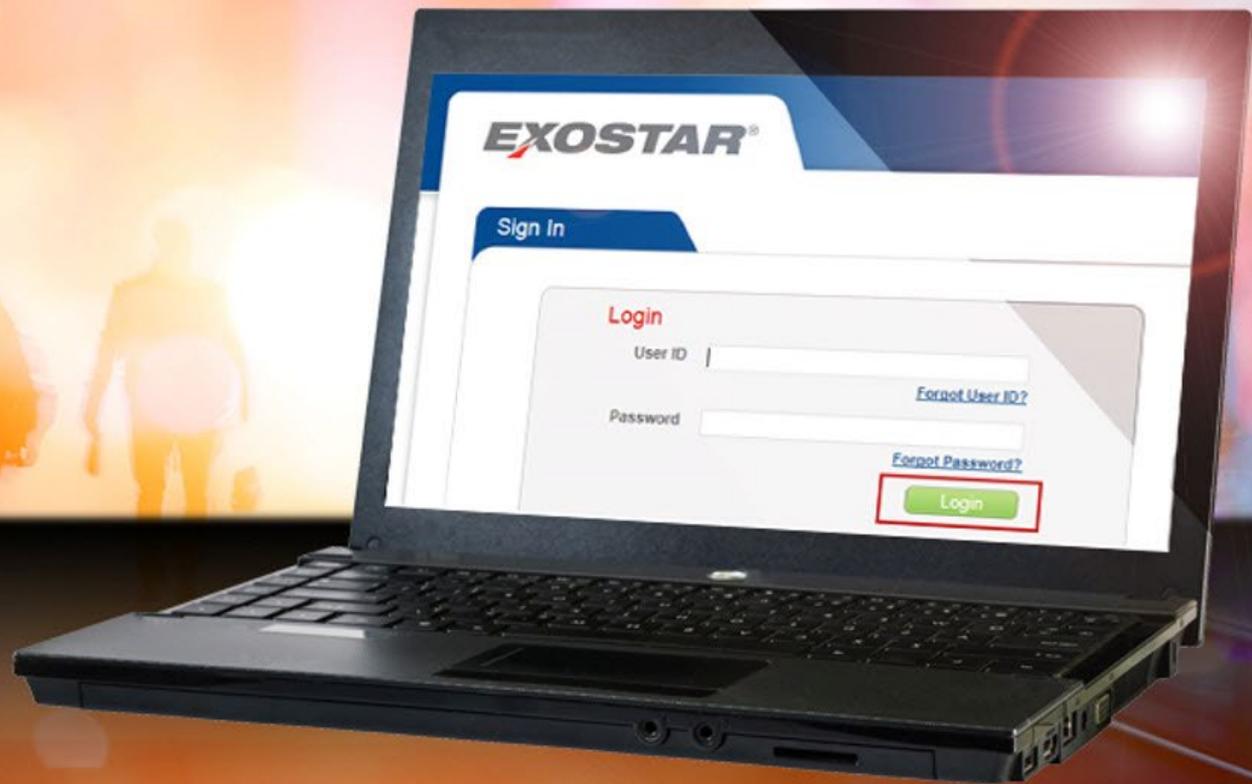


Exostar Registration – Required for ALL External users (non-BAE Systems employees) who require access to BAE Systems' LifecycleOne application



Purpose

To obtain a link that will provide you access to a BAE Systems LifecycleOne site, via our 3rd-party provider (Exostar)

Steps involved to obtain your link:

1. Request your Organization ID and License from your BAE Systems, Inc. POC
2. Exostar Account Registration
3. Activate your Exostar account
4. Activate Credentials and complete Identity Proofing
5. Register for Multi-Factor Authentication
6. Receive your LifecycleOne link via email

Required Browser – **Microsoft Edge**



Microsoft Edge

- Exostar *officially* supports Edge.
You may experience issues using other browsers.

Exostar Account Registration Process

EXOSTAR

About Us

Help

User Registration



STEP 1

Personal Information



STEP 2

Products & Services

Please complete and submit the following User Registration Form to register yourself to access Exostar products and services. (Fields marked with asterisks(*) are required.)

Organization Information

Enter either your Organization's ID or your Organization's Exostar ID and then click 'Verify Organization'

1

* Organization ID:

Verify Organization

2

Organization Name:

Business Unit:

Your name should match the legal name as displayed on a passport or other legal identifying documentation.

