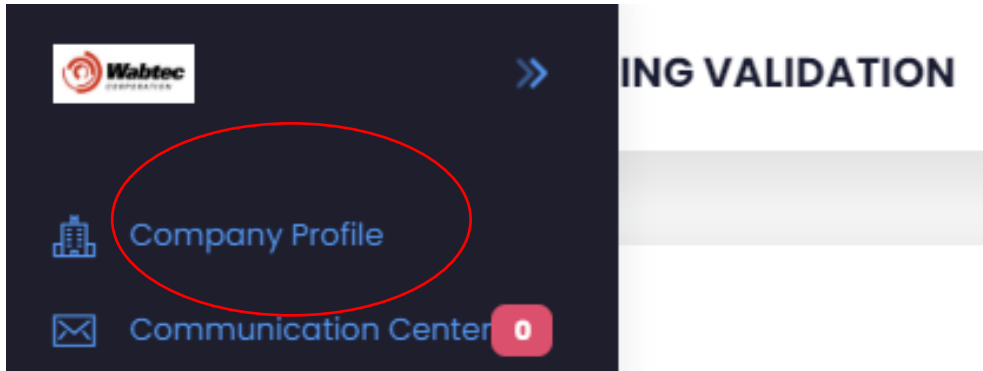


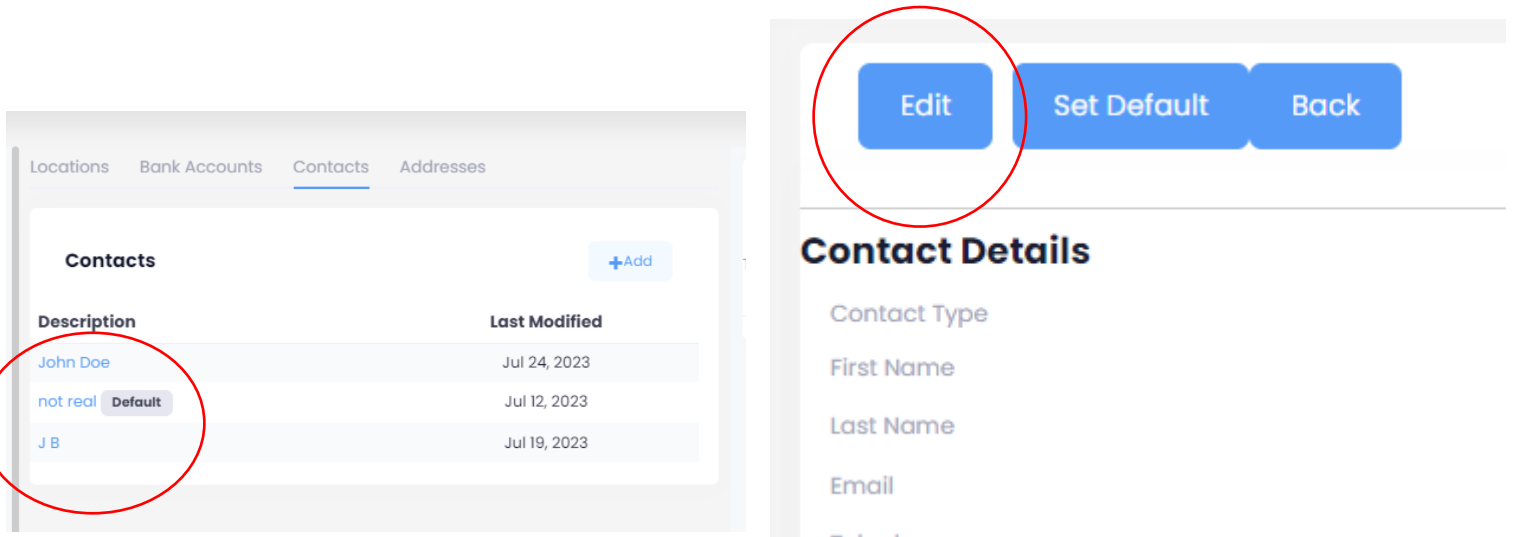
## Supplier Side Update A Contact Job Aid:

*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”



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

*Step 5:* Once the information has been saved your contact information is updated