



Blue Origin Get Started Guide

May 2024





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GUIDE OVERVIEW

This guide provides instructions to Blue Origin suppliers once their accounts have been created in Exostar's Managed Access Gateway (MAG). This account is required to access Blue Origin applications, such as Blue Origin's Procure-to-Pay powered by Exostar's Supply Chain Platform (SCP). You must also obtain a Phone One-Time Password (OTP) without Proofing credential to access Blue Origin applications.

STEP 1. ACTIVATE ACCOUNT

Please review all information provided in the account activation email, paying special attention to your **Account Details** and **User ID**.

IMPORTANT: Since you received and accepted the invitation, you are automatically designated as the Organization Administrator for your company. For more information on your administrative responsibilities, please see the [MAG Organization Administrator](#) page.

To activate your MAG user account:

1. Locate the Account Activation email. Click the **ACTIVATE MY ACCOUNT** button.

Ashleigh Howell,

Your account has been created.

You are assigned the role of Organization Administrator. Once your account is activated, you can perform administrative actions on behalf of your organization

To get started, activate your account before Jan 21, 2021.

ACTIVATE MY ACCOUNT

2. Review the **Password Policy**. Input and confirm your permanent **Password**. Click **Next**.

Step 1/2: Create your password

Create password

Create a password to secure your account. The checklist below will help you meet our password strength requirements.

Enter password

Confirm password

- Minimum length: 8
- Maximum length: 64
- Minimum alphabetic character: 1
- Minimum numbers: 1
- Minimum special characters: 1
- No leading and trailing spaces

[Need help?](#)

NOTE: Your **Email Address** or **User ID** and **Password** are used for all subsequent MAG logins.

3. Review the information on the screen concerning your security questions. Select and answer your **Security Questions**. Click **Next** to open the MAG Dashboard.

Step 2/2: Security Questions and Answers

Set security questions and answers ?

Further secure your account by setting your security questions and answers. These will be used to recover your account and for additional security. Please answer all 4 questions.

Question 1 Answer 1

Question 2 Answer 2

Question 3 Answer 3

Question 4 Answer 4

Show all answers

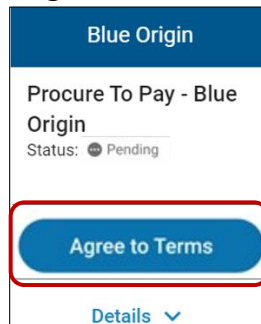
[Need help?](#)

STEP 2. ACCEPT TERMS AND CONDITIONS

Once you successfully activate your MAG account, you must accept the Blue Origin Procure-to-Pay (P2P) powered by Exostar SCP Terms and Conditions. To accept the P2P Terms and Conditions, you must have the Organization Administrator or P2P Application Administrator role. Access to P2P is not possible for any users in your organization until Terms and Conditions are accepted.

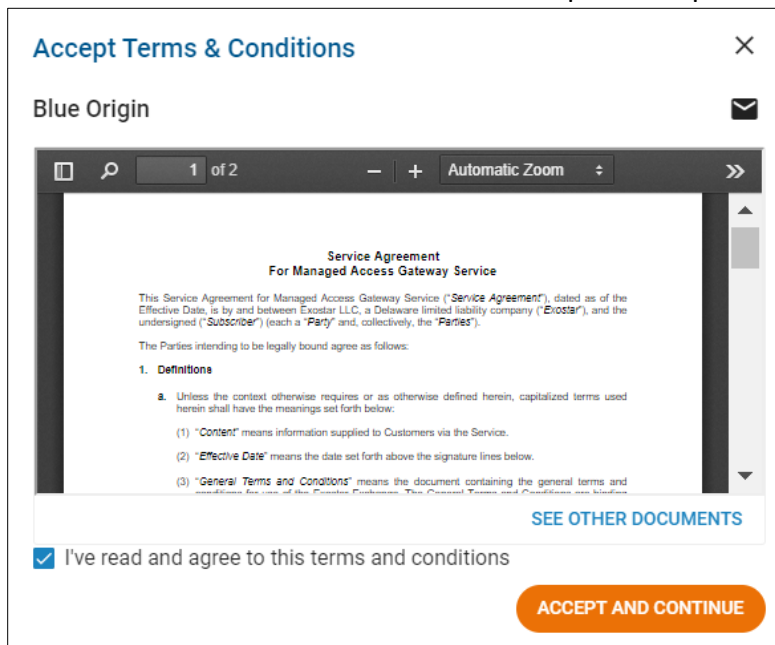
To accept terms and conditions:

