration' page for 'Organization Registration'. It is divided into three steps: STEP 1 (Organization Information), STEP 2 (Products & Services), and STEP 3 (Administrator(s) Information). The current step is STEP 1. The form contains several sections: 'Organization Information', 'Organization Administrator', and 'Company Contact'. Callouts provide instructions: 'Enter the appropriate information.' points to the 'Organization Information' section; 'Enter the name of the person that has been assigned this role.' points to the 'Organization Administrator' section; 'Keep this One-time password safe. The Organization Administrator will require this at the time of logging in for the first time.' points to the 'One-time Password' field; and 'The default value is set to "Other" and will require you to enter the information for the individual. Select the option of your choice.' points to the 'Other' radio button in the 'Company Contact' section. A 'Next >>' button is located at the bottom right.

**Organization Information**

Please complete and submit the following Organization Registration information to access Exostar products and services. Fields marked with asterisks (\*) are required.

**Organization Information**

\* Organization Name:   
Business Unit:   
\* Organization's HQ/Country of Incorporation:   
TaxID (US Only):   
DUNS #:   
Is your organization certified as a Small Disadvantaged Business in the SB PRO-Net Database? (US Only):  Yes  No

**Organization Administrator**

Title:   
\* First Name:   
\* Last Name:   
Job Title:   
\* Address 1:   
Address 2:   
\* City:   
\* Zip/Postal Code:   
\* Country:   
\* Phone:   
Fax:   
\* Email:   
Confirm Email Address:   
\* One-time Password:   
Confirm Password:   
Password must be alphanumeric; at least 8 and at least 1 numeric

**Company Contact**

Same as Organization Administrator  Other

Title:   
\* First Name:   
\* Last Name:   
Job Title:   
\* Address 1:   
Address 2:   
\* City:   
\* Zip/Postal Code:   
\* Country:   
\* Phone:   
Fax:   
\* Email:   
Confirm Email Address:   
\* State/Province:   
\* Timezone:

**Next >>**

**Step 2 - Select Exostar Product & Services**

1. Select the appropriate product from the list provided on the Products and Services page. You may have received specific instructions in an invitation email for subscribing to specific products. To ensure that the registration is approved, follow the instructions and select the specific product(s).
2. Click the **Next>>** button to continue to Step 3.

**Organization Registration**

STEP 1 Organization Information → **STEP 2 Products & Services** → STEP 3 Administrator(s) Information

**Products & Services**

Please select at least one of the products and services from the options below.

- Supply Chain Platform (SCP) & SourcePass**  
Enables visibility and control of supply chain operations and performance. The solution provides a real-time, end-to-end picture of demand planning and order management. Note: The Organization Administrator that you specified in the previous step will have administrator rights within Supply Chain Platform (SCP) as well as SourcePass.
- ForumPass 4 - Belgium Hosted**  
Integrated and secure collaboration solution. Select this option to request access to the Core Profile only. Access to a Sensitive Profile requires users within your Organization to have digital certificates. If users within your organization need to get digital certificates, select the FIS option below (in addition to ForumPass 4).  
Service Agreements for ForumPass 4 are facilitated by Exostar Customer Service prior to approval of your request.
- Federated Identity Service (FIS)**  
The Federated Identity Service provides issuance and administrative capabilities for Exostar basic assurance and CertiPath compliant medium level of assurance software certificates. The service provides both self and administrative capabilities for managing authentication, digital signature, and encryption certificates.  
Service Agreements for FIS are facilitated by Exostar Customer Service prior to approval of your request.
- ForumPass 4 - US Hosted**  
Integrated and secure collaboration solution. Select this option to request access to the Core Profile only. Access to a Sensitive Profile requires users within your Organization to have digital certificates. If users within your organization need to get digital certificates, select the FIS option below (in addition to ForumPass 4).  
Service Agreements for ForumPass 4 are facilitated by Exostar Customer Service prior to approval of your request.

Buttons: Cancel, << Back, Next >>

**Step 3 - Enter Application Administrator(s) Information**

(This page will be presented if you selected either of the ForumPass applications or the Supply Chain Platform application in step 2. If you selected only FIS, go to step 3a.)

The designated **Application Administrator for an application** will manage user access to the application within your organization. You will be required to designate application administrators only for the applications selected on the Products and Services page. Application-specific screen shots and information are provided below.

