**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
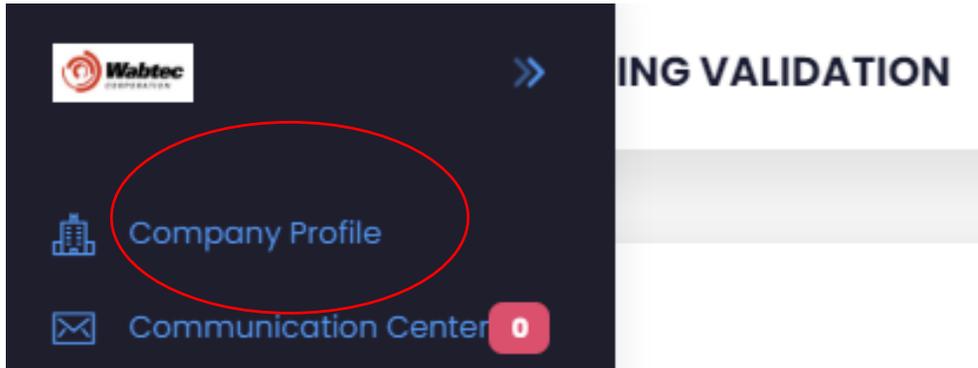
Step 3: Once it loads click "Bank Accounts" and then the three dots under "action" and click update
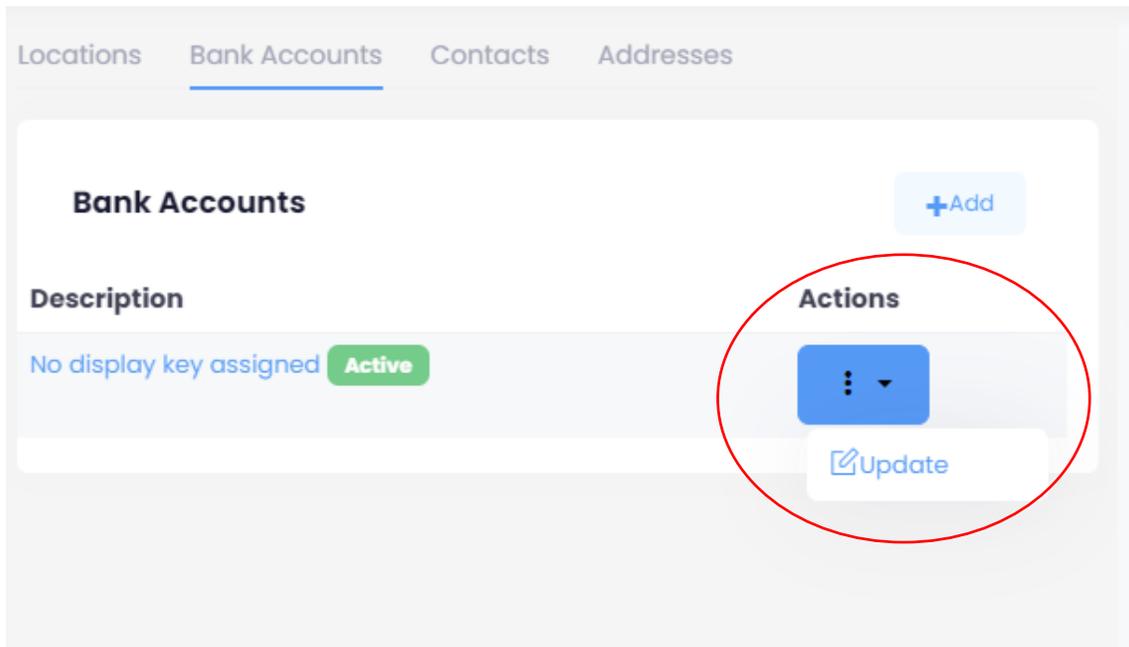
Step 4: Fill out all the required information with the red *
Step 5: Once the information has been saved your bank account information will be updated.