1. Locate the **Blue Origin Procure-to-Pay** tile, located under the **My Application** section of your MAG Dashboard. Click the **Agree to Terms** button.



NOTE: If the tile says **Pending Terms**, an Organization Administrator or P2P Application Administrator must accept terms.

2. Review the Terms and Conditions. Check the box for **I have read and agree to these terms and conditions**. Click **ACCEPT AND CONTINUE** to complete the process.



STEP 3. PURCHASE CREDENTIAL

To access P2P, you must purchase a Phone One-Time Password (OTP) without Proofing credential from Exostar's Web Store.

To complete a credential purchase:

1. Navigate to the MAG login screen. Input your **Email Address** or **User ID**. Click **Next**.

2. Input your **Password**. Click **Next**.

3. Click the **Get 2FA** button from the **My 2FA Credentials** section on the MAG Dashboard.



4. Select **Blue Origin** from the **Partner** drop-down menu. Select the radio button for the **Phone One Time Password (OTP) (Without Proofing) (1 Year)** option. Click **Next**.

Purchase your Exostar Subscription [Need Help?](#)

You may need a two-factor authentication (2FA) method to access some of your applications. 2FA strengthens security by presenting an additional verification step when you authenticate. You can use an existing 2FA credential, or you can purchase a two-factor credential subscription from this page.

To renew existing two-factor credential subscription [Click here](#).

Select Partner or Product

Blue Origin

Phone-Based One Time Password (OTP) (Without Proofing) (US) (1 Year) Quantity: 1 \$ 35.00

[View More +](#)

Next

5. Review and input any missing information in the **Primary Information** and **Billing Address** sections. Click **Next**.

Primary Information

First Name

Middle Name (Optional) Last Name

Email

Phone-Based OTP International (1 Year) with Proofing

Quantity: 1

Subtotal	\$85.00
Voucher	\$0.00
Promotion	\$0.00
Tax/Shipping	?
Total	\$85.00

Billing Address

This billing address is for credit card or invoice option which you'll select on the next page.

Address: 1234 Main St Address 2 (Optional): Apartment or suite

Country: Choose... City: State/Province: Postal Code:

Voucher Code: **Apply**

Promotion Code: **Apply**

Back **Next**

6. Select your **Payment Method** (credit or invoice). Input payment details, if paying by credit. Click **Submit**.

Payment

Select payment method (select invoice if using a voucher): *Please note, Exostar does not accept credit card payments greater than \$5,000.*

Credit Card Invoice

If you choose the invoice option:

- An invoice with instructions on making the payment will be emailed to you.
- Your invoice must be paid in full for order to be processed.

I'm not a robot

By continuing you are agreeing to the [terms and conditions](#).

Back Submit

Phone-Based OTP US (1 Year) with Proofing	Quantity: 1
Subtotal	\$40.00
Voucher	-\$40.00
Promotion	\$0.00
Tax	\$0.00
Shipping Handling	\$0.00
Total	\$0.00

NOTE: If you pay by invoice, you must make full payment prior to receiving the hardware token.

A confirmation screen displays and you receive a confirmation email containing the license key required for the activation process. You can activate directly from the confirmation screen, or later via your MAG user account and the My 2FA Credentials section.

STEP 4. ACTIVATE LICENSE KEY

Once you successfully complete your purchase, you can activate your credential directly from the web store or through your MAG account. To activate your license key in the MAG portal:

1. Login to your MAG user account with **Email Address** or **User ID** and **Password**.
2. In the **My 2FA Credentials** section on the MAG Dashboard, click the **Enter it here** link, under **Have a License Key?**.

