

MAG Third Party Credential User Guide

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Document Versions

Version	Change Overview	Date	Responsible Party
MAG 6.12	CAC Users can now edit email address	8/9/2019	Beena Nair
CAC Modernization	 Certificate profiles will have single certificate for authentication Eliminate DOD Identity Certificate 	5/1/2020	Beena Nair
MAG 7.0		2/19/2021	Beena Nair
MAG 7.1	Login screenCanada DND PKI Smart Card	6/4/2021	Beena Nair



Overview

This guide provides instruction on how to link or delink your Government-Issued Common Access Card, Northrop Grumman One Badge, NASA PIV Card, or Canada DND PKI Smart Card to your Exostar's Managed Access Gateway (MAG) account.

GET STARTED

In order to link your third-party credential, you must have an Exostar's Managed Access Gateway (MAG) Account. Please see the sections below to complete the linking process.

Prerequisites

Please see the following prerequisites for linking your account:

- The CAC Registration URL **provided by your sponsor** and application list for subscription (received via email and is not sent by Exostar).
- A valid DOD-issued CAC, NASA issued PIV Card, or Northrop Grumman One Badge.
- Card reader (may be a part of your computer and is not provided by Exostar).

NOTE: If a MAG account has already been created for you (e.g. partners of or suppliers to Boeing Defense, Space & Security (BDS), or other users who already have MAG accounts), please skip to the Link Your Existing MAG Account to Third-Party Credential section.

When receiving certificate prompts, please ensure the following:

- **DOD CAC users**: Select the signature certificate issued by the DOD EMAIL CA (e.g. DOD EMAIL CA-##", "DOD JITC EMAIL CA-##"). This certificate contains your email address, which is required when linking your CAC to your MAG account. Although you must select the EMAIL certificate when linking your CAC to your account, you may choose either certificate when logging in.
- **PIV users**: Select the PIV Authentication (9A) certificate.
- **NGC One Badge users**: Select your Authentication certificate (this certificate has an "Enhanced Key Usage" that includes "Client Authentication (1.3.6.1.5.5.7.3.2)."

Register for MAG Account w/ Third Party Credential

Follow the steps below to register for a MAG account with your third-party credential:



1. Click the **Third-Party Credential Registration URL** provided by your sponsor. You are prompted to select your **Third-Party Credential Card Certificate** from the digital certificate list. Select your **PIV-Auth Cert** and click **OK**.

1234567890123456	@mil
Issuer: DOD ID CA-5	52
Valid From: 2019-12	05 to 2022-11-14
ОК	Cancel

2. Then **Insert Smart Card** dialog box displays after the card is inserted in the card reader. Click **OK**.

S	A smart carr	d has been sel	ected. Press OK	to continue.
-				

NOTE: If you receive a message that no card is in the reader, please ensure the card is in the reader. Additional information can be found under the <u>Registration Error Messages</u> section.

3. You are prompted to provide the **PIN** for the card. Enter the PIN and click **OK**.

ctivClient Login			? ×
Actividentity			
Please enter your PIN.			
End 1	[OK	Cancel

NOTE: The PIN number is provided by your credential issuer. Exostar does not have PIN information available.



4. The User Registration page displays. Click Start Registration.

EXOSTAR	
Registration	About Us
liser Registration	
Welcome to Exostar's Managed Access Gateway (MAG) registration. The information ready: Information about yourself, e.g. name, phone, email etc.; and List of applications to subscribe from the invitation email. If you are not sure about the applications to register for, refer to the in To start the registration process, click the 'Start Registration' button but	is registration should take between 3-5 minutes. You will need to have the following nvitation email and contact the inviter for further details. elow.
	Start Registration
	LC. All rights reserved 11_1
EXOSTAR	

5. The registration page displays. Please ensure the information displayed is accurate before clicking **Next**.

EXOSTAR'			61		
Registration ——			and the second second	Fine -	About Us
User Registration					
STEP 1 Personal Information	STEP 2 Products & Services				
Please complete and submit the foll (*) are required.)	owing User Registration Form to r	egister yourself to ac	ccess Exostar products and serv	vices. (Fields marked wit	hasterisks
Organization Information					
* Organization ID:	E(01 138935 14				
Organization Name:	DOD ORG I				
Business Unit:					
Personal Information					
Title	Select Title 💌		* Phone		
* First Name	USER FIVE		Fax		
* Last Name	CAC		* Email		
Job Title			* Confirm Email Address		
* Address 1	123 main st				
Address 2					
* City	Herndon				
* Zip/Postal Code	20171		* State/Province	VA	
* Country	UNITED STATES		* Timezone	America/New_York	-
Permanent Identifiers from Certi	ficates			57	
Certificate Type	Permanent Identifier (PI) Type	PIValue			
DoD Common Access Card (CAC)	EDIPI	2001358807			
				Ca	Next >>