Personal Information

3

Title

* First Name

Middle Name

* Last Name

Job Title

* Address 1

Address 2

* City

* State/Province

* Zip/Postal Code

* Country

* Timezone

* Phone

Fax

* Email

* Confirm Email Address

Cancel

Open Microsoft Edge – Go to: <https://portal.exostar.com/credmgr/pages/registration/pre70userRegistration.faces>

1. Enter the Organization ID you obtained earlier in the Organization ID field
2. Click > **Verify Organization**
3. Complete Profile (all '*' required fields)
4. Click > **Next** (Button ONLY appears once Organization ID is populated and the Verify Organization button has been clicked)

Exostar Account Registration Process


[About Us](#)
[Help](#)

User Registration



STEP 1

Personal Information



STEP 2

Products & Services

The products and services that are listed on this page are based on selections that were made by your organization. You must select at least one of the following applications.
NOTE: If you would like to register for a product or service that is not shown below, please contact your administrator or Exostar's Customer Service.

Products & Services

 BAE Systems Portal

This service is available by INVITATION ONLY. This is a BAE Systems North America portal solution. Select this option to request access to the BAE Systems North America - service. Access to a BAE Systems North America needs approval from BAE US SharePoint Service Team as well.

Access to a BAE Systems North America needs approval from BAE US SharePoint Service Team as well.

BAE Systems Portal Sponsor code(s):

← Leave this field blank, do not fill. →

This is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

 SourcePass

Exostar's SourcePass is a comprehensive on-demand eSourcing solution which allows a Buyer to create events to request information (RFI), proposals (RFP), quotation (RFQ) for goods and services from Suppliers. The application is hosted in the US. User access to the application SourcePass is contingent upon the approval by the organization administrator within your organization.

The Organization Administrator is required to accept the service agreement(s) to enable users within the organization access the application. The administrator will be able to review the agreement(s) and take appropriate action after completing login to Managed Access Gateway (MAG). SourcePass Sponsor code(s):

This is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

 Raytheon Supply Chain Platform

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.

Raytheon Supply Chain Platform Sponsor code(s):

This is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

- Check > "BAE Systems Portal" check box
- Do NOT select any other Products & Services boxes
- Click > **Next>>**

Exostar Account Submission Confirmation

[About Us](#)[Help](#)

Submission Confirmation

Thank you for submitting your registration. Once your registration has been processed, you will be contacted by Organization Administrator, 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 **userRegistration1540489437687** when you contact Exostar Customer Service.



[Terms of Access](#) | [Privacy](#) | [Contact Us](#) | Copyright © 2013 Exostar LLC. All rights reserved

A121

- You may close your browser at this time
- You will receive an email message confirming your submission

Sample Exostar Email – Notification Only

Account Update: Exostar User Registration Submitted ⌵ Inbox x



Exostar Administrators <CustomerService@exostar.com>

12:44 PM (4 minutes ago)



 to me ▾

Dear **Albert Einstein**,

Your registration request has been received by your Organization's administrators. They will be responsible for the approval and authorization process. If your request is approved, you will receive another email notification that includes your login credentials and further instructions on how to get started.

ORGANIZATION DETAILS:

Organization Name: BAE Systems LifecycleOne Extranet Portal US SSA

Exostar ID:

NEED HELP? <http://www.myexostar.com/Online-Support/>

DO NOT reply to this email. This is an automated email and replies are not being monitored.

Confirmation Code: userRegistration1540489437687

- You will receive this message as *confirmation only*, no action required

Sample Exostar Email – **First Time Login**

Action Required: Exostar Account First Time Login Instructions ▷ Inbox x 🖨 🔗

Exostar Administrators <CustomerService@exostar.com> 12:50 PM (1 minute ago) ☆ ↶ ⋮
 📧 to me ▾

Dear Albert Einstein,

Welcome to Exostar! Your user account has been created.

Action Required
 Utilize this link to log in to your Exostar account for the first time. **Be advised: This is not the link you will get later that will provide you access to BAE.**

LOGIN INSTRUCTIONS:

To activate your user Exostar account, go to _____ and use the following information for your initial login:

User ID : einsteina_1234
 One-time Password : the one you chose when submitting your registration
 Administrator email : Site_Administrator@email.com

APPLICATION INFORMATION:
 You have access to the following applications pending approval:
 - BAE Systems Portal

All these applications will be accessible at URL: <https://portal.exostar.com>

ORGANIZATION DETAILS:
 Organization ID : EXO118610528
 Organization Name : BAE Systems LifecycleOne Extranet Portal US SSA

ADDITIONAL INFORMATION:
 For information on getting started, training and support information, please visit the 'Get Started' website at: www.myexostar.com/welcome.aspx.

