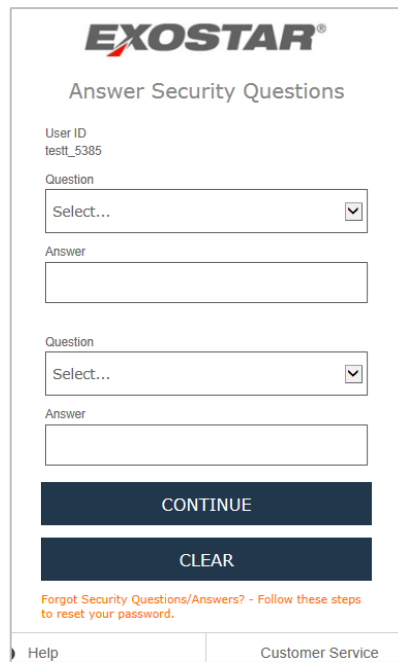


Register your Phone

Site Users who have already registered in SIP can use the instructions below to setup or manage their phone for One Time Password (OTP). OTP provides additional security and simplifies the process of resetting a forgotten password. Site Users who have already registered in SIP need to log on to Exostar.

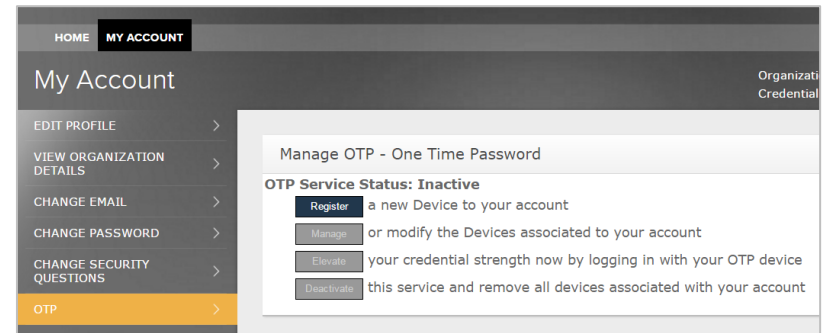
Access Exostar Account

1. To log on to Exostar, click the URL <https://secureaccess.exostar.com>.
2. On the **One Account, Secure Access** page, in the **User ID/Email ID** box, enter your User ID or email.
3. In the **Password** box, enter the password, and then click **LOGIN**.
4. If you are prompted to answer Security/Challenge questions, select a question in each of the Question drop-down lists, type the answer for each in the corresponding box, and then click **CONTINUE**.



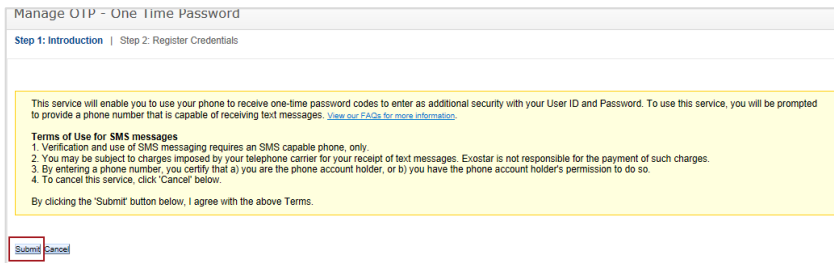
Manage OTP – One Time Password

1. On the **My Account** page, in the left navigation pane, click **OTP**.
2. In the **Manage OTP – One Time Password** section, click **Register** to register a new device to your account.



Register your Phone

1. On the **Manage OTP – One-time Password** page, in the **Step 1: Introduction** tab, review all Terms and Policies for receiving text messages to your registered phone.
2. Click **Submit**.