My 2FA Credentials Credential Strength: Username and Password Manage and Renew Get 2FA Have a license key? Enter it here

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. Elevate Credential Strength

Link your existing credentials: Badge: Get access to applications using DoD CAC (CAC Policy), NASA PIV, NGC OneBadge, or Canada DND PKI Smart Card. Link now Federated Identity Service (FIS) Medium Software Cert Active Passcode expiration: 14 Nov, 2022 05:22 AM

3. Enter the license key you received via email in the field provided. Click **Next**.

Enter license key

You should have received an email with the license key to activate your credential. Enter it below to continue. You'll need your license key to proceed. If you don't have it right now, press 'CANCEL'.

License key

STEP 5. REGISTER PHONE NUMBER

The next step is to register a phone number and bind it to your MAG account. You can register up to three phone numbers to your OTP. **It is highly recommended you register at least two phone numbers.** In instances where you no longer have access to one phone number, you can login with the other and update the numbers associated with your subscription. For the protection of your account, the phone numbers can be updated only after you login with your phone OTP.

To register your phone number:

1. On the **Set-up phone one-time passcode** page, select your **Country**.
2. Enter your **Phone Number** (do not include parenthesis, dashes, etc). Enter your number again to confirm.
3. Select the method to receive your verification code, choose either Send **Text** or **Send Voice**.

Set up phone one-time passcode

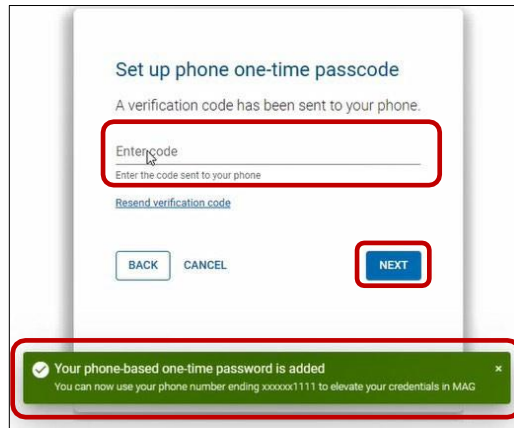
Set up your phone for voice or text message two-factor authentication, complete the details below to receive your verification code.

+1 Phone number

+1 Confirm Phone number

Send text
 Send voice

4. Enter the code you received on your phone into the **Verification** field provided on the screen. Select **Next**.

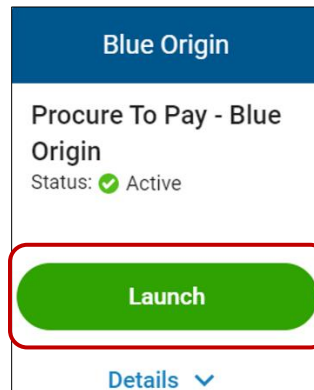


A confirmation screen will display, and you can now access the desired applications with your credential.

STEP 6. ACCESS P2P

Once you successfully complete account and credential set-up, you can access the Blue Origin Procure-to-Pay powered by Exostar SCP application. To access the application:

1. Login to your MAG user account with your **Email Address** or **User ID** and **Password**.
2. Locate the **Blue Origin Procure-to-Pay** tile, located in the **My Applications** section of the MAG Dashboard. Click **Launch**.



3. Select the phone number to which you want use to receive the OTP code. Choose the delivery method. Click **Send** to have the code sent to your phone.

Two-Step Verification

Send a code to your phone

Number ending in 3970

Send text

Send voice message

CANCEL SEND

4. You will receive the OTP code on your phone. Enter the code in the **OTP code** field. Click **Next** to open the P2P application.

NOTE: Once you receive the code, it will be valid for the next two minutes. If the code expires, click **Resend verification code**.

Two-Step Verification

A verification code has been sent to your phone.

Enter code

Enter the code sent to your phone

Resend verification code

CANCEL NEXT