








General Steps to Gain Exostar Access

1. Contact the HII-NNS Exostar Administrator at Exostar@hii-nns.com with your company POC's information along with your NNS Supplier Number.
2. HII-NNS Exostar Administrator will issue an Exostar Invite
3. Purchase [Exostar USB Token and FIS certificates](#)
 - a. **IMPORTANT - Do not purchase token until you have contacted the HII-NNS Exostar Administrator**
4. Accept Invitation, Terms and Conditions, and request and approve access for FIS for yourself
5. Attend Identity proofing appointment with Exostar Trained Notary
6. Receive Token
7. Download security certificates onto token
8. Notify HII-NNS Exostar Administrator that you have downloaded certificates onto token and ready to complete the process.

							
Steps	Purchase an Exostar certificate	Test your system	Login to Exostar account	Complete In-Person Proofing	Receive Token	Download the certificate	Access Supplier Portal(s)
Check List	<ul style="list-style-type: none"> <input type="checkbox"/> Learn about the program <input type="checkbox"/> Read the Terms & Conditions <input type="checkbox"/> Verify your system is compliant <input type="checkbox"/> Purchase a 1 or 3 year certificate 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for proofing by gathering your identity documents <input type="checkbox"/> Test your system to make sure it's ready for certificate download 	<ul style="list-style-type: none"> <input type="checkbox"/> Login to Exostar (MAG account). <input type="checkbox"/> Accept T's & Cs, if applicable and instructed to do so 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive email from NNA to schedule proofing <input type="checkbox"/> Bring all required documentation to proofing appointment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Look for token from FedEx shipping <input type="checkbox"/> Once token is received, follow the instructions to install the required software 	<ul style="list-style-type: none"> <input type="checkbox"/> Log into Exostar and follow instructions to install the digital certificates onto the Token. 	<ul style="list-style-type: none"> <input type="checkbox"/> If you have access to OASIS, Northrop Grumman will contact by email for final verification <input type="checkbox"/> For all others, stay tuned for instructions for HII portal access
Password Management							
Temporary Passwords (Discard after use)			Receive Temporary Password to create Exostar account	Receive Temporary Proofing Passcode for token		We suggest re-using the Exostar password	
Permanent Passwords (Save)	Create Webstore Password		Create Exostar Password <i>(re-use for Token Password)</i>			Token Password	OASIS Password