LM Procure to Pay
Quick Reference Guide
For Suppliers

Creating and approving users for LM eInvoicing
Procedure

This quick reference guide displays the process for creating and approving a new user for accessing the LM eInvoicing Application.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To obtain a user account, you may either contact your company’s Organization Administrator, or go to <a href="https://portal.exostar.com/userRegistration">https://portal.exostar.com/userRegistration</a> and complete the online registration form. <strong>You need to know the Organization ID of your company to start the registration process.</strong> You can get this information from any user or administrator(s) within your organization.</td>
</tr>
<tr>
<td>2.</td>
<td>Complete all fields marked with asterisks and Click <strong>Next</strong> to continue.</td>
</tr>
</tbody>
</table>
3. Select the box next to LM eInvoicing Application and add requestor comments if needed. Click Next to continue.
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<td>4.</td>
<td>You will receive a confirmation that you request has been submitted. Your Organization Administrator will now receive the request to approve your application and continue the process to provide you with the “View Only” or “Full Access” role.</td>
</tr>
</tbody>
</table>
Dear Organization Administrators,

You have received a request to approve FIRST NAME LAST NAME’s registration for an Exostar account. To process this request:

- Login to https://portal.exostartest.com
- Click on the "Registration Requests" tab
- Click on the Request ID for this user
- Complete all required fields as instructed
- Approve/Deny the user’s request by selecting the appropriate option
- When "Deny" is selected, please provide comments

Note: These comments are sent to the user for reference.

ORGANIZATION DETAILS:
Exostar ID: 118848289
Organization Name: US TEST COMPANY 734


DO NOT reply to this email. This is an automated email and replies are not being monitored.

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<td>5.</td>
<td>The <strong>Organization Administrator</strong> will receive an email request to approve the user’s access.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
6. | Login to [https://portal.exostar.com](https://portal.exostar.com)
| - Click on the "Registration Requests" tab
| - Click on the Request_ID for this user
| - Complete all required fields as instructed
| - Approve/Deny the user's request by selecting the appropriate option
| - When "Deny" is selected, please provide comments

Note: These comments are sent to the user for reference.
Dear Application Administrators,

You have received a new user subscription request for FIRST NAME LAST NAME. To process this request:

- Login to https://portal.exostartest.com
- Click on the "Registration Requests" tab
- Click on the "Authorize" sub-tab to view the list of new requests
- Click on the Request ID for this user
- Approve/Deny the user's request by selecting the appropriate option
- When "Deny" is selected, please provide comments

Note: These comments are sent to the user for reference.

ORGANIZATION DETAILS:

Organization ID: EX0118848289
Organization Name: US TEST COMPANY 734


DO NOT reply to this email. This is an automated email and replies are not being monitored.

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<td>7.</td>
<td>After the Organization Administrator approves the user, the <strong>Application Administrator</strong> then approves access to the LM eInvoicing Application.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
8. | Login to [https://portal.exostar.com](https://portal.exostar.com)
   - Click on the "Registration Requests" tab
   - Click on the 'Authorize' sub-tab to view the list of new requests
   - Click on the Request_ID for this user
   - Assign LM eInvoicing Application Roles:
     **View Only Access**
     - Does not require a two-factor authentication (2FA) credential. Allows user to view data only.
     **Full Access**
     - Requires a two-factor authentication (2FA) credential. Allows user to create, edit and view invoices and view purchase orders.
   - Approve/Deny the user's request by selecting the appropriate option
   - When "Deny" is selected, please provide comments
   Note: These comments are sent to the user for reference.