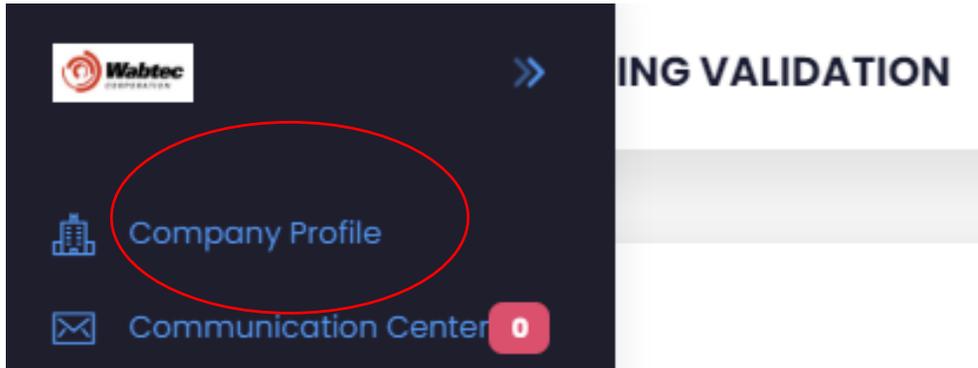


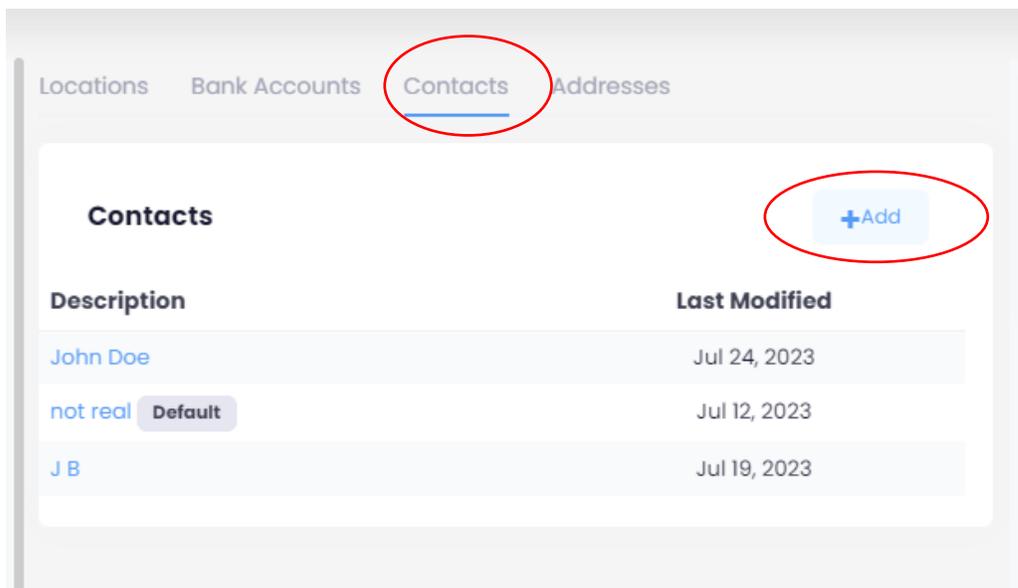
## Supplier Side Add A Contact Job Aid:

*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 “contacts” and then “+add”



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

*Step 5:* Once the information has been saved your new contact has been created

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