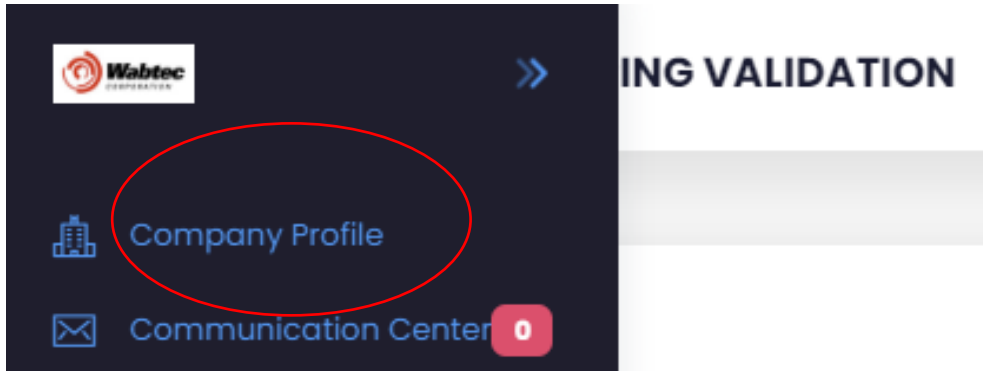


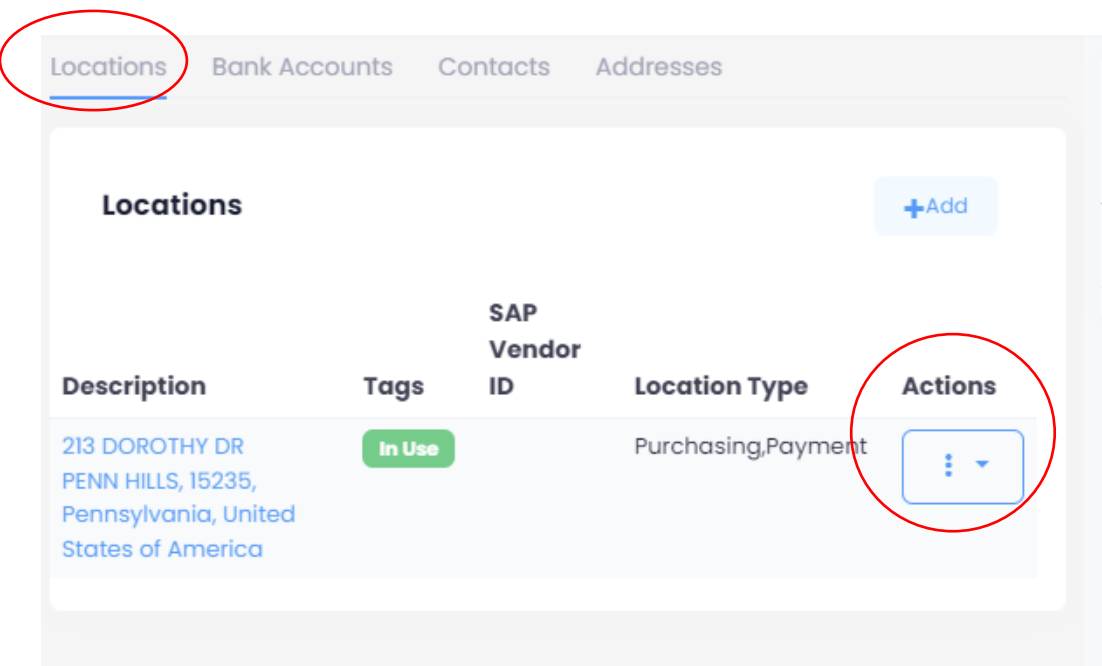
## Update Location or Mark as Not Used Job Aid:

*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 the three dots under “Actions”



*Step 4:* **To update** the information click “update” Fill out all the required information with the red \* then click “save”

*Step 5:* **To mark out-of-use** click “mark out-of-use” after clicking the three dots