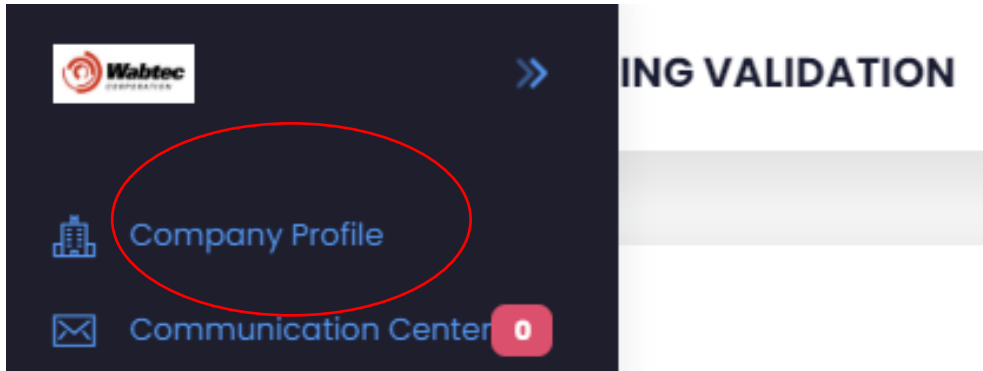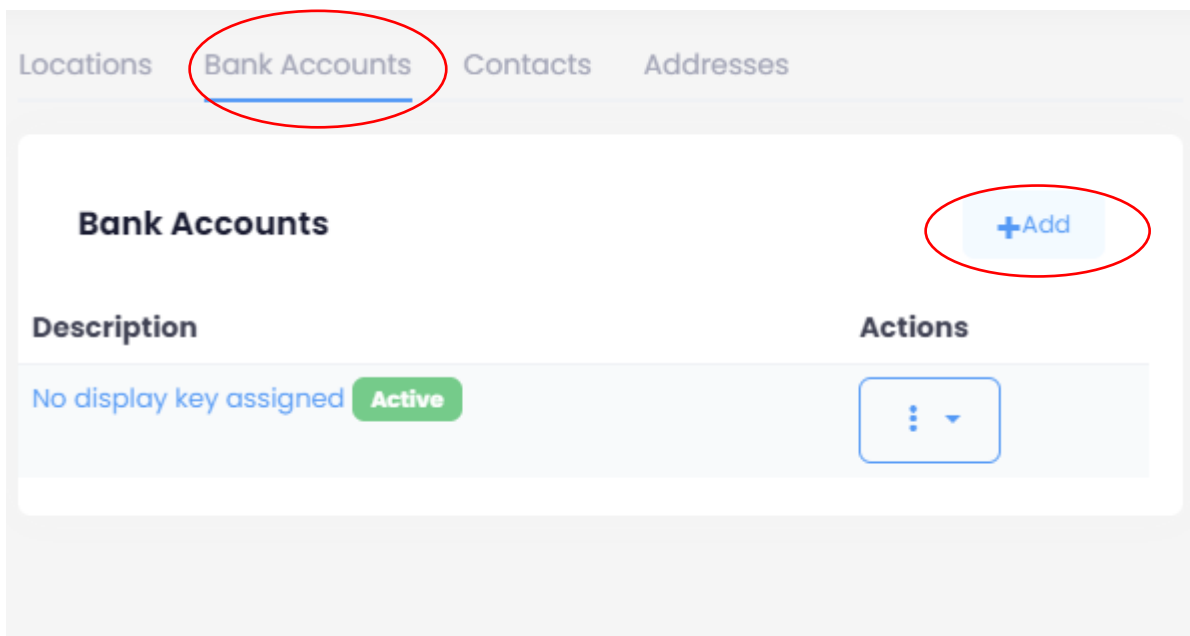**Supplier Side Add A Bank Account Job Aid:**

Step 1: Log into the HICX platform using your Okta Credentials

Step 2: From the HICX Dashboard, select "company profile" from the task board on the left side

Step 3: Once it loads click "Bank Accounts" and then "+ Add"

Step 4: Fill out all the required information with the red *

Step 5: Once the information has been saved your new bank account has been created

Step 6: To double check click bank accounts again and after a few seconds the new contact will appear