**Supply Chain Platform:** Click on the drop-down menu, as highlighted below to see a list of available options. Select the appropriate option. If you select “Other”, you will be required to provide the information for the individual to be designated as the Application Administrator for SCP. Selecting “Same as” option will automatically fill-out all the details on this form. For more information on SCP, [click here](#).

EXOSTAR®
Registration

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**Organization Registration**

→
→

**STEP 1**  
 Organization Information

**STEP 2**  
 Products & Services

**STEP 3**  
 Administrator(s) Information

**Administrator Information**

Please provide the information for the administrator(s) of your employees' accounts for the respective applications. (This page has been generated based on the selections you made on the previous screen)

**Supply Chain Platform (SCP) Administrator**

Supply Chain Platform (SCP) Administrator: Other ▼

Title Select Title ▼

\*First Name

\*Last Name

Job Title

\*Address 1

Address 2

\*City

\*Zip/Postal Code

\*Country Select Country ▼

\*Phone

Fax

\*Email

Confirm Email Address

\*One-time Password

Confirm Password

Password must be alphanumeric; at least 8 and at most 12 characters; comprise at least 4 distinct characters, 1 alphabetic character, and 1 numeric character.

\*State/Province

\*Timezone America/New\_York ▼

Click on the drop-down menu and select the appropriate option. If you select other, you will need to provide the user's information.

**ForumPass 4 (US and Belgium):** For each of the ForumPass applications, you will be presented with a separate designation section. Click on the drop-down menu, as highlighted below to see a list of available options. Select the appropriate option. If you select **“Other”**, you will be required to provide the information for the individual to be designated as the Application Administrator for the ForumPass instance. Selecting **“Same as”** option will automatically fill-out all the details on this form. For more information on ForumPass, [click here](#).

**Note:** To complete the Organization Registration process with ForumPass (both or any of the instances: US and Belgium), you will be required to sign-off on Terms and conditions. Exostar Membership Services will reach out to the designated Organization Administrator to complete all the requirements.

**ForumPass 4 - Belgium Hosted Administrator**

ForumPass 4 - Belgium Hosted Administrator: Other ▼

Other  
Same as Tester0081 Tester(Organization Administrator)

\*First Name

\*Last Name

Job Title

\*Address 1

Address 2

\*City

\*Zip/Postal Code

\*State/Province

\*Country Select Country ▼

\*Phone

Fax

\*Email

Confirm Email Address

\*One-time Password

Confirm Password

Password must be alphanumeric; at least 8 and at most 12 characters; comprise at least 4 distinct characters, 1 alphabetic character, and 1 numeric character.

Click on the drop-down menu and select the appropriate option. If you select other, you will need to provide the user's information.

After completing administrator information for the selected application(s), click the **Next>>** button. If you selected:

- Federated Identity Service (FIS) as an application, you will be presented with **Step 3a**; ELSE
- You will be presented with registration confirmation screen in **Step 4**.

### Step 3a – Federated Identity Service (FIS) Administrator Information

(This page will be presented ONLY if you select FIS application in step 2.)

In this step, you will designate the **FIS Administrator** and **Authorized Officer** for the FIS Service. The **FIS Administrator** will manage requests for Federated Identity Service (FIS) or certificates within your organization. For more information on FIS, [click here](#).

1. **Number of certificates:** Leave this field blank for this registration process.
2. **Federated Identity Services (FIS) Administrator:** Click on the drop-down menu, as highlighted below to see a list of available options. Select “Same as” option for Organization Administrator. This action will automatically fill-out all the details on this form.

3. **Authorized Officer:** Click on the drop-down menu, as highlighted below, for a list of available options. You may see all or some of the items based on the product subscriptions in step2.. Selecting “Same as” option will automatically fill-out all the details on this form.

Authorized Officer: Other

- Other
- Same as Andy walker(Organization Administrator)
- Same as Andy walker(Supply Chain Platform (SCP) Administrator)
- Same as Andy walker(ForumPass 4 - Belgium Hosted Administrator)

Last Name:

Job Title:

\*Address 1:

Address 2:

\*City:

\*Zip/Postal Code:

\*Country:

\*Phone:

Fax:

\*Email:

Confirm Email Address:

\*State/Province:

\*Timezone:

Cancel << Back Next >>

Click on the drop-down menu and select the appropriate option. If you select other, you will need to provide the individual's information.

4. Click the **Next>>** button to complete the registration process for your organization.

### Step 4 – Submission Confirmation

You will receive a confirmation page with a reference number and will be contacted by customer service within 24-72 hours.

