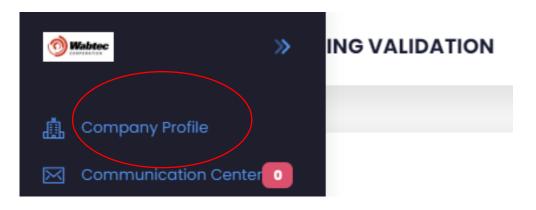
Supplier Side Add A Contact Job Aid:

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"

Locations Bank Accounts Contacts Addresses	
Contacts	+Add
Description	Last Modified
John Doe	Jul 24, 2023
not real Default	Jul 12, 2023
JB	Jul 19, 2023

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

