

Current suppliers must annually self-certify their Socio-Economic status in Exostar as well as verify their profile information is accurate and complete by following the steps below.

Login to your Exostar MAG account at: <https://portal.exostar.com> and follow the steps below.

For screenshots, refer to the link:

<http://www.myexostar.com/WorkArea/showcontent.aspx?id=1330>

1. Access the Organization Details sub-tab under My Account tab. Click on 'View in Trading Partner Management (TPM)' to access the organization profile. Review the address information on the Organization Summary screen. Changes must be done at the following link on the Dun & Bradstreet website: <https://eupdate.dnb.com/>.
2. Click on Business Description on the left-hand navigation. On the Business Description screen, update the Federal Tax Identification Number (TIN) or Social Security Number (SSN) information, if required. Scroll to the bottom and click on Save.
3. Click on Self-Certification on the left-hand navigation. All Self-Certifications must be either Yes or No, or Small or Large in the case of Small Business. On the Self-Certification screen, update your Self-Certification for Small Business, Small Disadvantaged Business, Woman Owned Small Business, HUBZone, Veteran Owned, and Service Disabled Veteran Owned. Scroll to the bottom and click on 'Certify Size & Status'. Clicking on the 'Certify Size and Status' button will save your selections and certify them for another year.
4. Click on the Contacts section on the left-hand navigation. Update outdated contact information. Scroll to the bottom and click on Save. Click on the Close link.

NEED HELP?

Contact Exostar Customer Service:

<http://www.myexostar.com/contactSupport.aspx>