NEED HELP? <http://www.myexostar.com/Online-Support/>

DO NOT reply to this email. This is an automated email and replies are not being monitored.
 Confirmation Code: userRegistration1540489437687

- Ensure that this message did not get sent to your Spam folder

Step 2

Security - Password

Please create a password below.

We employ stringent password requirements to better protect you. Your newly created password must meet the following criteria:

- ✓ Minimum of 8 characters and Maximum of 12 characters
- ✓ Minimum of 4 different characters
- ✓ Include at least 1 alpha character
- ✓ Include at least 1 numeric character
- ✓ Include at least 1 special character
- ✓ Must not have leading or trailing white spaces

*Password:

*Re-type password:



1. Set your permanent Exostar password
 - Green check marks appear in real time as criteria is met
 - Reset required every 180 days
2. Click > **Next**

Step 2

Security - Questions



[My Completion Checklist](#)

Please select security questions.

If you forget your login password, you will be required to answer the security questions you have chosen below. Each answer must be at least 3 characters in length.

NOTE: Answers are not case sensitive.

*Question 1 :

*Answer 1 : Show

*Question 2 :

*Answer 2 : Show

*Question 3 :

*Answer 3 : Show

*Question 4 :

*Answer 4 : Show



- Answer security questions:
 - 'Show' checkbox allows the user to ensure that answers are spelled correctly (answers are not case sensitive)
- Click > **Next**

Outstanding! Let's get credentialed.



In order to maintain a secure collaborative environment, you will need credentials that will allow you to access the subscribed application(s). Depending on the application security requirement you may have to:

- Obtain credentials
- Successfully complete identity [proofing](#) ?
- Activate/Bind ? your credential to your account

Please select an option:

Get/Activate credentials

Bind EAG or 3rd party credentials
(CAC, PIV, NGC One Badge)

EAG and 3rd party credential users are NOT REQUIRED to purchase credentials. By selecting this option you will also be directed to your Exostar profile to link enterprise accounts or certificates.

Continue

- Select 'Get/Activate credentials'
- Click > **Continue**

Step 4

Credentials - Recommendation



[My Completion Checklist](#)

Determine Required Credentials

In order to maintain a secure collaborative environment, you will need to possess credentials that will allow you to access the application(s) necessary to work with other organizations. Based on the information provided, it looks like you will be working with an organization that requires you to have access to their application(s).

Your application(s):

BAE Systems Portal

Your credentials:

Username & Password

[I have a license key ?](#)

Continue

[Skip this! ?](#)

- BAE Systems has already purchased your credential (obtained separately from your BAE Systems, Inc. POC)
- Click > **I have a license key**

Step 4

Credentials



[My Completion Checklist](#)

Post Purchase Instructions

No Purchase - If you have cancelled your order, or have not purchased a credential, you may not be able to access the applications to which you have been invited. [Purchase a credential now!](#)

Hardware OTP Token - If you purchased a Hardware OTP Token, it will be shipped to you. You will receive an email which includes a license key and further instructions to follow once you receive the token. Skip this step for now, you can return to it once you receive the token.

Phone OTP / Mobile ID - If you purchased a Phone OTP or Mobile ID credential, you should have already received an email which includes your license key. Enter the key below to activate your credential.

PKI Credential - If you purchased a PKI credential, this credential has been automatically requested for you. You will receive an email with further instructions. If you purchased a Hardware-based PKI credential (e.g. USB Hardware PKI Token), it will be shipped to you.

- Enter in your License Key obtained from your BAE Systems POC
- Click > **Activate**

▼ Enter License Key

Hardware OTP, Phone OTP, Exostar Mobile ID

If you purchased a credential, you should have received an email which includes a license key. Please enter the license key below.

License Key: ⚡ Activate

You can find your license key in your purchase confirmation email.

[I need to purchase credentials](#)

[Skip this!](#) 

Step 4

Credentials - Proofing



[My Completion Checklist](#)

Confirm your profile.

The credentials you have purchased require you to complete an identity proofing session. Please verify your profile information. Ensure your name matches the legal name as displayed on your passport or other legal identifying documentation. If you live in the United States but do not have a social security number, select your country of citizenship.

