## 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"

Locations Bank Acco	ounts Co	ontacts	Addresses	
Locations				+Add
Description	Tags	SAP Vendor ID	Location Type	Actions
213 DOROTHY DR PENN HILLS, 15235, Pennsylvania, United States of America	in Use		Purchasing,Paym	ent : •

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