NOTES:

- Organization Information: The fields in this section cannot be modified.
- **Personal Information**: The system displays the address associated with your company. Please enter any missing information in this section. If any information is incorrect, please update the information to ensure your personal information is correct. All fields marked



with a red asterisk * are required. Once your card is linked to your MAG account, your first and last name, as well as your email address, is updated on your account from your card data.

- When your CAC or NASA PIV is associated to the Exostar account the First Name, Last Name and Email address are updated based on the CAC or NASA PIV certificate details.
- If the email address on the certificate is not the one used to do business with Boeing, you are able to update after associating to the CAC or NASA PIV.
- Permanent Identifiers from Certificates: The fields in this section cannot be modified. When registering a DoD CAC card, the Electronic Data Interchange-Personal Identifier (EDI-PI) number is captured. When registering a NASA PIV card or NGC One Badge, the Subject Alternate Name is captured.
- 6. Select the applications you need to access. Please refer to the invitation email sent from your sponsor to help determine your application requirements. Click **Next** to complete the registration.

EXOSTAR	
Registration	About Us Help
UserRegistration	
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 following applications	by your organization. You must select at least one of the
NOTE: If you would like to register for a product or service that is not shown below, please cont	act your administrator or Exostar's Customer Service.
Products & Services	
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 that you have a digital certificate. Certificates may be of	tained through Exostar's FIS service. If your organization is subscribed to
FIS, you will see that option below.	
ForumPass 4 - Belgium Hosted Sponsor code(s):	
	10000 A
This is an optional field. If available, enter comma-separated sponsor code(s). For help on Sp	onsor Codes, <u>view more information</u> ,
EnrumPass 4 - US Hosted	
	Desfile and
Arrest to a Separitive Profile requires that you have a digital settificate. Certificates may be a	tained through Exostar's EIS convice. If your organization is subscribed to
FIS, you will see that option below.	
ForumPass 4 - US Hosted Sponsor code(s):	
This is an optional field. If available, enter comma-separated sponsor code(s). For help on Sp	onsor Codes, <u>viewmore information</u> .
EDCS Palmdale	
EDCS Palmdale	
EDCS Palmdale Sponsor code(s):	

NOTE: For each application, you have the option to enter a sponsor code. The sponsor code field is optional and is only necessary for ForumPass applications. Sponsor codes are provided by your sponsor.



A confirmation page displays, and you will receive a confirmation email.

EXOSTAR	
Registration	About Us
Submission Confirmation	
Thank you for submitting your registration. Once your registration has be next 24-72 hours, after which you can access products and services that	en processed, you will be contacted by Exostar Customer Service within the you have selected.
You may close your browser at any time or click <u>http://www.exostar.com</u>	for more information about Exostar.
If you need to contact Exostar for any questions, visit our support site: <u>h</u> Team is available Monday through Friday 3 a.m. to 9 p.m. EST.	ttp://www.myexostar.com/contactSupport.aspx. Our Customer Service
Please use reference number SIG_1289578227450 when you contact	Exostar Customer Service.
	hts reserved
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Approval Process

Once you complete the registration process and receive the confirmation email, an administrator reviews your registration request. The account and application subscriptions are approved, subject to confirmation received from the sponsor. You will receive notification of account and application approval status via email from Exostar.

Link Existing MAG Account w/ Third-Party Credential

To link an existing MAG account with your Third-Party Credential, follow the steps listed below:

- 1. Login to your MAG account via https://ui.portal.exostar.com/
- 2. Navigate to the My Account tab, then the Edit Profile sub-tab.





3. Scroll down to Additional Login Options.

NOTE: If you do not see the **Additional Login Options** section at the bottom of the **Edit Profile** screen, you are currently unable to link your MAG account to your card. Contact <u>Exostar's</u> <u>Customer Support</u> if you need assistance.

1	Additional Login Options
	As a courtesy to our users, Exostar reminds you that prior to linking your Department of Defense Common Access Card ("DOD CAC") to your Exostar account you should confirm that your usage of the DOD CAC on the Exostar Exchange is compliant with DOD requirements for its use. Section 1.4 of the DOD Cartificate Policy (dod x509 certificate policy v9.0.9 february 2005 pcf) stipulates that DOD CACs "shall only be used for transactions related to DOD business". Please verify compliance with this stipulation prior to using your CAC to access Exostar products, or any system accessed through Exostar's Managed Access Gateway.
	Associate your hardware/software certificate (not Exostar FIS Certificates) with your MAG Account.

