



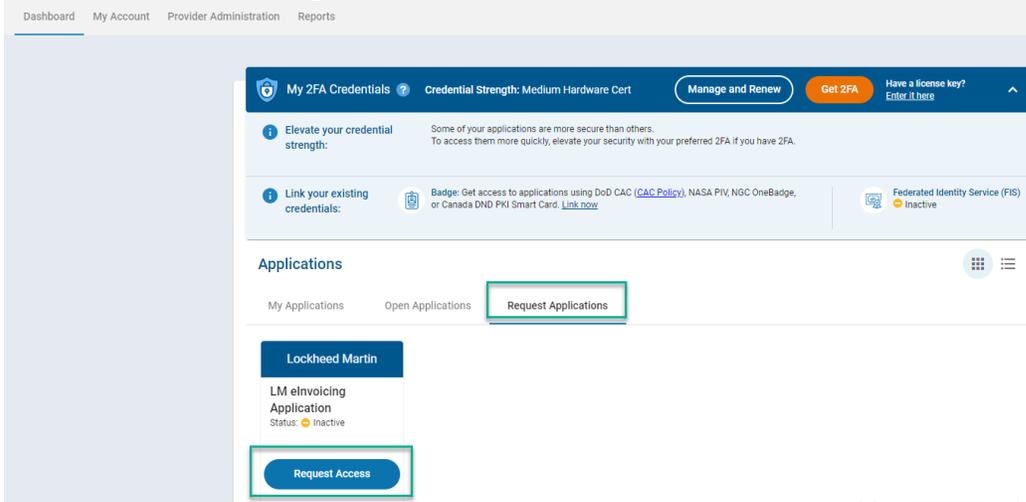
# ***LM Procure to Pay*** Quick Reference Guide For Suppliers

## Requesting Access to LM eInvoicing

## Procedure

This quick reference guide displays the process for requesting access to the LM eInvoicing Application.

### For users with an existing Exostar User ID



<i>Step</i>	<i>Action</i>
1.	Log into Exostar with your user id and password at <a href="https://portal.exostar.com">https://portal.exostar.com</a>
2.	From the Dashboard, click on the “ <b>Request Applications</b> ” and then “ <b>Request Access</b> ” link next to the LM eInvoicing Application.
3.	Add note indicating the role you are requesting (Full Access or View Only Access)
4.	Click <b>Submit</b>

Details ▾

Acceptable Credentials

**Phone-Based One Time Password (OTP) with Proofing**

Other acceptable credentials:

- Hardware One Time Password (OTP) Token with Proofing
- Exostar Mobile ID with Proofing
- MLOA Hardware Certificates

Application Administrators

For any questions or concerns related to this application, go to [View Organization Details](#) to see application administrators

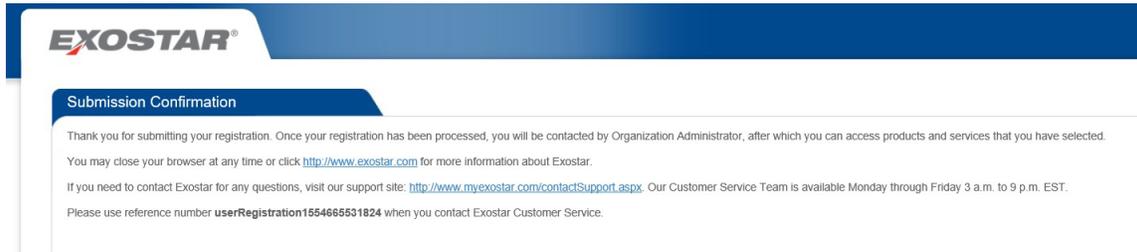
<i>Step</i>	<i>Action</i>
5.	The Application Administrator for your organization (will receive an email) will need to approve your access. To see who the Application Administrator is, click on the Details drop-down and <b>View Organization Details</b> link to view Application Administrators of the LM eInvoicing Application. This will show the individual(s) who can approve your access.
6.	Once your request is approved, your LM eInvoicing status changes from <b>Pending Approval</b> and now says <b>Launch</b> .

**For new users that do not have an existing Exostar User ID:**

To obtain a user account, you may either contact your company’s Organization Administrator, or go to <https://portal.exostar.com/userRegistration> and complete the online registration form.

You need to know the Exostar Organization ID of your company to start the registration process. You can get this information from any user or administrator(s) within your organization, or contact Exostar [www.myexostar.com/contactSupport.aspx](http://www.myexostar.com/contactSupport.aspx)

Step	Action
1.	Visit: <a href="https://portal.exostar.com/userRegistration">https://portal.exostar.com/userRegistration</a>
2.	Enter your Exostar Organization ID and click on Verify Organization
3.	Complete the Personal Information section and click on Next Fields marked with and asterisks are required
4.	Check the LM eInvoicing Application box
5.	Add note indicating the role you are requesting (Full Access or View Only Access)
6.	Click Next



**EXOSTAR®**

**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 **userRegistration1554665531824** when you contact Exostar Customer Service.

<i>Step</i>	<i>Action</i>
1.	You will receive a confirmation that your registration request was submitted.
2.	Once your request is approved, your LM eInvoicing status changes from <b>Pending Approval</b> and now says <b>Open Application</b> .