

# Register - SecureForms

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# Register - SecureForms

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In order to access SecureForms, you must have an Exostar's Managed Access Gateway (MAG) account and a Phone One Time Password with Identity Proofing credential. Please contact Raytheon at [supply.chain.technology@raytheon.com](mailto:supply.chain.technology@raytheon.com) if your organization has not been invited to access SecureForms.

Only existing suppliers may access SecureForms. If you are interested in becoming a Raytheon supplier, please register at: <https://rtx.suppliergateway.com/>.

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

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

**Step 8.** 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.

For additional information on Managed Access Gateway (MAG), please click [here](#).

## MAG Account, Subscribed to SecureForms

This scenario assumes your organization currently has a MAG account and is currently subscribed to SecureForms. In order to access the solution:

**Step 1.** Receive email confirmation.

**NOTE:** You will receive an email confirmation from Exostar's system that you were granted access to SecureForms.

**Step 2.** Login to MAG to access the RSP application.

**Step 3.** Select **Open Application** next to **SecureForms**.

## MAG Account, Not Subscribed to SecureForms

This scenario assumes your organization currently has a MAG account, but is not currently subscribed to SecureForms. In order to complete your SecureForms 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 RSP application, as well as an email notifying you of the required credentialing.

**Step 2.** Obtain multi-factor authentication security credential.

**NOTE:** Please see the [Credentialing](#) page for more information.

**Step 3.** Login to MAG with your credential and on the Home tab, select **Open Application** next to SecureForms.  
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