* First Name:

Middle Name:

* Last Name:

Suffix:

* Country: 

Select the country where you wish to be proofed.



Note: If you have an FIS credential you will not be able to edit your name.

- Confirm Profile (Complete '*' required fields)
- Select Country > United States (If you are a citizen of a country other than the United States, contact: lifecycleone@baesystems.com)
- Click > **Next**

Step 4

Credentials - Proofing



[My Completion Checklist](#)

Please select a proofing service.

You need Medium Level of Assurance (MLOA) for one or more of the applications you will be accessing. This requires a proofing session to verify your identity. Once verified, you will be able to bind and activate a hardware OTP, phone OTP, or Exostar Mobile ID credential to your Exostar account. Please select a proofing option below.

Verify my identity online now! *(Recommended)* ⓘ

Complete proofing immediately through online verification. Requires approximately 10 minutes. This service is currently only available for US residents.

[Continue to Instant Proofing](#)

Verify my identity by meeting with an agent later. ⓘ

Appointments are scheduled based on agent availability. This session requires approximately 15 minutes to complete. You must have access to a webcam.

[Schedule an Appointment](#)

- Click either > **Schedule an Appointment (purple box)** (for video proofing) (our recommendation) or **Continue to Instant Proofing (blue box)** (FYI-there will be a delay in access if you answer questions incorrectly.)

- You have the option to schedule an appointment instead of Instant Proofing; however, this could take several days to schedule and complete

Step 4

Credentials - Proofing



[My Completion Checklist](#)

Verify your identity.

Your Name: Albert Einstein

* Home Address 1:

Home Address 2:

* City:

* State:

* Zip/Postal Code:

* Home Phone:

Home Mobile Other

* Date of Birth:

* Social Security (last 4 digits):



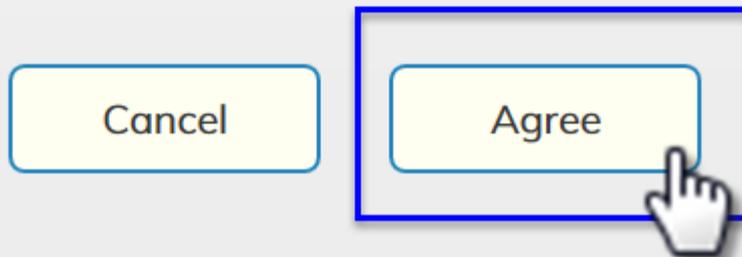
- Complete '*' required fields
- Do not use periods or hyphens, and use 2-digit State abbreviation (i.e. – VA, TN, CA, etc.)
- Click > **Next**



By agreeing to participate in the identity verification process, I hereby consent to the use of the information (including any personally identifiable information) I provide herein in the identity verification process.

I understand that by clicking 'Agree' I am providing written instructions to Exostar under the Fair Credit Reporting Act authorizing Exostar to obtain information from my personal credit profile or other information from Experian.

I authorize Exostar to obtain such information solely for the purpose of verifying my identity.



- Click > **Agree**
- Exostar *does not* record or store questions or answers during the identity verification process
- This process is used simply to confirm that you are who you say you are
- The outcome provides BAE Systems with only a PASS / FAIL result

Note: *Users must complete this one-time vetting/proving process for account finalization*

Step 4

Credentials - Proofing



[My Completion Checklist](#)

Verify your identity.

Please do not click the browser back button as it could delay the proofing process. The questions below are required in order to confirm your identity. Exostar does not record or store the questions or answers.

Multiple choice questions will appear here.

- Exostar **does not** record or store questions or answers during the identity verification process
- This process is used simply to confirm that you are who you say you are
- The outcome provides BAE Systems with only a PASS / FAIL result
- Incorrect answers will require an in-person proofing process to be scheduled with an Exostar Security Officer

Step 4

Credentials - Activate



[My Completion Checklist](#)

Identity Verified!

Congratulations! Your identity has been successfully verified. Now you can **activate** your credentials. Please see the list below, and activate your credentials. Once activated, you will be able to access the application(s) requiring these credentials.

Manage OTP Credentials

Phone OTP Credential Strength: **Level 3**

You have not activated this credential.

