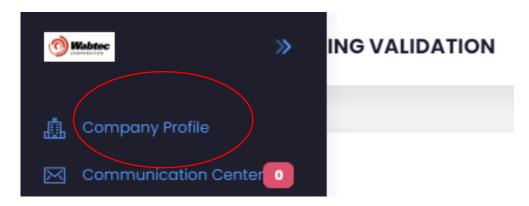
Supplier Side Update A Bank Account Job Aid:

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 "Bank Accounts" and then the three dots under "action" and click update

Locations	Bank Accounts	Contacts	Addresses
Bank	Accounts		+Add
Description			Actions
No display key assigned Active		3	(: -
			Update

Step 4: Fill out all the required information with the red * Step 5: Once the information has been saved your bank account information will be updated.

