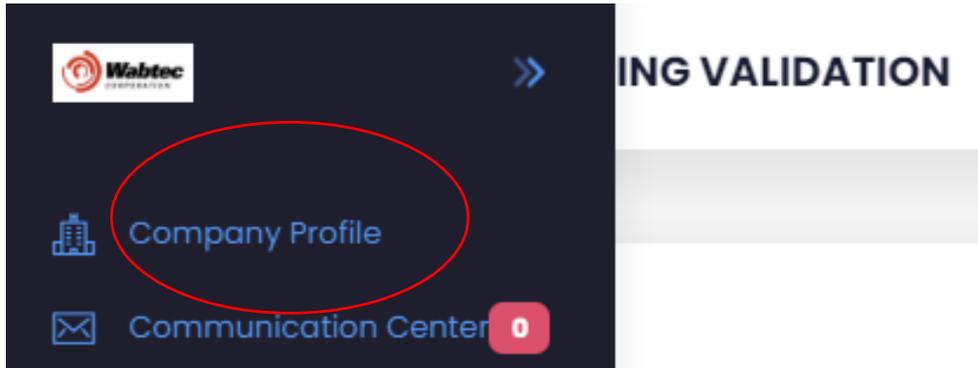


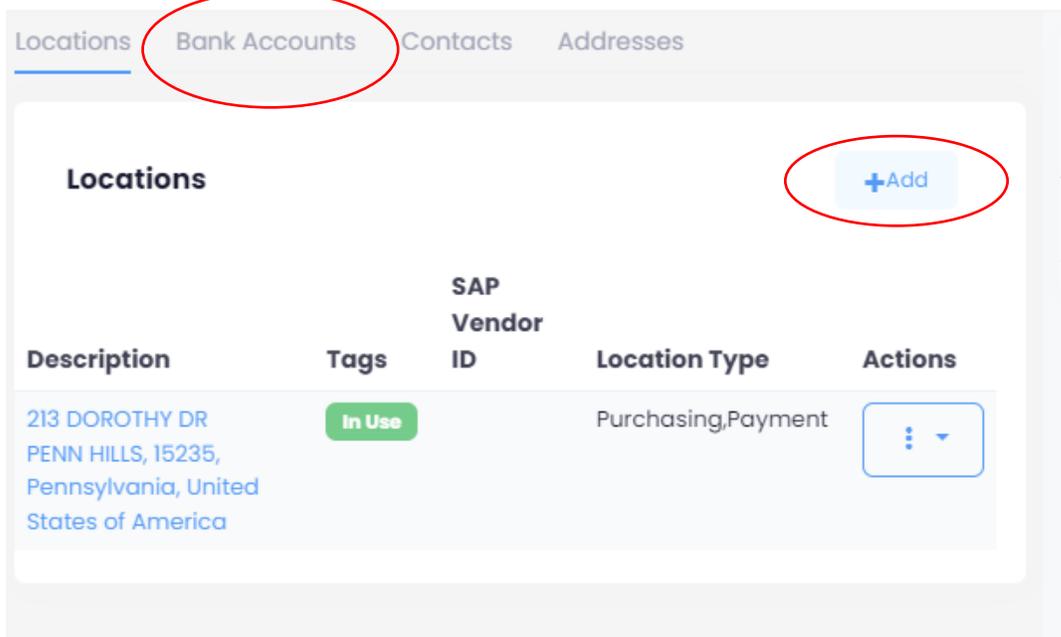
Add a Location Job Aid:

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 “Locations” and then “+ Add”



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

Step 5: Click save

Step 6: Once the information has been saved your new location account has been created