1. **Click on the following link to navigate to STAR: <https://star.web.boeing.com/star/index.jsp>**
2. **Under the STAR Site – select CRIBMASTER APPLICATION SUITE**
3. **Select INITIATE REQUEST FOR YOURSELF or OTHERS**
4. **Enter employee BEMS > select NEXT**
5. **Verify employee name is correct > select NEXT**
6. **Verify approving manager name and BEMS are correct > select NEXT**
7. **From the STAR Forms List, select**
8. **EVERETT CRIBMASTER   > NEXT**
9. **Follow the instructions below AS SHOWN**

|  |  |
| --- | --- |
| **Option:** | Check box: NEW ACCOUNT |
| **Primary Crib(s):** | (2)  Enter:  800 |
| ***CribMaster Primary Security Access Classes:*** | *(3a)  (leave these fields empty)* |
| **CribMaster Secondary Security Access Classes:** | (3b)  View Only w/ Additional Rpt Access |
| **COMMENTS: Reason for Request** | Enter Reason for Request |