Manage OTP - One Time Password

Step 1: Introduction | Step 2: Register Credentials

This service will enable you to use your phone to receive one-time password codes to enter as additional security with your User ID and Password. To use this service, you will be prompted to provide a phone number that is capable of receiving text messages. [View our FAQs for more information.](#)

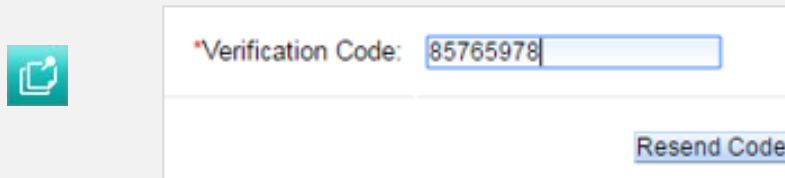
Terms of Use for SMS messages

1. Verification and use of SMS messaging requires an SMS capable phone, only.
2. You may be subject to charges imposed by your telephone carrier for your receipt of text messages. Evostar is not responsible for the payment of such charges.
3. By entering a phone number, you certify that a) you are the phone account holder, or b) you have the phone account holder's permission to do so.
4. To cancel this service, click "Cancel" below.

By clicking the "Submit" button below, I agree with the above Terms.

3. In the **Verification Code** box, type the OTP code received on your phone.
4. Click **Submit**.

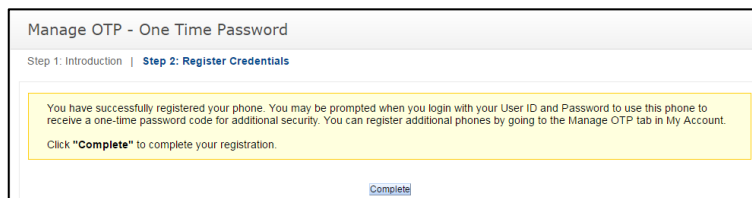
*The OTP code expires within two minutes. To regenerate the code click **Resend Code**.*



*Verification Code:

*In the **Verification Code** box, type the OTP code and click **Submit**.*

5. Click **Complete**.



Manage OTP - One Time Password

Step 1: Introduction | **Step 2: Register Credentials**

You have successfully registered your phone. You may be prompted when you login with your User ID and Password to use this phone to receive a one-time password code for additional security. You can register additional phones by going to the Manage OTP tab in My Account.

Click "**Complete**" to complete your registration.

6. Click **OK**.

Register Credentials

1. In the **Step 2: Register Credentials** tab, under **Register your Phone** section, select or enter the required details.



Register your phone ?

* Delivery Method:

* Select Country:

*Phone Number:

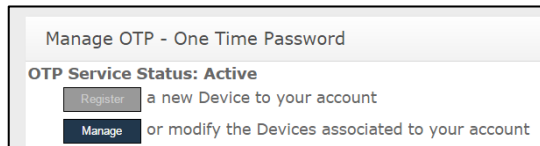
*Confirm Phone Number:

2. In the **Delivery Method** drop-down list, select the delivery method for receiving the OTP.
3. In the **Select Country** drop-down-list, select your country.
4. In the **Phone Number** box, type your phone Number.
5. In the **Confirm Phone Number** box, type your phone number again.
6. Click **Send Code**. A verification code is sent to your registered phone.

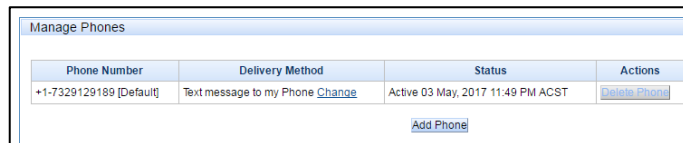
Manage Phone Number

The following steps can be used to add or remove phone numbers, change delivery methods, or revoke the OTP feature altogether.

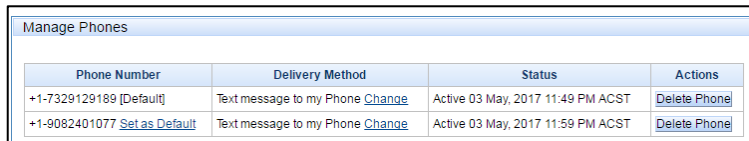
1. On the **Manage OTP – One-time Password** page, click **Manage**.



2. Under the **Manage Phones** section, click **Add Phone**.



3. To set the default phone number, in the **Manage Phones** section, in the **Phone Number** column, click **Set as Default** next to the phone number.



4. To delete a phone number, in the **Manage Phones** section, in the **Actions** column, click **Delete Phone**.
5. To revoke the OTP feature, click **Revoke**. After you revoke the OTP feature, you cannot use the phone to reset your password and will need to register again for availing this service.