4. Ensure your Third-Party Credential Card is inserted into the card reader. Click Associate your hardware/software certificate (not Exostar FIS Certificates) with your MAG account link.

Δ	dditional Login Options
	As a courtesy to our users, Exostar reminds you that prior to linking your Department of Defense Common Access Card ("DOD CAC") to your Exostar account you should confirm that your usage of the DOD CAC on the Exostar Exchange is compliant with DOD requirements for its use. Section 1.4 of the DOD Certificate Policy (dod x509 certificate policy v9 0 9 february 2005.pdf) stipulates that DOD CACs "shall only be used for transactions related to DOD business". Please verify compliance with this stipulation prior to using your CAC to access Exostar products, or any system accessed through Exostar's Managed Access Gateway.
	Associate your hardware/software certificate (not Exostar FIS Certificates) with your MAG Account,

 If you are prompted, select your certificate. Follow the prompts to complete the linking. Select your Third-Party Credential Card Certificate from the digital certificate list and click OK.

Please choos	e a certificat	e.	
Name		Issuer	
Seema Gupt Seema Gupt	a_5005(a 5005(Exostar UA Exostar UA	T FIS Signing CA 2 T FIS Signing CA 2
CAC.USERF	IVE.200	DOD JITC E	MAIL CA-23
Joe Smith_8 CAC.USERF Seema Proo	702(8Id IVE.200 ferGupta	Exostar UA DOD JITC C Exostar UA	T FIS Signing CA 2 A-23 T FIS Signing CA 2
1	Mo	re Info	View Certificate



NOTE: If your CAC Card is issued after May 1, 2020, the following dialogue box displays instead. Click **OK**.



6. Then **Insert Smart Card** dialog window displays after the card is inserted in the card reader. Click **OK**.



NOTE: If you receive a message that no card is in the reader, ensure the card is in the reader. Please see the Possible Registration Error Messages section below for additional information.

7. You are prompted to provide the PIN for the card. Enter the PIN and click **OK**.

ActivClient Login		<u>?</u> ×
Actividentity		
Please enter your PIN. <u>P</u> IN	OK	Cancel

NOTE: The PIN number is issued by your credential issuer. Exostar does not have PIN information available.

Login

Follow the steps below to log into MAG with your third-party credential:

- 1. Once you link your Third-Party Credentials to your MAG account, go to <u>https://ui.portal.exostar.com/</u>.
- You are prompted to select your certificate. Select your Third-Party Credential Card.



NOTE: If your **Third-Party Credential** is not inserted into the card reader, you may be prompted to insert it at this time.

- 3. Enter your Third-Party Credential Card PIN when prompted.
- 4. Once your Third-Party Credential Card is accepted, you are logged into your MAG account. From the Home dashboard, your credential strength should say Medium Hardware Cert (located in **My 2FA Credentials** section).

0	My 2FA Credentials ?	Credential Strength: Medium Hardware Cert Manage and Renew Get 2FA Have a license key?
6	Elevate your credential strength:	Some of your applications are more secure than others. To access them more quickly, elevate your security with your preferred 2FA if you have 2FA.
6	Link your existing credentials:	Badge: Get access to applications using DoD CAC (<u>CAC Policy</u>), NASA PIV, NGC OneBadge, or Canada DND PKI Smart Card. <u>Link now</u> Federated Identity Service (FIS) Medium Hardware Cert ◇ Active Expires: 18 May, 2023 10:49 AM

NOTE: You can leverage your credential to access applications that require a higher credential strength than just username and password.

Delink Third-Party Credential

To request de-linking of your Third-Party Credential from your MAG account, contact <u>Exostar's</u> <u>Customer Support</u>.

REGISTRATION ERROR MESSAGES

If you receive an error message during the registration process, follow the instructions in this section for resolution.

Error Message: Insert Smart Card

You receive the *insert one of the following smart cards* notifications when there is no card in the reader. To resolve this, ensure the card is in the reader.





Error Message: Registration

You receive the registration message when your **Third-Party Credential** is already registered with a MAG account. To resolve this, access the MAG login page at: <u>https://ui.portal.exostar.com/</u> and select your **Third-Party Credential** from the list of certificates to access your existing account.

