

# Exostar License Bulk Purchasing Process

In the cases where a company has more than one SAIC partner that will need ID Proofing (IDP) or U.S. Person Verification Plus (USPV+), and the licenses cost will be covered by the company, these licenses can be purchased in bulk and distributed to the SAIC partners as applicable.

Please follow the instructions below.

**Important Note:** When purchasing the licenses, confirm the type of license needed (i.e., IDP or USPV+) and be aware that Exostar licenses are valid for 90 days from the date of purchase. To avoid expiration of licenses, licenses should only be purchased when the user will be going through IDP or USPV+ shortly after the purchase.

## Links to the Exostar Web Store:

For ID Proofing licenses, go to: <https://www4.exostar.com/saicidproof>.

For U.S. Person Verification Plus licenses, go to: <https://www4.exostar.com/saicUSCV>

## Purchasing Licenses in Bulk:

The process is similar for both types of licenses.

**Step 1:** Go to the appropriate link depending on the type of license. Once on the page, for USPV+, you will need to select the country from the drop down list. Next, click “Add to Cart”.

### Exostar U.S. Citizenship Eligibility Verification Service for SAIC

To begin U.S. Person Citizenship Verification, you must purchase and activate a license key. Once this license key has been activated, you will work with a notary to complete identity proofing.  
The U.S. Citizenship Eligibility Verification license key is valid for 90 days from the date of purchase. Within that time frame, you must activate your license key and complete your proofing appointment.  
Once you complete the purchase, an email containing the license key, instructions on how to activate the license and next steps will be sent to the email address you have registered with SAIC.

Below, please select the **country** where you will be proofed, then click **Add to Cart**.

- > An additional country surcharge will be added to your cart prior to check out if you are proofed outside of the continental United States.
- > If you wish to buy more than one proofing appointment, you may adjust the quantity in your shopping cart on the next page.
- > Your license key will be provided when payment is received in full. If you choose to invoice your purchase, your license key will be provided once the invoice has been paid.

### U.S. Citizenship Eligibility Verification

The Citizenship Proofing license key is valid for 90 days from the date of purchase for activation and completion of your proofing appointment. For proofing purchases outside of the Continental United States, there will be an additional Country surcharge that will be added to your cart prior to check out. If you wish to buy more than one proofing appointment, you may adjust quantities in the cart on the next page.

Price: \$180.00


Country:

**IMPORTANT PURCHASING INFORMATION:**

- > **Legal First and Last Names:**  
You must use your legal first name, last name and suffix (if applicable) that are displayed on your identity documents such as birth certificate or passport. Discrepancies to legal first, middle, last names, suffix, document expiration date, etc. discovered during the proofing appointment will result in having to buy a subsequent Identity Proofing Service.
- > **Final Payment:**  
If you selected the Invoice method, you must make full payment on your Purchase Order prior to receiving your license key to register for your proofing appointment.
- > **Incorrect Documentation:**  
You must bring all required documents to your proofing appointment. Failure to present all the proper documents will result in having to purchase a subsequent Identity Proofing Service.
- > **Failure to Appear:**  
Please be advised that 1 business day notification is required to re-schedule any proofing appointment. If a notification is not received or you fail to appear for your proofing appointment, you will be required to purchase a subsequent Identity Proofing Service to complete identity proofing with Exostar.

**Purchasing Help**  
Please click [here](#) for the Product Home Page.  
Please click [here](#) to review frequently asked questions.

Need assistance with a purchase or with a renewal, or have a question, [click here](#) for support information.



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Step 2: You will be directed to the “Shopping Cart” page. First update the “Quantity” field with the appropriate number of licenses. Second, click on “Update Total”.

The items listed below are currently in your shopping cart. If you are finished shopping, please click the **Proceed to Checkout** button. If you want to continue shopping, please click the **Continue Shopping** button.

Item	Qty	Description	Options	Rate	Amount	Remove
U.S. Citizenship Eligibility Verification	1	The Citizenship Proofing license key is <b>valid for 90 days</b> from the date of purchase for activation and completion of your proofing appointment. For proofing purchases outside of the Continental United States, there will be an additional Country surcharge that will be added to your cart prior to check out. If you wish to buy more than one proofing appointment, you may adjust quantities in the cart on the next page.	Proofing Country: US	\$180.00	\$180.00	⊗
					<b>Subtotal</b>	\$180.00
					<b>Tax</b>	\$0.00
					<b>Shipping</b>	\$0.00
					<b>Total</b>	<b>\$180.00</b>

Coupon Code   Prepaid Voucher

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Next, if you want to purchase another type of license, you can select it from the “Exostar Products” menu at the top. Once you add all the appropriate licenses, click on “Proceed to Checkout” and go to the next step.

The items listed below are currently in your shopping cart. If you are finished shopping, please click the **Continue Shopping** button.

