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

	EXOSTAR
	Sign In Login User ID Password Exercic Password?



Purpose

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

Steps involved to obtain your link:

- Request your Organization ID and License from your BAE Systems, Inc. POC
- Register for an Exostar Account
- Activate your Exostar account
- Successfully Complete Identity Proofing
- Register for Multi-Factor Authentication
- Receive your LifecycleOne link via email

Required Browser – Internet Explorer

Internet Explorer



• Exostar *officially* supports only IE, and *sometimes* has problems with other browsers. You may attempt to use other browsers at your own risk.

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Exostar Account Registration Process

EXOSTAR®		About Us	Help
User Registration User Registration STEP 1 Personal Information Products & Services Please complete and submit the following User Registration For	m 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 I Organization ID: Organization Name: Business Unit	P and then click Verify Organization Verify Organization Verify Organization On a passport or other legal identifying documentation.		
Personal Information			
Title Select Title	State/Province Zip/Postal Code Country Select Country Timezone America/New_York Phone Fax Fax Confirm Email Address	Cance	

Open Internet Explorer – Go to: https://portal.exostar.com/userRegistration

- 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



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

Exostar Account Submission Confirmation

EXOSTAR

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.

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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 D Indox x		ē	Ø
Exostar Administrators <customerservice@exostar.com> 12:44 PM (4 minutes ago)</customerservice@exostar.com>		+	:
Dear Albert Einstein,			
Your registration request has been received by your Organization's administrators. They will be responsible for the approval and aut If your request is approved, you will receive another email notification that includes your login credentials and further instructions on ORGANIZATION DETAILS: Organization Name: BAE Systems LifecycleOne Extranet Portal US SSA Exostar ID:	horization how to	on proc get star	ess. ted.
NEED HELP2 http://www.mvexostar.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 D Inbox x ß Exostar Administrators <CustomerService@exostar.com> 12:50 PM (1 minute ago) : to me -**Action Required**

Welcome to Exostar! Your user account has been created. 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 the following information for your initial login: 15 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

Dear Albert Einstein.

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

and use





- 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**

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10





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 :	What is		
*Answer 1 :	••••	Show	
*Question 2 :	What is	>]
*Answer 2 :	The Longest Day	Show Next	
*Question 3 :	What is	-Cr	ב
*Answer 3 :	•••••	Show	
*Question 4 :	What is		
*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





 Select 'Get/Activate credentials'

2

Me

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Help

63

Dash

Access

Access

Granted

Obtain

Logout

Click > Continue







Determine Required Credentials

Credentials - Recommendation

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		

Click > Continue

Credentials

Access

Security

My Completion Checklist

Register



OTP (One Time Password) Products

Exostar offers Exostar Mobile ID, Hardware and Phone-Based OTPs for strong two-factor authentication. Users subscribed to the Phone-OTP service can use a cell phone or a land-line to receive an OTP for multi-factor login to their Exostar MAG account and access to applications.

Show all credentials

Partner:	Please Select a Partner	۳
	Please Select a Partner	2
	Austal	
	BAE iSupplier	
	BAE Naval Ships	
	BAE Systems	
	Boeing U	
	Elbit Systems of America	
	Lockheed Martin Aeronautics	
	Lockheed Martin Procure to Pay (P2P)	
	Ministry of Defence	
	Oceaneering	
	Raytheon	
	Supply Chain Platform 2 Factor Authentication (SCP 2FA)	
	Other	

• Select BAE Systems

Cart

Exit Webstore





• Select Phone-Based OTP with Proofing (1 Year)

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- After Adding to Cart
- Click on the Cart icon



• Verify your purchase

• Click > Proceed to Checkout



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- Choose Payment Method
- Fill out the rest of the page with appropriate information





- Review Purchase
- Click > Place Order

- After the purchase is complete you will need to wait for an email from Exostar that will contain your License Key
- At this time you can Log Out





- After receiving the email from Exostar with your License Key
- Log back into your account by going to this URL: https://portal.Exostar.com
- Enter User ID and Password then click > Login

EX	OSTAR	0
Sign	In	
	Login User ID	
	Password	Forgot User ID?

- 1. Click Tab > **My Account**
- 2. Click Link > Manage OTP
- 3. Click Link > Purchase or Register Credentials



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A122



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Dash Help Me Logout

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 3
- Activate/Bind 😧 your credential to your account

Please select an option:

• Get/Activate credentials

OBind 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.



Select 'Get/Activate Credentials'

Click > Continue

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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).



Continue

Skip this! @







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. <u>Purchase a credential now!</u>

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 found in the email provided by Exostar
- Click > Activate

Dash

My Completion Checklist

Credential

Help

Me

Logout

✓ Enter License Key



I need to purchase credentials

Skip this!

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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:	Albert		
Middle Name:			>
* Last Name:	Einstein		Next
Suffix:			<u> </u>
* Country:	Please Select 🗸	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: <u>lifecycleone@baesystems.com</u>)
- Click > **Next**

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Sten Credentials - Proofing



Dash

Help

Me

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 > Continue to Instant Proofing or Schedule an Appointment (for video proofing)

Logout

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



- 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/proofing process for account finalization

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Stepper 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



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 Crede	ntials	
Phone OTP You have not activated this	Credential Strength: 😯 Level 3 credential.	🕈 Activate

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



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

Phone:	●Text Capable ○Voice Only
* Country:	Please Select 🗸
Phone Number:	XXXXXXXXXX
	Register Cancel

*

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

31











My Completion Checklist

Success!

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

Register Another Credential



Click > I'm Done!





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. <u>click here</u>.

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 IE address bar
- Once you've reached the site, create a Favorite/Bookmark of the home page, or reuse this email, for future reference



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Announcements



- 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

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37

EXOSTAR®		
Sign In		
Login User ID		Enter Exostar ID
Password	Forgot User ID?	Enter Exostar Password
		 Click > Login

EXOSTAR®			Billing and Support Lo
Manage OTP			
Phone OTP			
 To authenticate using a Phone Based OTP, sele You will be prompted to enter that code to comp You may be subject to charges imposed by you Need more information? <u>View our frequently asked</u> 	ect a phone below to send an OTP Code via text or voice. plete authentication. Ir telephone carrier for your receipt of text messages. Exostar is <u>questions</u> .	not responsible for the payment of such charges.	
Phone OTP Authentication			
Select Phone:	Number ending in 3582	Click 'Send' to have an OTP Code sent to the selected number. It will take a moment for the code to a 2 minutes after clicking 'Send'.	arrive. The OTP Code will expire
Delivery Method:	Text message to my Phone Voice message to my Phone	Do not click Skip OTP - this will halt t authentication process and you will be d access to LifecycleOne	he lenied

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

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Manage OTP

 To authenticate using a Phone Based OTP, sel You will be prompted to enter that code to com You may be subject to charges imposed by you Need more information? <u>View our frequently asked</u> 	ect a phone below to send an OTP Code via te plete authentication. In telephone carrier for your receipt of text mess questions.	xt or voice. ages. Exostar is not responsible for the payment of such charges.
Phone OTP Authentication		
Select Phone:	Number ending in 3582	Didn't receive your code? Click 'Resend' to get a new one. It will take a moment for the code to arrive.
Delivery Method:	Text message to my Phone	
OTP Code:	x X0000000	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 red	irected to your site	Submit Reserved Skip OTP
	inected 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

Logout

Billing and Support

Thank you

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