

Non-Employee Identity Proofing (IDP) Using Webcam Proofing Instructions for New Non-Employees

Contents

Section I: Overview.....	1
Section II: Non-Employee: Identity Proofing (IDP).....	1
Section III: Accepted Documentation for Webcam Proofing	5
Section IV: Where to go for help	6

Section I: Overview

The Webcam proofing process is being offered because your identity has not been able to be confirmed thru Knowledge Based Authentication and/or thru the US Postal Service options.

The purpose of this document is to detail the Identity Proofing (IDP) process using Webcam Proofing with Exostar for new Non-Employee accounts. SAIC requires a user to complete IDP in order to get provisioned with an account to access SAIC systems.

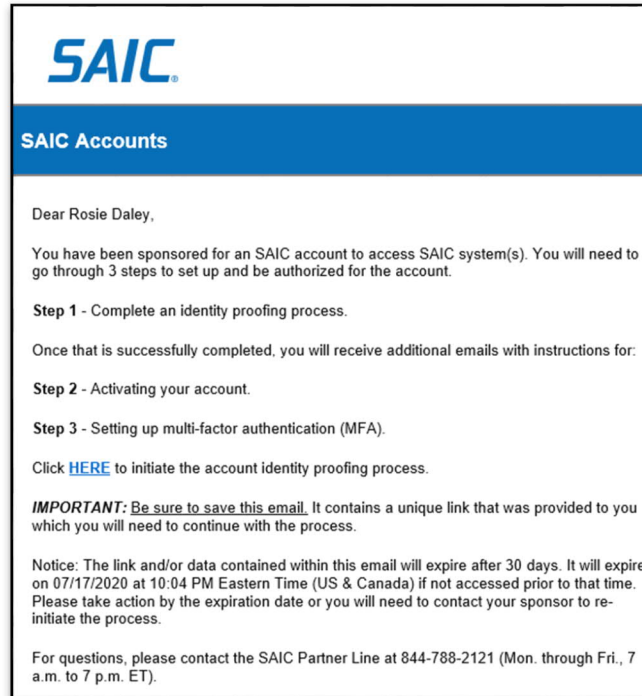
An SAIC sponsor must submit or approve an account request for a non-employee to initiate the process.

IMPORTANT: Once you complete the process described in this document, you will be provisioned with an account and will receive instructions (via email) on how to activate the account.

Section II: Non-Employee: Identity Proofing (IDP)

Users will need to complete the IDP process in order to access SAIC systems. See below process for step by step directions.

- NOTE: You should have received an email invitation from cornerstone-notify@saic.com containing a click "HERE" link to access the Non-Employee Account Management System.
IMPORTANT: Do not delete this email as it contains a unique link that was assigned to you. You will need to come back to this email and click that link during the process, to be able to access the provisioning system.



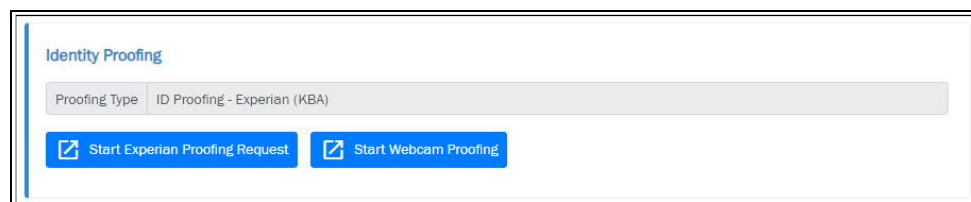
Sample Email shown above

- Step 1: Webcam proofing scheduler system. Follow the prompts to schedule a Webcam proofing session with an agent.

