

Get Started - PIM

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Get Started - PIM

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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 platform. 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 Setup](#)

Step 3. [Complete Credential Process](#)

Step 4. [Access PIM](#)

Step 5. [Access PIM Forms](#)

Click [here](#) to view the PIM job aid on how to get started and edit/submit forms.

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:

First time Registering for MAG? Watch our short video to learn how to register for MAG. You can also view the steps by clicking the link below the video.

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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 **Accept Invitation** link.

Step 2. Click **Get Started** to begin the Registration process.

Step 3. Fill out the registration form and verify all information is correct. Make sure to select the country your company is headquartered in.

Step 4. Then click **Next**.

Step 5. A confirmation screen will display once your registration has been submitted.

Step 6. Once Exostar receives your registration request, it may take up to 24-48 hours for the approval process to complete. After the account is approved, you will receive an email to activate your account.

NOTE: Whoever submits the registration request for your company will automatically be assigned the role of **Organization Administrator**. As an Organization Administrator you are responsible for creating and managing users in your organization. To learn more, click [here](#).

Have an existing MAG account, but are not subscribed to PIM Application. Follow the steps below.

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.

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

Step 3. Login to MAG with your Phone OTP. From your MAG Dashboard scroll to Applications section, find the **PIM** application, then click **Launch** to open.

Have a MAG Account and are subscribed to PIM Application. Follow the steps below.

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

Step 1. Login to your MAG account with your UserID and password, as well as your credentials - <https://portal.exostar.com>.

Step 2. Scroll to the Applications section, find the **PIM** product, click **Launch** button to open.

Step 2. Setup MAG account

Once you successfully complete the MAG registration process and Exostar approves your request, you receive an account activation email prompting you to complete your login. Once you receive the email with your MAG UserID, click the link to **Activate My Account**. If you are an administrator, you are also prompted to accept the PIM Terms and Conditions during this process. Please remember no one in your organization can access the PIM application until terms and conditions are accepted.

Watch the video below to learn how to complete your account setup. You can also click the link below to view the steps.

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Step 1. Once you receive your account activation email, click the **Activate My Account**.

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

Step 2. Follow the prompts to create your password and setup security questions.

Step 3. You will be directed to the MAG dashboard next. Under "My Applications" you will see Exostar's PIM application, click **Agree to Terms**.

Step 4. Next review the terms and conditions, then check the **"I have read and agree"** box to accept terms and conditions.

Step 5. You will receive a confirmation message. Next click **Go to Dashboard**, to begin using the PIM application.

Step 3. Complete Credentialing Process

Once you successfully accept the PIM Terms and Conditions, during the registration process, you are prompted to setup 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. Login to your MAG Account - <https://portal.exostar.com>. You will need to purchase 2FA credentials, from your MAG Dashboard in the My 2FA Credentials blue toolbar, select the **Get 2FA** button.

Step 2. You will be redirected to the Purchase your Exostar Subscription page, select your **Partner** company from the drop-down list.

Step 3. Next select your credential - **Phone Based One Time Password (OTP) without proofing**. Follow the steps to complete your purchase.

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

Step 4. Next click **Add to Cart**. Then select **Checkout**.

Step 5. Review your order and click **Proceed to Checkout**.

Step 6. Select payment method. View or update billing address. Scroll down and click **Continue**.

NOTE: If you purchase with a credit card, you will 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 7. 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](#).

Activate

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

Step 1. Login to your MAG Account - <https://portal.exostar.com>.

Step 2. In the My 2FA Credentials section, find the **"Have a License Key?"** and click the **Enter it here** link.

Step 3. Enter your license key and click **Submit**.

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

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

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.

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 My 2FA Credentials section.

Step 2. Locate **Partner Information Manager (PIM)** in the Applications section on your MAG Dashboard.

Step 3. Select the **Launch** button to open the PIM solution.

Next Steps



Once you have successfully activated and completed your MAG account set up, please see the following information on PIM access and management:

- PIM [Supplier information](#) and [Supplier Guide](#)
 - PIM [Buyer information](#) and [Buyer Guide](#)
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Step 5. Access PIM Forms

In the PIM Application, as a Supplier you can access and complete forms to submit to your Buyer Partner. The steps below navigate you to the forms page to begin filling out your form.

Step 1. Launch the PIM Application, from your MAG dashboard, click **Launch**.

Step 2. Navigate to the **Forms Summary** widget, then find the desired form under the **Forms** tab.

Step 3. Find the form you wish to fill out, then click the **hyperlinked form name**.

Step 4. Next click **Assign User** to assign editing rights to yourself. Then click **Add**.

Step 5. Since this is the first time someone has accessed the form, you will see a **Start** button. Click **Start** to edit the form.

NOTE: You may want to download a blank form first to view the questions with your team before you starting editing the form.

Click [here](#) to view the **PIM job aid for how to get started and edit forms**.

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