Activate

- Click > **Activate** to setup a One-Time Password with your phone registration

OTP

Phone



[My Completion Checklist](#)

Register Your Phone

Please complete the form below to register your phone. Choose your preferred method for receiving Phone OTP messages.

Phone: Text Capable Voice Only

* Country:

* Phone Number:



- Country > United States (if you are a citizen of a country other than the United States, contact: lifecycleone@baesystems.com)
- Enter Phone Number of the device on which you want to receive your One-Time Password (Phone OTP)
- Click > **Register**

OTP Phone



[My Completion Checklist](#)

Register Your Phone

Enter the code sent to your phone (via text or voice) in the Verification input field and click Register.

Phone: Text Capable Voice Only

* Country: ▼

* Phone Number:

* Verification:

Please enter the verification code sent to the phone number above. The code will expire in 2 minutes. If code not received. [resend code](#).



- Enter Verification Code received on phone
- Codes are only good for 2 minutes, click 'resend code' to generate a new code if code times out, or to enter new phone number
- Click > **Register**

Phone OTP



[My Completion Checklist](#)

Success!

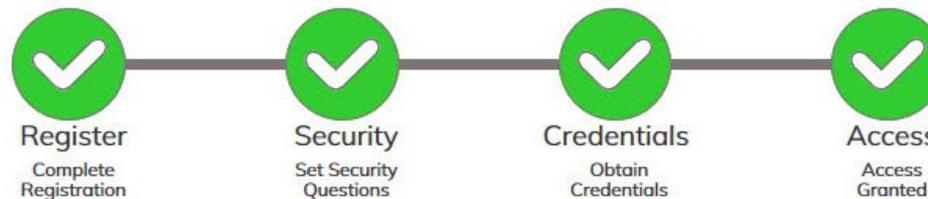
You have successfully registered your phone with the Exostar Phone OTP Service.

[Register Another Credential](#)



- Click > **I'm Done!**

Success! Access granted



Account Setup is Complete!

Congratulations! You have successfully set up your Exostar user account and are now logged in. You currently have the credentials required to access your applications and you may begin using the Exostar platform. [click here](#).

[Go to the Exostar dashboard now!](#)

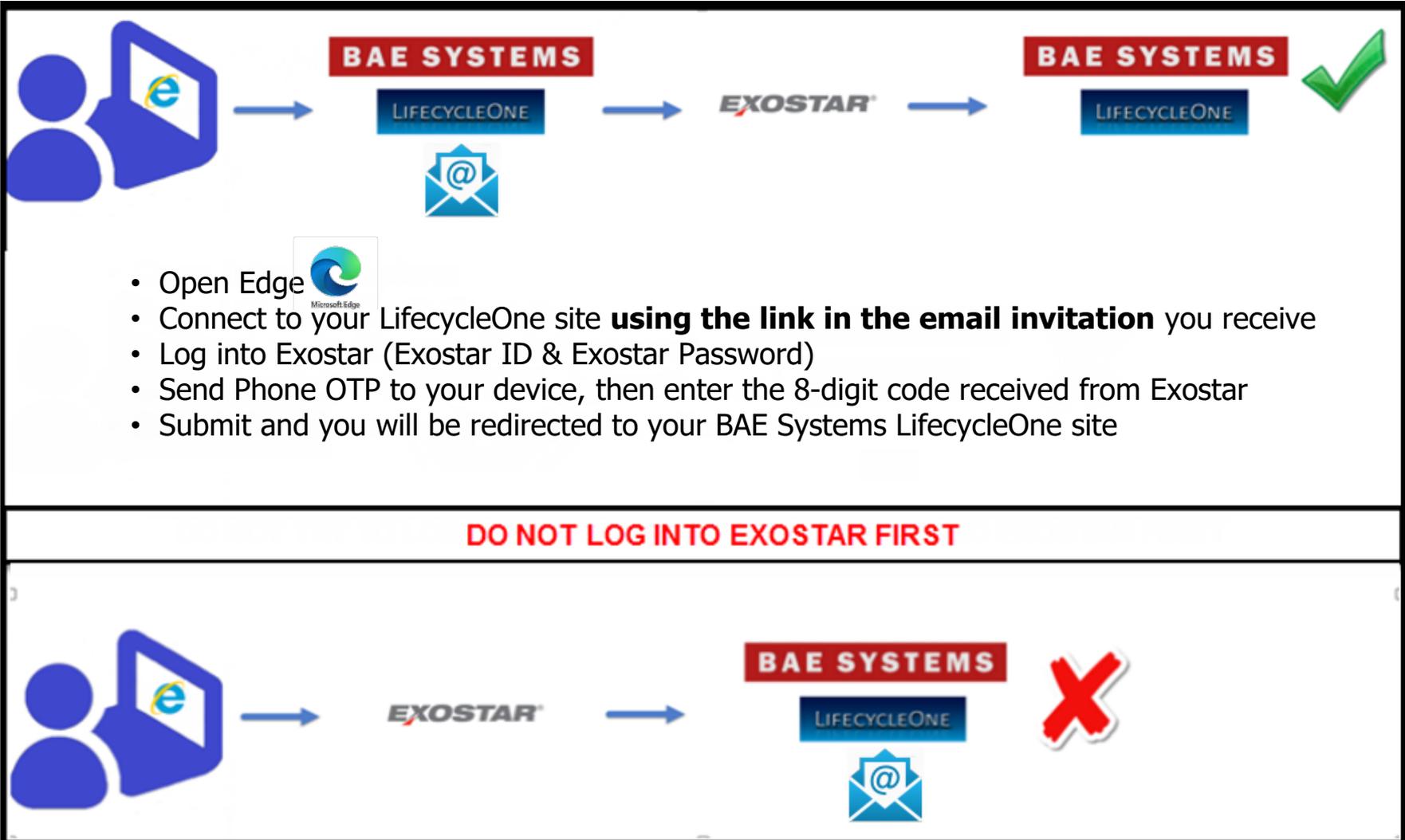
- You've now completed Exostar Registration & Proofing – Note: there is one more step still required ...
- BAE Systems can now grant access to your LifecycleOne site. **You will receive an email containing the Title and Link to the site when access is granted.** Click > **Logout**

