Exostar Log in & Access to VIP for non LM Users

For subcontractors and contractors
This training documentation is to provide you the following:

• **Access Process Flow from Exostar to VIP** – Slide 3

• **First Time Login Process** – Slides 4 – 9

• **How to get to the LMP2P portal, SSO Gateway and the VIP application** – Slides 10 – 17

• **Regular Login Process** – Slides 18 – 19

• **Exostar Training Information** – Slides 20 - 21
Below is the process flow of how to access the VIP system. You will first begin in Exostar; then will be directed to the LM P2P Portal; next is the SSO (Single Sign On) Gateway and finally VIP (Vendor Invoice Processor).
First Time Login Process: Before you are able to log into the Exostar application for the first time, you must receive this system-generated email. It will provide you information you need to begin the process. Please read the LOGIN INSTRUCTIONS below circled in Red. An Exostar Organization Admin role user will set up your profile and then this email will be sent to you. In addition to this email, you will receive a 2nd email from the Org Admin providing you the “One-time Password” as mentioned below.

**LOGIN INSTRUCTIONS:**

To activate your user account, go to [https://portal.exostar.com/idprov/accesslogin/ShowOtpLogin.do](https://portal.exostar.com/idprov/accesslogin/ShowOtpLogin.do) and use the following information for your initial login:

- **User ID**: altdatatentryd_0048
- **One-time Password**: chosen by Delia Russell
- **Administrator email**: delia.russell@lmco.com
- **System-Generated Password**: 2783-8855-3073-4012

HOW TO GET STARTED:
For information on getting started, training and support information, please visit the ‘Get Started’ website at: [www.myexostar.com/welcome.aspx](http://www.myexostar.com/welcome.aspx).

NEED HELP?

Sincerely,
Exostar Administrator

Please DO NOT reply to this email. This is an automated email, replies to this email are not being monitored. If you have any questions or comments, contact Exostar Customer Support.
Once you have clicked the link within the system-generated email (see slide 4), you will see this page below. Next input the required information in all 3 fields, click the “Continue” button. Note: Your two emails provide you the data needed for these fields.

Do not Copy & Paste your password, please type it in the field.
The next screen is displayed & the User ID is populated. Enter your new password twice created by you, Click the “Submit” button. **Notice Password Strength Policy requirements at bottom of screen.**
You will be presented with the Password Reset Secrets screen below. Select four unique questions from the drop-down list and enter a response for each of the questions. Then click the “Submit” button.
You will be presented with a “First logon completed” window indicating you have successfully modified your password and will be automatically redirected to the Account Management Home Page.
You are now in Exostar the “Account Management” Home page.

You should see in the middle of the screen “Lockheed Martin Procure to Pay Service – Open Applications link. Go to next slide for next steps.

Note: There can be more than one application displayed in this screen based on your access set up.
How to get to the LMP2P Portal, SSO Gateway and the VIP applications: Begin by clicking the Open Application link below.
This next window may or may not populate and may also display twice, if so, click Cancel to continue.
You have reached the LMP2P Supplier Portal page. From here you will click the “Other Systems” link, left of this screen.

Note – you should receive an email also notifying you of your access in the LMP2P SSO Gateway. See email example below.
You are now in the SSO Gateway. If you were never set up in the Suppliernet Legacy system before August 8, 2009 you will need to set up your Challenge Questions and Answers for the first time in this application, then click the “Submit Changes” button. Note: After this set up you will NOT be required to use these passwords in the SSO application.

If you don’t receive this page, please go forward. Note: If you get another page stating you don’t have access in the SSO, please contact your Organization Admin who should then be able to contact the VIP LM POC contact to give you access in this application.
Notice your Account information is updated successfully. Next click the “SSO Gateway Links”, left of screen.
You are now ready to enter the VIP application as long as the “GoTo VIP” link is displayed as below. Click the “GoTo VIP” link to continue.

If the link is not displayed, your access is not complete within SSO. Contact your Exostar Org Admin who will notify your LM VIP POC.
You are now in the VIP application. However, notice the message below in Red. If you receive this message, contact your Exostar Organization Admin who created your Exostar ID or the account creator of your SSO access. See Slide 12 for email example received from the SSO Gateway supplying the SSO account creator.

Although you may not have full VIP access, you are able to link to the VIP Internet Base Training links from within VIP – see below.

**PLEASE DO NOT CALL THE HELP DESK.**

Supplier users contact Exostar for questions 1-703-793-7800 .
Online form in Exostar at [http://www.myexostar.com/contactSupport.aspx](http://www.myexostar.com/contactSupport.aspx)
This is the VIP News & Information Home Page - The Login process to get to VIP is complete with access to applicable menu links for recording time or travel.

VIP NEWS & INFORMATION

General News & Information
News
Labor Claiming News & Information
Labor IS&S:
Miscellaneous Claiming News & Information
Miscellaneous
Supplier News & Information
No news is good news

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Regular Login Process: You will utilize this URL link below after your First Time Login access is complete just demonstrated in previous slides.

https://portal.exostar.com/idprov/portal/ShowActiveSps.do

Key in your Exostar User ID and permanent password previously created, then click the Login button.
You are once again in the Exostar “Account Management” Home page.

The same process applies from this screen as demonstrated in slides 10 – 17 to enter the LMP2P Portal, SSO Gateway and VIP applications.
Training Information: To learn more about how to utilize the Exostar application, click the “Help” menu link top right of screen.
Other Training is also available within this Exostar website below. Notice highlighted areas in Green.


Managed Access Gateway (MAG)

The Managed Access Gateway (MAG) is Exostar’s consolidated portal for registration, authentication, and account management across applications and services hosted by Exostar and those managed by external entities. External entities may include applications hosted by Exostar partners or third-party commercial applications.

Training and reference for MAG

General information related to registration and administration may be found within this section and on the right side of this page. More specific information related to registration and administration can be found within the product specific sections of this site (located to the left).

MAG objectives

MAG's objective is to consolidate organization and user registration processes along with account management across Exostar's community of customers and services.

Benefits include:

- Easing customer adoption
- Providing unified accessibility processes across Exostar and customer managed application services
- Managing a searchable repository of all organizations (Suppliers)
- Improving customer service

MAG extends the basic concept of Web Single-sign-On (SSO) to support highly sensitive applications that host proprietary or export sensitive data. Exostar’s MAG is flexible for various application profiles and supports authentication credentials of varying assurance levels (e.g., username and password, Medium Level of Assurance PKI certificates).