User: William Lewis  
Organization: ABC Inc

Home My Account

**Submission Confirmation**

Thank you for submitting your registration. Once your registration has been processed, you will be contacted by Exostar Customer Service within the next 24-72 hours, after which you can access products and services that you have selected.

You may close your browser at any time or click <http://www.exostar.com> for more information about Exostar.

If you need to contact Exostar for any questions, visit our support site: <http://www.myexostar.com/contactSupport.aspx>. Our Customer Service Team is available Monday through Friday 3 a.m. to 9 p.m. EST.

Please use reference number **SIG\_1292076360574** when you contact Exostar Customer Service.

### Email Confirmations:

As you complete the organization registration process, you will receive some or all of the following emails (based on roles and subscriptions) providing status as it moves through the approval process at Exostar. These are described in brief below:

1. **Organization Registration – Submitted to Exostar:** You will receive this email immediately after the completion of the registration process along with the reference number for your records.
2. **Account Registration - Accepted by Exostar:** This email will be sent to the designated organization Administrator when the organization registration has been approved. **This email contains information required to complete the First Time Login. For help on First Time login, go to:**
3. **Exostar Point of Contact – Organization Registration Approved:** The designated Point of Contact will receive this confirmation when the organization account is approved.

4. **Application Subscription - Approved by Exostar:** You will receive this confirmation when your request for subscription to either SCP or ForumPass applications is approved. You will be required to accept the terms & conditions for FIS to enable users to request access.
5. **Federated Identity Service (FIS) Subscription – Approved by Exostar:** You will receive this confirmation when your organization’s subscription request for FIS application is approved. You will be required to accept the terms & conditions for FIS to enable users to request access.

### Step 5 – Accept Terms and Conditions

This step is completed by the Organization Administrator for all subscribed applications. Service Agreements for all applications available for access via MAG are available online for acceptance. To complete

1. Login to MAG at <https://portal.exostar.com>. For Organization Administrators logging-in to MAG for the First time, follow the directions provided in the First time login guide: <http://www.myexostar.com/WorkArea/showcontent.aspx?id=866>
2. Once logged-in, you will be presented the home page with a “View Service Agreement” against the list of applications (See sample below).

Company-Application	Status	Action	Announcements
Exostar LLC			
Forumpass 4 - UAT	Pending Acceptance of Terms & Conditions	<a href="#">View Service Agreement</a>	
Federated Identity Service (FIS)	Pending Acceptance of Terms & Conditions	<a href="#">View Service Agreement</a>	
ForumPass 4 - Belgium Hosted	Organization Registration Approval Pending		

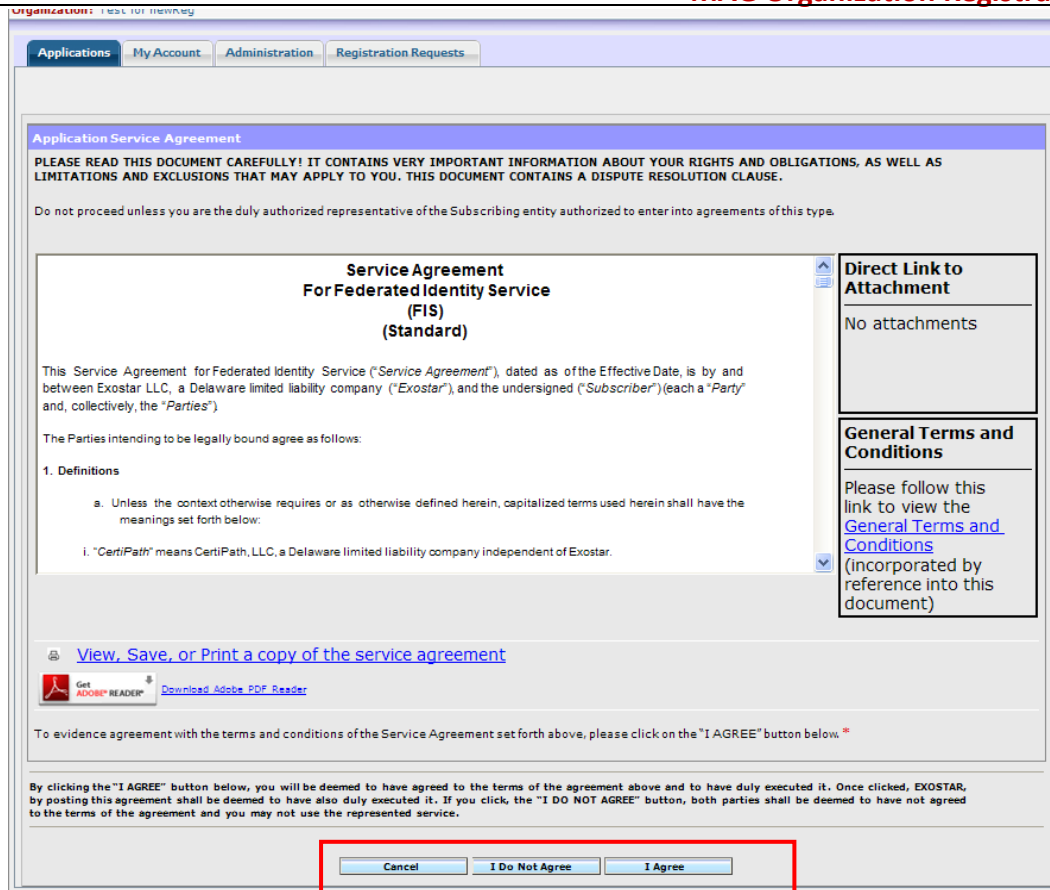
[+ Expand All Sections](#)