Site Access Email: **Here's the site that has been shared with you.**



- Click on the Title of the site to gain access, or copy and paste into Edge address bar
- Once you've reached the site, create a Favorite/Bookmark of the home page, or reuse this email, for future reference
- This email will come from BAE Systems Exostar POC
 - ❖ Links received from another sources prior to successfully completing the Exostar process above will not work

Accessing Your LifecycleOne Site



- Open Edge 
- Connect to your LifecycleOne site **using the link in the email invitation** you receive
- Log into Exostar (Exostar ID & Exostar Password)
- Send Phone OTP to your device, then enter the 8-digit code received from Exostar
- Submit and you will be redirected to your BAE Systems LifecycleOne site

DO NOT LOG INTO EXOSTAR FIRST

Accessing Your LifecycleOne Site

EXOSTAR[®]

Announcements

Home

My Account

Administration

Registration Requests

Reports

My Applications

Legend:  Active  Action Required  Access Pending  Access Suspended

Company-Application

Status

Exostar LLC
SourcePass

Inactive

[Request Access](#)

BAE Systems North America
BAE Systems Portal



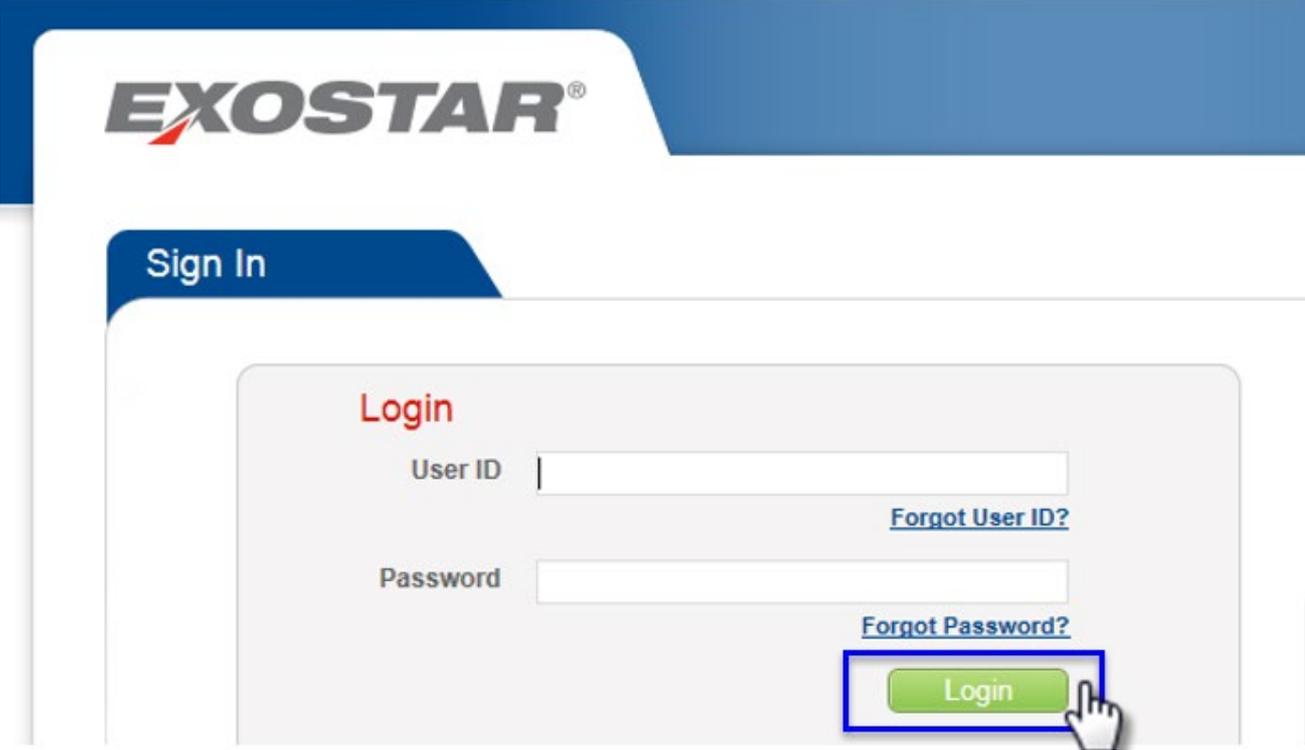
 [Open Application](#)

Last Access Date: 06 Dec, 2017 08:14 AM CST



- Do **NOT** click on Open Application
 - This link is used to access other applications to which you do not have access
- Connect to your LifecycleOne site **using the link in the email invitation** you receive

Accessing Your LifecycleOne Site

A screenshot of the Exostar login interface. At the top left is the EXOSTAR logo. Below it is a blue header with the text 'Sign In'. The main content area is a light gray box with the title 'Login' in red. It contains two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a blue link that says 'Forgot User ID?'. To the right of the 'Password' field is a blue link that says 'Forgot Password?'. At the bottom right of the form is a green 'Login' button, which is highlighted with a blue border and a mouse cursor pointing at it.

EXOSTAR

Sign In

Login

