

## Overview ● ● ●

This job aid will walk you through how to access your Partner Information Manager (PIM) application. First you must register for Exostar's Managed Access Gateway (MAG) account. Once you successfully activate your MAG account, and complete the credentialing process, you will be able to access your PIM application to edit and submit your forms to share with your Buyer Partner.

### 1 Register for a MAG Account

1. You will receive an email inviting you to access Exostar's secure access platform. Click **Accept Invitation**.
  2. Next click **Get Started** and complete the **Registration** form for your company.
  3. After you have submitted your registration, you will receive an email with an account activation link (please allow up to 24-48 hours for the approval process to complete).
- NOTE:** Since you created the registration for your company you are automatically assigned the Organization Administrator role.

### 2 Activate your MAG account

1. When you receive your account activation email, click **Activate My Account**.
2. Follow the prompts to create your password and setup security questions.
3. You will be directed to the MAG dashboard next. Under "My Applications" you will see Exostar's PIM application, click **Agree to Terms**.
4. Next review the terms and conditions, then check the "**I have read and agree**" box to accept terms and conditions.
5. You will receive a confirmation message. Next click **Go to Dashboard**, to begin using the PIM application.

### 3 Access PIM Application and Forms

1. To open the PIM Application, from your MAG dashboard, click **Launch**.
2. Navigate to the **Forms Summary** widget, then find the desired form under the **Forms** tab.
3. Click the **hyperlinked form name**. Next click **Assign User** to assign editing rights to yourself. Then click **Add**.
4. Since this is the first time someone has accessed the form, you will see a **Start** button. Click **Start** to edit the form.

**NOTE:** You may want to download a blank form first to view the questions with your team before you starting editing the form.

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## Edit Form

1. To edit the form, click the **hyperlinked form name** under the Forms tab.
2. Select the **Click to Edit** button. Review the instructions and then click the **Next** arrow to move to the next page.
3. For each Section, carefully read and answer each question, then click **Next** to move on to the next question.

**NOTE:** You can select the **Save Draft & Exit** button, if you wish to complete the form at a later

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## Submit Form

**IMPORTANT:** You **MUST** complete the form submission process in order for your Buyer Partner to view your results.

1. Make sure you provide answers for each question in every Section and continue to click the **Next** button until you reach the **Additional Details** page.
2. Next provide an **Expected Completion Date (ECD)** for any capabilities your organization has not implemented, but does plan to implement. Then click the **Next** button.
3. On the **Submission** page, enter the details of the person submitting the form.
4. Click the **Submit Response** button to submit the form and send the response to your Buyer Partner for review.
5. A confirmation message displays. Click **OK** to confirm your form submission.

**NOTE:** You will be redirected back to the Form Details page, where your form scores immediately will display.

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## Accept/Decline Form Sharing Request

1. On the PIM Supplier Dashboard, locate the **Forms Requests Widget**.
2. Each requested form has a **Share** button and a **Decline** button. Select the desired option.
3. Confirm acceptance or declination in the dialogue box.
4. Once you accept the form sharing request, you can begin form completion.

## Support ● ● ●

For additional support, please see the following pages on Exostar's self-help portal:

- [PIM Self-Help](#)
- [Supplier Information](#)
- [PIM FAQs](#)
- [Form Resources](#)
- [Customer Support](#)
- [Buyer Information](#)