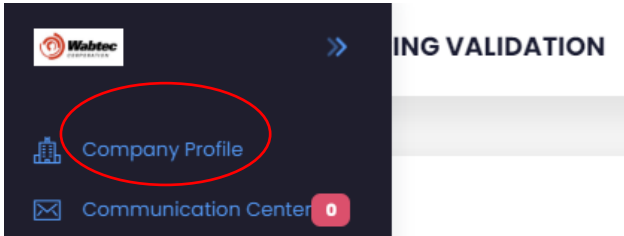


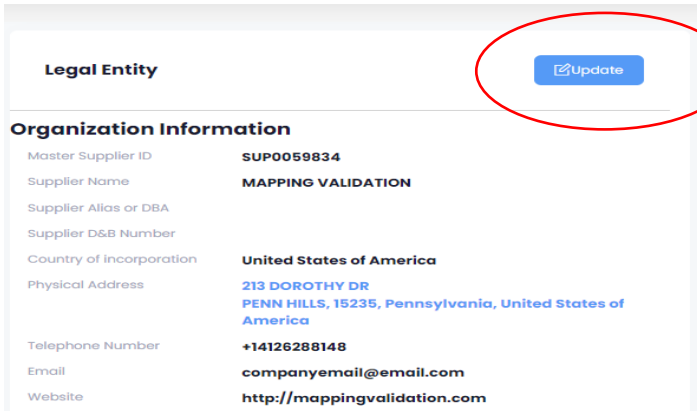
Supplier Side Add A Tax Document Job Aid:

Step 1: Log into the HICX platform using your Okta Credentials

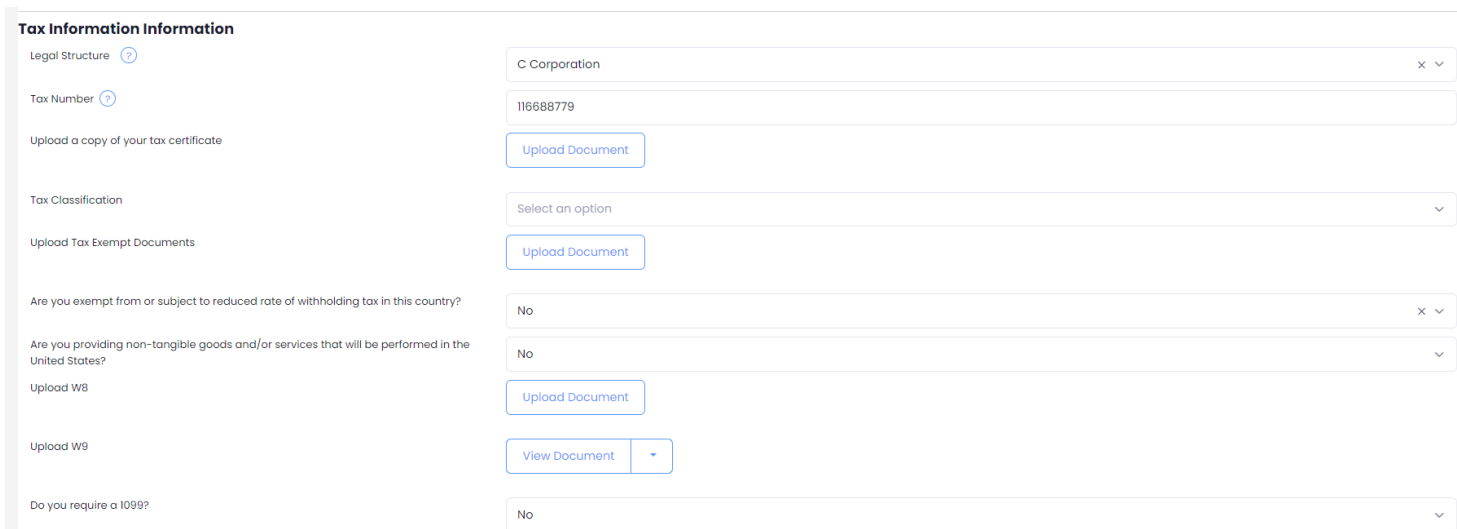
Step 2: From the HICX Dashboard, select “company profile” from the task board on the left side



Step 3: Right next to “Legal Entity” click “Update”



Step 4: Under “Tax Information” you can fill out and upload your tax information

A screenshot of the 'Tax Information' form. The form is titled 'Tax Information Information' and contains several fields and buttons. The fields include: 'Legal Structure' (C Corporation), 'Tax Number' (116688779), 'Upload a copy of your tax certificate' (Upload Document button), 'Tax Classification' (Select an option dropdown), 'Upload Tax Exempt Documents' (Upload Document button), 'Are you exempt from or subject to reduced rate of withholding tax in this country?' (No dropdown), 'Are you providing non-tangible goods and/or services that will be performed in the United States?' (No dropdown), 'Upload W8' (Upload Document button), 'Upload W9' (View Document dropdown), and 'Do you require a 1099?' (No dropdown).

Step 5: Once done scroll to the bottom and click “Submit”