User ID

[Forgot User ID?](#)

Password

[Forgot Password?](#)

Login

- Enter Exostar ID
- Enter Exostar Password
- Click > **Login**

Accessing Your LifecycleOne Site

EXOSTAR

Billing and Support

Logout

Manage OTP

Phone OTP

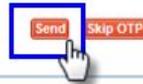
- To authenticate using a Phone Based OTP, select a phone below to send an OTP Code via text or voice.
- You will be prompted to enter that code to complete authentication.
- You may be subject to charges imposed by your telephone carrier for your receipt of text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions.](#)

Phone OTP Authentication

Select Phone:

Click 'Send' to have an OTP Code sent to the selected number. It will take a moment for the code to arrive. The OTP Code will expire 2 minutes after clicking 'Send'.

Delivery Method:



! Do not click Skip OTP - this will halt the authentication process and you will be denied access to LifecycleOne

- Select number of the phone you registered for Phone OTP
- Select Delivery Method to receive Phone OTP (Voice or Text)
- Click > **Send**

Accessing Your LifecycleOne Site

EXOSTAR

Billing and Support

Logout

Manage OTP

Phone OTP

- To authenticate using a Phone Based OTP, select a phone below to send an OTP Code via text or voice.
- You will be prompted to enter that code to complete authentication.
- You may be subject to charges imposed by your telephone carrier for your receipt of text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions.](#)

Phone OTP Authentication

Select Phone:

Delivery Method:

OTP Code:

Didn't receive your code? Click 'Resend' to get a new one. It will take a moment for the code to arrive.

Enter the OTP Code that was sent to the phone number you selected. Each OTP Code expires 2 minutes after clicking 'Resend Code'.

 You will be redirected to your site. 

- OTP Code entry box displays
- Enter OTP Code received (code is only valid for two minutes; click **Resend** if needed)
- Click > **Submit**
- Upon clicking 'Submit', you will be directed to your BAE Systems LifecycleOne site



Thank you