Item	Qty	Description	Options	Rate	Amount	Remove
U.S. Citizenship Eligibility Verification	1	The Citizenship Proofing license key is <b>valid for 90 days</b> from the date of purchase for activation and completion of your proofing appointment. For proofing purchases outside of the Continental United States, there will be an additional Country surcharge that will be added to your cart prior to check out. If you wish to buy more than one proofing appointment, you may adjust quantities in the cart on the next page.	Proofing Country: US	\$180.00	\$180.00	⊗
					<b>Subtotal</b>	\$180.00
					<b>Tax</b>	\$0.00
					<b>Shipping</b>	\$0.00
					<b>Total</b>	<b>\$180.00</b>

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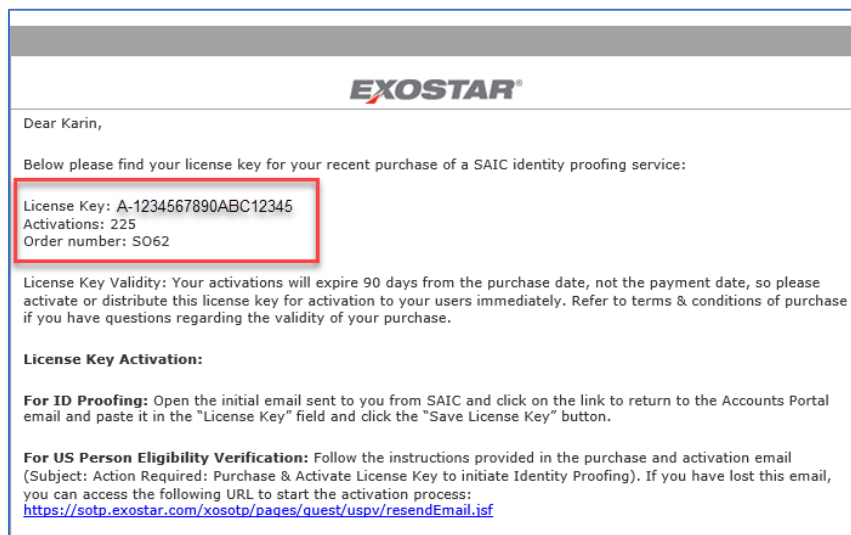
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Step 3: If this is your first time making a purchase on the Exostar web store, you will need to create an account. Click the “Continue” button on the top section “New Exostar Web Store Customer”.

The screenshot shows the Exostar web store checkout process. The page has a red header with the Exostar logo and navigation links: Welcome, Exostar Products, Shopping Cart, My Account, Contact Support, and Customer Login. On the left, a vertical list of steps is shown: Checkout, Address Information, Shipping Method, Payment Information, and Review and Submit Order. The main content area is divided into two sections. The first section, 'New Exostar Web Store Customer', contains the text 'I have not set up an Exostar web store account previously.' and a 'Continue' button. A red arrow points to this 'Continue' button. The second section, 'Returning Exostar Web Store Customer', contains input fields for 'Email Address' and 'Web Store Password', a 'Continue' button, and a link: 'Click here if you've forgotten your password. If you have a MAG account, click here instead.' Another red arrow points to the 'Continue' button in this section. At the bottom, there is a copyright notice, links for Privacy Policy and Terms of Access, and a 'need help?' button.

**Step 4:** You will be directed to the “Exostar Web Store Company Registration” page. Fill in the required fields, click on continue and follow the prompts to create the account and submit payment information. The Exostar Web Store accepts Credit Cards or Invoices, if you select Invoices, the order will not be filled until the invoice is paid in full.

**Step 5:** Once you submit the payment, you will receive an email that contains the License Key, the number of Activations included with that license key and the Order Number.



**Step 6: This license key should be distributed to the non-employee partners the company wishes to have ID Proofed. Be aware that anyone can use this license, so distribute it carefully and, if applicable, stress to your employees not to share the license unless you have authorized them to do so.**

Once the non-employee partner has a license, they will open the “Invitation” email received by SAIC, click on the “Click Here” link and, once in the Accounts Portal, they will enter the license key in the “License Key” field, click on the “Save License Key” and follow into the next section to continue with the process.

The screenshot displays the 'ACCOUNTS PORTAL' interface. At the top, it says 'Welcome to the SAIC Accounts Portal'. A pink notice bar indicates a timeout of 29d 23h 11m 46s. Below this, a section titled 'Account Activation and Identity Proofing Instructions' provides a list of steps: 1. If a license key has not been assigned, then you will need to purchase one; 2. Confirm your contact information; 3. Start or Resume a Proofing Request. A '+ License Information' section contains a light blue box with instructions: 'If you have not been provided with a license key, click on the \$ Purchase Exostar License button below. After entering the License Key, click Save License Key'. Below this, there is a green 'Purchase Exostar License' button, a 'License Key' input field with a red arrow pointing to it, and a blue 'Save License Key' button with a red arrow pointing to it.

### Need Help?

Quick Reference Cards (QRCs) and Videos with instructions on how to complete the ID Proofing or U.S. Person Verification Plus can be found on the SAIC Partner Page at: <https://partner.saic.com>

For assistance please contact the SAIC Non-Employee Partner Line at 844-788-2121 (Monday-Friday, 7am to 7pm ET).