EXOSTAR	
Registration ————	About Us
The system encountered the following pro	blem while processing your request. Please contact Exostar Customer Support for assistance.
A	user is already registered using this certificate
Terms of Access Privacy Contact s Convright	2007 Evactor LLC All rights reserved
Terris of Access (Privacy) Contact os (Copyright	11_1
EXOSTAR	

If you need to upgrade your existing account for a new application, follow the steps below:

1. From the Home dashboard, verify if the application is listed under the **My Applications** tab.



2. If the application is listed, check the status. If the application is not listed, navigate to the Request Applications tab, and click Request Access. Follow the prompts. The request routes to the next participant in the approval workflow. If approved, the request transitions to Launch. If you see Launch, you are subscribed to the application.

Applications	
My Applications	Request Applications
Test Service Provide	er
Test Service Provider Status: 🕜 Active	
Launch	
Details 🗸	



NOTE: You receive an email notification once the request to the application is approved or denied.

3. If you do not see the application listed under the **My Applications** or **Request Applications** sections, you need to work with your contact at your buying organization to receive an invitation to the application. Your MAG Organization Administrator can subscribe the organization to these applications.

Error Message: No User Certificate was Found

You receive the *no user certificate was found* message if you did **not** select any certificates, your certificates are expired, or clicked **Cancel** when the certificate selection pop-up displays.

- 1. If you have a valid **Third-Party Credential Card**, close the browser, and open a new **Internet Explorer** browser.
- 2. Click on the registration URL (sent by your sponsor) and select the **Third-Party Credential Card.** If clicking **Start Registration**, you may encounter an error.

EXOSTAR		
Registration		About Us
User Registration		
No user certificate was found		
	Start Registration	
Terms of Access Privacy Contact Us Copyright 200	07 Exostar LLC. All rights reserved	11 1
EXOSTAR		

If you encounter the error, close the browser, open a new Internet Explorer browser, and re-start the registration process.



Error Message: User Certificate is of Unknown Type

You receive the *user certificate is of unknown type* message if you did not select your **Third -Party Credential Card** during the certificate selection.



- 1. Close the browser and open a new Internet Explorer browser.
- 2. Click the registration URL and select your valid Third-Party Credential Card.

EXOSTAR	
Registration —	About Us
User Registration	
User certificate is of unknown type	
	Start Registration
T	
Terms of Access Privacy Contact Us Copyright 20	J/ Exostar LLC. All rights reserved 11_1
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3. If you click **Start Registration**, the *system encountered a problem* error message displays. Close the browser, open a new Internet Explorer browser, and re-start the registration process.

EXOSTAR	
Registration ————	About Us
The system encountered the following proble	em while processing your request. Please contact Exostar Customer Support for assistance.
	07 Exostar LLC. All rights reserved
EXOSTAR'	

Error Message: One or More Required Fields are Missing

You receive the *one or more required fields are missing* message when you click **Next** without providing all required information in the **Personal Information** section. Ensure all information is entered before proceeding.





Error Message: Your Entries in Email Address Fields Must be the Same

Your *entries in the email address and confirm email address fields must be the same* message displays if you clicked **Next** when the information in the **Email Address** and **Confirm Email Address** fields do not match. Ensure the email address matches in both fields.



Error Message: Digital Certificate Error

To resolve the digital certificate error, review your **Third-Party Credential** validity by contacting your credential issuer for verification.

Once you verify the credential is valid (and is not expired, corrupt, or revoked), and if you continue to receive this message while accessing MAG, contact <u>Exostar's Customer Support</u>.

EXOSTAR	
	About Us Help
We are sorry!	
This page is displayed because of an error with You may be using expired, corrupted, or revoke There may be an issue with the encryption com	your digital certificates: :d certificates; or iection.
Please verify that the certificates that you are using a possible cause and corrective action to resolve this p	re valid, unexpired certs for this action. Click <u>here</u> for information regarding the roblem.

Login Issues

You may not be prompted for your Third-Party Credential when accessing MAG. If you are not prompted, you need to clear your SSL State.

To clear your SSL State:

1. Go to Tools and select Internet Options.

NOTE: Tools may display as a gear icon. If you do not see Tools or the gear icon, click CTRL+T.



2. Select Content and Clear SSL state.



 Once you click on Clear SSL state, you receive confirmation your SSL cache was successfully cleared.



 Once you clear your SSL state, please access <u>https://ui.portal.exostar.com/</u>. You should be prompted to select your certificate when you access this URL. Select your **Third-Party** Credential to access MAG.