Get Started - PIM

Process Overview

In order to access Exostar's Partner Information Manager (PIM) application, you must register you and your organization for a Managed Access Gateway (MAG) account, as well as obtain the proper credentials. At a minimum, PIM requires a Phone One Time Password (OTP) without Proofing credential. This page works under the assumption that you are new to Exostar’s MAG. Please see the general process overview below, and select the from the links to review step-by-step instructions on that part of the process:

Step 1. Register for MAG
Step 2. Complete Account Set-Up
Step 3. Complete Credential Process
Step 4. Access PIM

Step 1. Register for MAG

Exostar’s Managed Access Gateway (MAG) is a consolidated portal providing identity and access management as a cloud service for the Aerospace & Defense industries. The PIM application is available through MAG. Please select from the following drop-down options, depending on your current MAG and PIM access scenario:

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

Step 1. 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 credentialing.

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

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

Step 1. Receive email confirmation.

NOTE: You will receive an email confirmation from Exostar’s system that you were granted access to a specific form in PIM.

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

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 the Captcha code and click Continue.

Step 3. Click Continue again to proceed with registration.


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 to create or select Application Administrator(s). Click Next.

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

Step 7. Review registration details. Click Submit.

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

Step 2. Set-Up MAG account
Once you successfully complete the MAG registration process and Exostar approves your request, you receive an account set-up email prompting you to complete your login. The email is titled, Action Required: Exostar Account Activation Instructions and contains your MAG User ID. If you are an administrator, you are also prompted to accept the PIM Terms and Conditions during this process. Please remember no one is your organization can access the PIM application until terms and conditions are accepted.

Step 1. Click the activation link provided in the account set-up email.

    NOTE: If you are unable to access the link, go to https://portal.exostar.com. Click Establish Your Account.

Step 2. Enter your Password, retype it, and click Next.

Step 3. Select four security questions, provide the answers, and click Next.

Step 4. The next screen confirms account set-up and prompts you to accept PIM Terms and Conditions. Click Continue.

Step 5. Review the PIM Terms and Conditions. Select the checkbox for I have read and agree to these terms and conditions.

Step 6. Click the Agree Terms and Conditions button, then the Next arrow.

Step 7. On the confirmation screen, click Continue to move onto the credentialing process.

Step 3. Complete Credentialing Process

Once you successfully accept the PIM Terms and Conditions, during the registration process, you are prompted to set-up your credential. PIM requires, at a minimum, a Phone OTP without Proofing credential. Ensure you have your cell phone available for this part of the process. The general process is as follows:

Purchase

Step 1. On the Outstanding! Let’s Get Credentialed page, select the Get/Activate Credentials radio button. Click Continue to display Exostar’s web store.

Step 2. Choose the desired product and click Add to Cart. Ensure you leave the proofing option unchecked.

Step 3. Once you add the desired options to your cart, select the Checkout button.

Step 4. Review your Shopping Cart for accuracy and click the Proceed to Checkout button.

Step 5. On the Payment Information page, select to pay via credit card or invoice. Fill out all required information. Click Continue.

    NOTE: The invoice option requires you complete payment before receiving any product.

Step 6. On the Review and Submit Your Order page, click the Disclaimer link and review the information. Once you complete your review, select the checkbox next to I have read and acknowledged the following Disclaimer prior to purchase.

Step 7. Click Submit Order.

    NOTE: Once Exostar receives full payment, you receive your license key via email.

Activate

Once you complete your credential purchase, and receive your license key, you must activate your credential in MAG.

Step 1. From the Let’s Get Credentialed page displays. Review the information. Click Continue.

Step 2. Your list of applications and recommended credentials displays. Since you completed a purchase, click the I do not need to purchase a credential link.

Step 3. Enter the license key you received via email in the License Key field. Click Activate.

Step 4. Confirm your profile and select your country from the dropdown. Click Next.

Step 5. Click the Activate button to proceed to the registration process.

If you are coming back to the process, begin by logging into your MAG account. Navigate to the My Account tab Manage OTP sub-tab click Purchase or Register Credentials link.
Register
Once you activate your credential in MAG,

**Step 1.** On the Register Your Phone page, select Text Capable or Voice Only.

*NOTE:* This determines how you receive the one time password on your phone.

**Step 2.** Select your Country and enter your Phone Number in the field provided.

**Step 3.** Click Register to receive the one-time password to your mobile device.

**Step 4.** Enter this number in the Verification field that displays on your computer screen. Click Continue.

**Step 5.** Select I’m Done on the confirmation screen.

This ends the registration and access process. Once you complete this section, you can now access the PIM solution.

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**Step 4. Access PIM**

Once you complete the registration and credentialing process, you can access the PIM solution.

**Step 1.** Login to your MAG user account, with the required credential.

*NOTE:* You can verify your credential strength in the upper, right corner of your MAG account.

**Step 2.** Locate Partner Information Manager (PIM) from the list of applications on the Home tab.

**Step 3.** Select the Open Application link to redirect to the PIM solution.

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