

# Supplier Connect External User Login



NOT EXPORT CONTROLLED PER PS-2024-DR-343

# Supplier Connect Portal Log in for External Users – Instructions

- External User MUST have a valid Exostar Account with a
  - Credential Strength = Phone OTP
- Before they will be able to access site successfully!



# Exostar – External User SharePoint Access

1. LifecycleOne™ Admins alerted that account has been created for user 'X'
2. Supply Chain Admin assigns external user to Supplier list and visitor group on Supplier Connect portal.
3. Automated email is sent to user with the Name and Link to the site where access has been granted.

Here's the site <https://lifecycleone.ext.us.baesystems.com/site/test> baesystems.com shared with you.

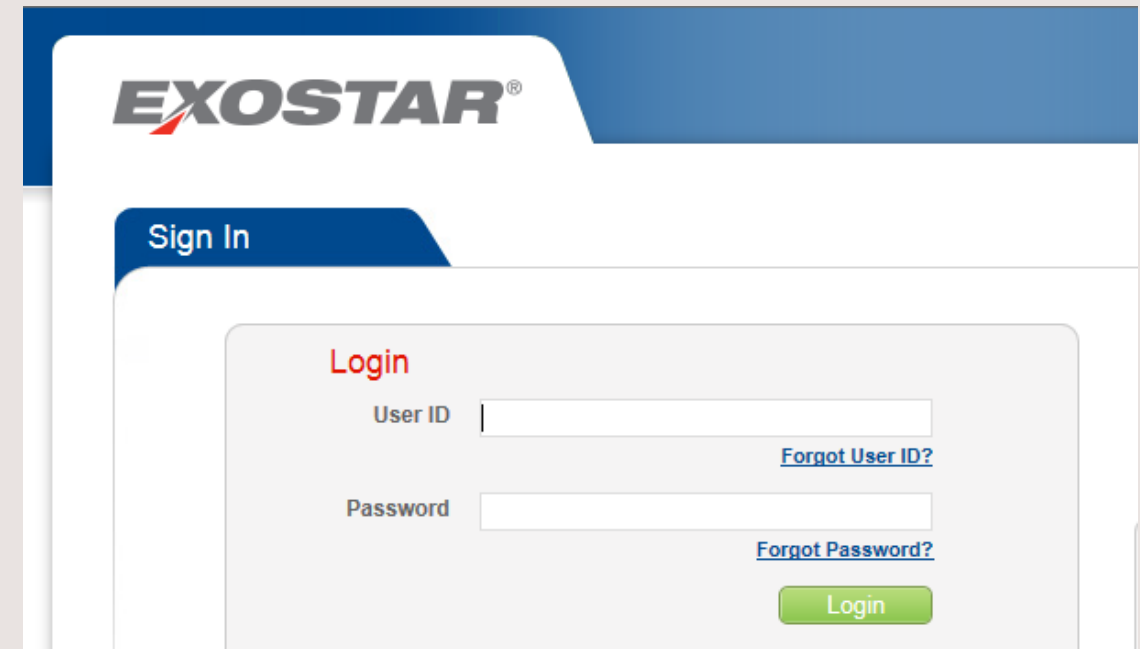
[Click to follow link](#)

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# Exostar – External User SharePoint Access

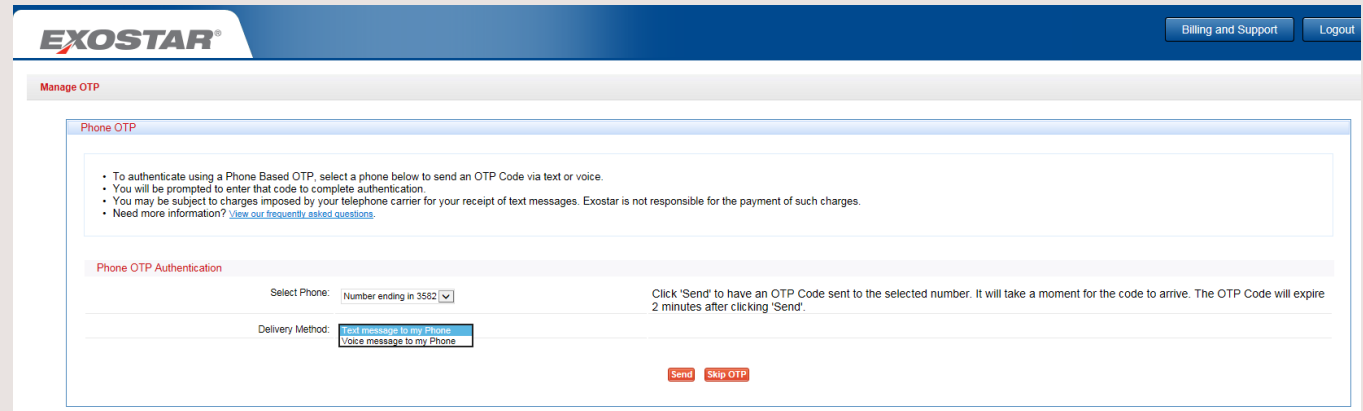
- Upon clicking on the link provided in the automated email from SharePoint (external users) will be directed to the Exostar Login page.
- Enter User ID
- Enter Password
- Click > Login



The screenshot displays the Exostar login interface. At the top, the EXOSTAR logo is visible. Below it, a blue tab labeled "Sign In" is present. The main content area is titled "Login" in red. It contains two input fields: "User ID" and "Password". To the right of the "User ID" field is a blue link labeled "Forgot User ID?". To the right of the "Password" field is a blue link labeled "Forgot Password?". At the bottom right of the form is a green "Login" button.

# Exostar – External User SharePoint Access

- User is directed to Manage OTP (One Time Password) page
- Select Phone to receive OTP
- Select Deliver Method to receive OTP
- Click > Send



# Exostar – External User SharePoint Access

- OTP (One Time Password) Authentication
- OTP Code entry box now displays
- OTP will be delivered via method and to phone selected
- Enter OPT Code (note: code only valid for two minutes or use must select 'Resend' to have another code generated
- Click > Submit
- Upon clicking 'Submit' user will be redirected to the site the user is attempting to access.

The screenshot shows the Exostar 'Manage OTP' page. At the top, there is a blue header with the 'EXOSTAR' logo and 'Billing and Support' and 'Logout' buttons. Below the header, the page title is 'Manage OTP'. The main content area is titled 'Phone OTP' and contains the following text:

- To authenticate using a Phone Based OTP, select a phone below to send an OTP Code via text or voice.
- You will be prompted to enter that code to complete authentication.
- You may be subject to charges imposed by your telephone carrier for your receipt of text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions](#).

Below this text is the 'Phone OTP Authentication' form. It includes:

- A 'Select Phone:' dropdown menu with 'Number ending in 3582' selected.
- A 'Delivery Method:' dropdown menu with 'Text message to my Phone' selected.
- An 'OTP Code:' input field with 'xxxxxxxx' and a small 'x' icon.
- A 'Resend' button and a 'Skip OTP' button.
- Instructions: 'Didn't receive your code? Click 'Resend' to get a new one. It will take a moment for the code to arrive.'
- Instructions: 'Enter the OTP Code that was sent to the phone number you selected. Each OTP Code expires 2 minutes after clicking 'Resend Code'.'