Supplier Side Update 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: To update the contact information click the blue name of the contact you want to edit then select "edit"

Locations Bank Accounts Con	tacts Addresses	Edit Set Default Back
Contacts	+Add	Contact Details
Description	Last Modified	Contact Type
John Doe	Jul 24, 2023	First Name
not real Default	Jul 12, 2023	Louble and the second
JB	Jul 19, 2023	Last Name
		Email
		Talanhana

Step 4: Fill out all the required information with the red * Step 5: Once the information has been saved your contact information is updated

