## 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"

Locations Ba	ink Accounts	Contacts	Addresses	
Locations	i		(	+Add
Description	Tags	SAP Vendor ID	Location Type	Actions
213 DOROTHY DR PENN HILLS, 1523 Pennsylvania, Ur States of Americ	5, nited		Purchasing,Payme	ent 🛛 : 👻

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