My Organization » My Tasks »

Quick Links » Account Summary »

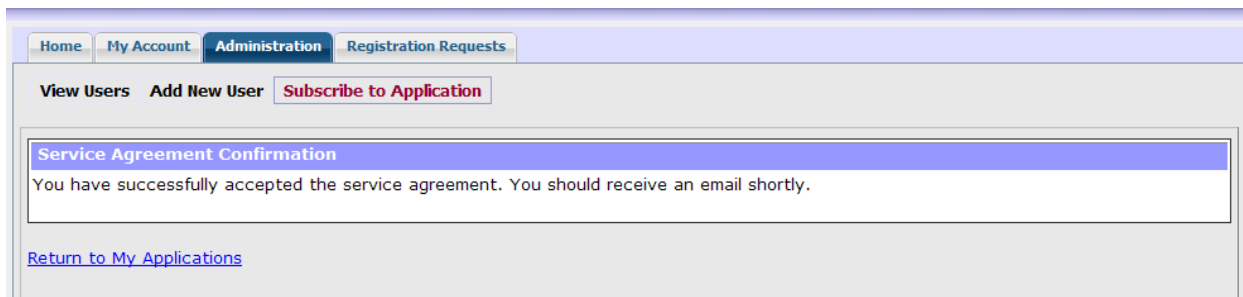
3. Click on “View Service Agreement” against an application to open the Service Agreement for review and acceptance. An example of the Service Agreement for the FIS application is presented below:





NOTE: For each application, the Service Agreement will have the same set of buttons as highlighted above.

4. After the reviewing the agreement, click on “I Agree button” to accept the agreement. The following screen is presented:



5. Complete this step for all subscribed applications. Users within your organization will not be able to request access to an application is the Service Agreements have not been accepted.

**What happens after accepting the Service Agreement?**

1. You can subscribe a user to the application. For information on how to add a user/subscribe a user to an application, refer to the User Management Guide: <http://www.myexostar.com/WorkArea/showcontent.aspx?id=856>
2. A user within your organization may subscribe to the application.

**What happens if you do not accept the Service Agreement?**

1. If you select “Cancel”: You will be taken back to the Applications page.
2. If you select “I Do not Agree”: Your application subscription will be remain pending and the “View Service Agreement” button will be made available again.

3. Users within your organization will not be able to access this application.

**Email Confirmations:**

When the Organization administrator completes the acceptance of the Service Agreement for an application, an email confirmation is sent out by Exostar.

**Next Steps:**

Once the Organization Registration process has been completed, as an Organization Administrator, you will be required to manage the Users for the organization's MAG account. Below is a list of tasks that an Organization Administrator performs:

- Viewing and managing user accounts
- Adding new users
- Authorizing User Access
- Deleting/suspending Users
- Viewing organization details
- Subscribing Organization to new applications

For information on these tasks, refer to the available guides here: <http://myexostar.com/Managed-Access-Gateway/Administrator-Training/>

**Need Help?**

Please contact us in case of errors or any questions by using an online form at:

<http://www.myexostar.com/contactSupport.aspx>