

# SecureForms New Users Credentialing

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# SecureForms New Users Credentialing

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In order to access SecureForms solution, you must purchase and register a Phone One Time Password (OTP) with Proofing credential. Please see instructions for the end-to-end credentialing process for new users below:

## Step 1. Purchase Credential

To complete a Phone OTP with Proofing purchase:

**Step 1.** Log into your MAG account.

**Step 2.** From the **My Account** tab, click **Manage OTP**, then click **Purchase or Register Credentials**.

**Step 3.** From the **Let's Get Credentialed** page, select the **Get/Activate Credentials** radio button. Click **Continue**.

**Step 4.** Click **Purchase**. Select **Lockheed Martin** from the **Partner** drop down.

**Step 5.** Select **Phone Based OTP- 1 Year with Proofing**

**NOTE:** Ensure you select the correct product based on your location: US Phone Service or Non-US Phone Service.

**Step 6.** Click **Add to Cart**. Click **Checkout**.

**Step 7.** Review your order and click **Proceed to Checkout**.

**Step 8.** Select payment method. View or update billing address. Scroll down and click **Continue**.

**NOTE:** If you purchase with a credit card, you receive the license key via email. If you select the invoice option, you must submit payment to Exostar before you receive your license key.

**Step 9.** Click **Place Order** to receive an order number.

**NOTE:** It can take up to 24 hours to receive the license key if you purchased with a credit card. Please check your junk, spam or email filters if you have not received the license key. If you have not received the license key email after 24 hours, please contact [Exostar Customer Support](#).

## Step 2. Activate License Key

To activate your Phone OTP with proofing license key:

**Step 1.** Log into your MAG account.

**Step 2.** Click the **My Account** tab, and the **Manage OTP** sub-tab.

**Step 3.** Click the **Purchase or Register Credentials**.

**Step 4.** From the **Let's Get Credentialed** page, click **Get/Activate Credentials**. Click **Continue**.

**Step 5.** Select the **I have a license key** link and enter your license key. Click **Continue**.

**Step 6.** Ensure the name in your Exostar account and legal ID match. Click **Next** to select your proofing service.

## Step 3. Complete Proofing

Exostar uses two proofing methods to verify a user's identity. If you are located in the United States, you can complete identity proofing instantly by answering Experian credit bureau-based questions, or by scheduling a live proofing via webcam. Users located outside of United States must schedule a live proofing session.

### Experian Instant Proofing

This proofing service is only available to US-based users. To complete your instant, Experian identity proofing:

**Step 1.** Select **Verify my identity online now** as the **Proofing Service**.

**Step 2.** Complete required fields to verify your identity.

**NOTE:** If the last four digits of your SSN are not verifiable, you are prompted to enter all nine digits. Your personal information is not stored or saved by Exostar.

**Step 3.** Click **Next**. If agreeing to the identity verification, click **Agree**.

**Step 4.** Answer credit history questions. Click **Submit**.

**NOTE:** If incorrect answers are provided, but the credit bureau is able to locate you with your personal information, you will receive an activation code in four business days via postal mail. The activation code is required for you to activate your credential. If the credit bureau cannot locate you, you are routed to webcam proofing.

**Step 5.** Once you successfully complete your instant proofing, you must register your credential.

## Live Webcam Proofing

International users and some US users are asked to complete Webcam Proofing. To complete the webcam proofing:

**Step 1.** Select **Verify my identity by meeting with an agent later** as the **Proofing Service**.

**Step 2.** Click **Schedule an Appointment**. Review the information and click **Continue**.

**Step 3.** Select an appointment date and time from the calendar. Click **Continue**.

**Step 4.** Enter required fields. Click **Confirm**.

**NOTE:** You will receive a confirmation email. On your scheduled appointment date, an Exostar Proofing Agent will contact you.

**Step 5.** Before your appointment, review the [Live Video Proofing Resource](#) page for assistance

**NOTE:** There is limited time to complete troubleshooting during your appointment. Failure to appear for your scheduled appointment will require you to reschedule via your Exostar MAG account.

**Step 6.** You must present valid, unexpired Government-issued photo identification, and answer a series of yes or no questions to prove your identity to an Exostar Proofing Agent over a live webcam-based proofing session.

**NOTE:** After successful completion of the webcam proofing, the proofing agent provides an activation code. This code is required to activate your credential. If you fail the webcam proofing, the proofing agent provides further instructions.

**Step 7.** Once you successfully complete your webcam proofing, you must register your credential.

## Step 4. Register Phone

In order to access the LMP2P solution, you must purchase and register a Phone One Time Password (OTP) with Proofing 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 **Phone OTP** credential. 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 SecureForms.

## Step 5. Login with Credential

To login to MAG using your credential:

**Step 1.** After logging in with your user ID and password, the Phone OTP Authentication page displays. Select **Phone** and choose your **Delivery Method** (Mobile or Landline).

**Step 2.** Click **Send**. The OTP Code expires two minutes after clicking **Send**.

**Step 3.** You receive the OTP code on your phone. Enter the **OTP Code** in the OTP Code field. Click **Submit**.

**Step 4.** You are now logged in with your Phone OTP credential. The credential strength will display Phone OTP from your MAG Home dashboard (upper, right corner).

## Other Acceptable Credentials

Raytheon also accepts the following credentials, if you already have one:

- [OTP with Identity Proofing](#)
- [FIS Medium Level of Assurance Hardware Digital Certificates](#)

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