Scheduling a Webcam Proofing Session

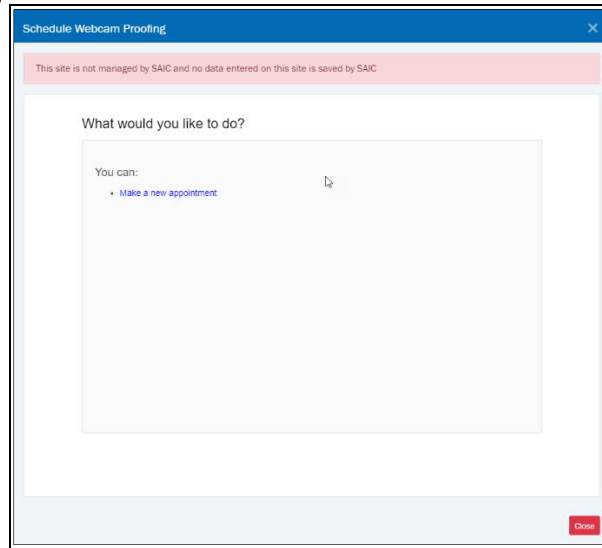
Note: the Webcam proofing session is offered if you did not pass the Knowledge Based Questions or do not have a valid address to mail the confirmation code. If you passed the Knowledge Based Questions or received a confirmation code via USPS, then you do not need to complete Webcam Proofing.

On the Account Portal Page, Click *Start Webcam Proofing* button

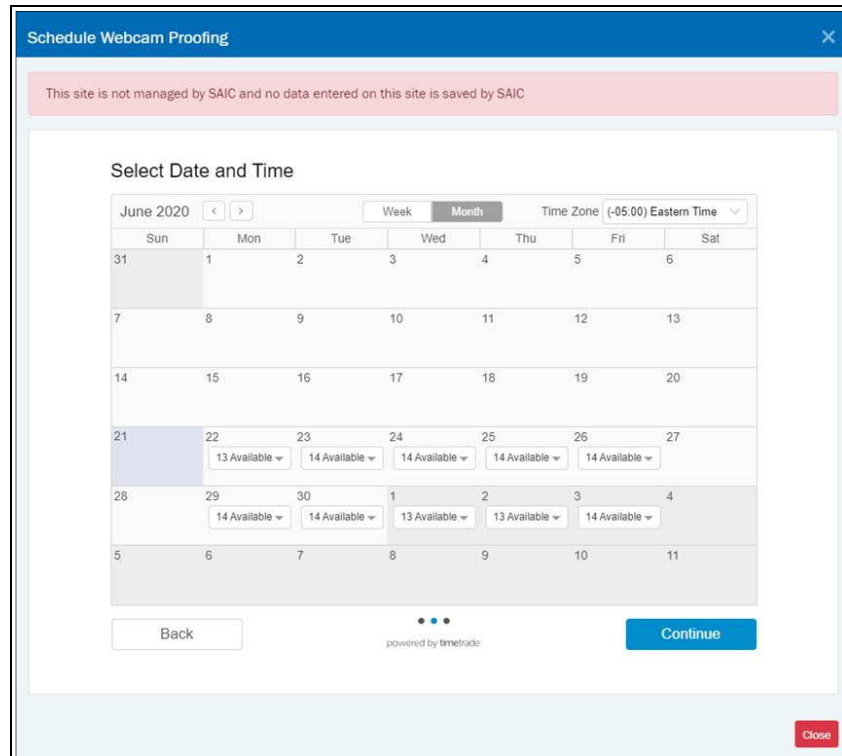


Please read any instructions that appear and proceed.

Click *Make a new appointment*



Select a Date and Time from the Calendar then click *Continue*



Complete Contact Information for the Proofing Appointment, then click *Confirm*

A screen will appear confirmation your appointment with the appropriate details

- You will also receive an email confirmation of your scheduled appointment.
- Attend your scheduled appointment
- At the end of the Webcam Proofing Session, you will be given an eight digit confirmation code. **WRITE DOWN THIS CODE – YOU WILL NOT RECEIVE THIS VIA ANY OTHER**

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METHOD INCLUDING EMAIL. YOU WILL NEED IT TO COMPLETE YOUR ACCOUNT ACTIVATION.

- Once you receive the confirmation code from the proofing agent, access the accounts systems -- refer to the email originally received (info/example on page 1 / 2 above) and click on the link contained in that email. Once back in the system, click the resume proofing event button. Enter the confirmation code.
 - Success! Your ID Proofing is now complete and you will receive an email with instructions on how to activate your account. Your sponsor will also be notified.

Section III: Accepted Documentation for Webcam Proofing

The following documents are approved to be presented during the Webcam Proofing session:

A valid and unexpired government photo ID is required. For non-US nationals, you must provide a valid and unexpired photo ID that is recognized and accepted by the US Federal Government.

Section IV: Where to go for help

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