

Register - MDA Pilot Program

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Account Registration

In order to access the Contracts Form in [Partner Information Manager \(PIM\)](#), you must have an Exostar's [Managed Access Gateway \(MAG\)](#) account, as well as a [Phone OTP without Proofing](#) credential. Regardless of the scenario listed below, you should receive an email invitation to register or email confirmation of access. Please see the different scenarios below for more information.

MAG Account, not Subscribed to PIM

This scenario assumes your organization currently has a MAG account, but is not currently subscribed to PIM. In order to complete your PIM subscription:

Step 1. Receive a confirmation email from Exostar.

NOTE: You receive a confirmation email from Exostar's system notifying you your organization was subscribed to the PIM application, as well as an email notifying you of the required credentialing.

Step 2. Obtain **Phone One Time Password (OTP) without Proofing**.

NOTE: Phone OTP without Proofing is required to access PIM and is sponsored, so you do not incur any charges. Please see the Credential Registration section of this page for more information.

Step 3. Login to MAG with your Phone OTP and on the **Home** tab, select **Open Application** next to **PIM**.

MAG Account, Subscribed to PIM

This scenario assumes your organization currently has a MAG account and is currently subscribed to PIM. In order to get access to the Contracts Form:

Step 1. Receive email confirmation.

NOTE: You will receive an email confirmation from Exostar's system that you were granted access to the Contracts Form in PIM.

Step 2. Login to MAG to access the PIM application.

Step 3. Access the **Contracts** tab to complete the form.

No MAG Account

This scenario assumes your organization does not currently have a MAG account, and are therefore not subscribed to any applications. Follow the steps below to complete registration:

Step 1. Receive email invitation from Exostar and select **Register Now** link.

NOTE: The subject line of the email is **You're Invited to Collaborate with [Company Name]**.

Step 2. Enter **Captcha code** and click **Continue**.

Step 3. Click Continue again to proceed with registration.

Step 4. Complete **Organization Profile**.

NOTE: Enter organization details. Required fields are marked with an asterisk.

Step 5. Click **Next** to create or select an **Organization Administrator**.

NOTE: The Organization Administrator is responsible for creating and managing users in your organization.

Step 6. Click **Next**.

Step 7. Enter **One Time Password**. Click **Create**.

NOTE: You are responsible for communicating the **One Time Password** to the user.

Step 8. Create or select **Application Administrator(s)**. Click **Next**.

NOTE: The Application Administrator is responsible for approving access to a specific application.

Step 9. Review registration details. Click **Submit**.

NOTE: Exostar will receive your request for approval. Account review may take up to two business days. Once the account is approved, the designated Organization and Application Administrator will receive an email with their Exostar User ID and next steps.

Credential Registration

In order to access the PIM solution, you must obtain a Phone One Time Password (OTP) without Proofing credential. The Phone OTP is sponsored for this project, so you do not incur any charges. You should receive a separate email notifying you of the required credential. To register your credential:

Step 1. If you are completing a new organization registration and need to activate credentials, click **Continue** from the **Let's Get Credentialed** page. If you have an existing MAG account, go to **My Account** and click **Manage OTP**. Click **Purchase or Register Credentials**.

Step 2. You are registering a **Sponsored Phone OTP** credential (your credential is paid for by your partner buyer organization), a license key is not required for activation. From the **Let's Get Credentialed** page, select **Get/Activate Credentials** radio button, click **Continue**.

Step 3. Click **Continue** again.

Step 4. Confirm your name information and select your country from the drop down menu. Click **Next**.

Step 5. Click the **Activate** button.

Step 6. On the **Register Your Phone** page, select **Text Capable** or **Voice Only**, **Country**, and enter your phone number. Click **Register**.

Step 7. Enter the code you receive on your phone into the **Verification** field provided on the screen. Click **Continue**.

A confirmation screen displays and you can access PIM.

Videos

Watch our easy-to-follow instructional videos to guide you through the process of registering for your MAG account, setting up access to the Partner Information Management (PIM) application, and finding and editing your form within PIM.

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