Login to iCX and Adding Members

Job Aid

Roles Impacted

Admin

Last Revised

January 13, 2025

R8.1.0.0

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Introduction

This job aid provides step-by-step instructions for active users with an admin role to log into the ExeVision Integrated Contract Exchange (iCX) web application and add members.

If you need assistance with any technical issues related to the application, please call 801-426-7777 or email txsupport@exevision.com

Process Overview

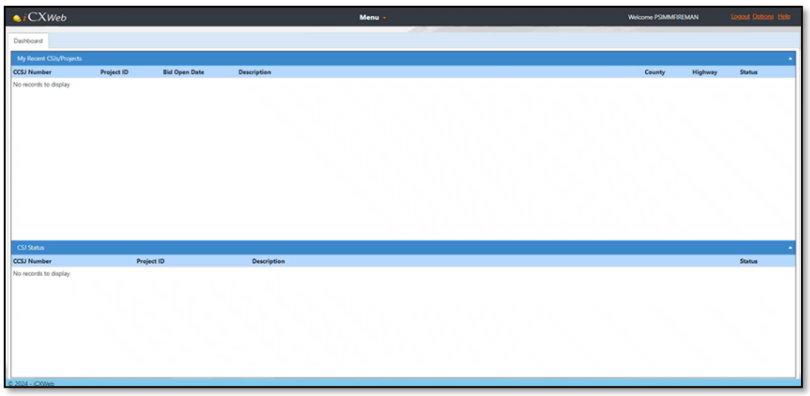
This job aid covers the following activities for accessing iCX and adding a member in the application:

1. Login to iCX
2. Add Members

Login to iCX

1. Access the Login Page
   - Navigate to Electronic Bidding System (iCX) page and click the **Login** to the System icon
2. Enter Your Username and Password
   - Use your company username (company email) and password to login.

3. Upon successful login, the iCX Dashboard will open.



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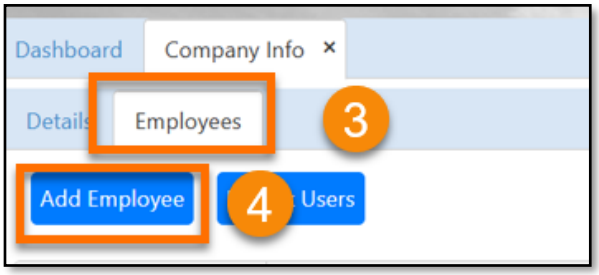
Add Members

1. Click **Menu**
2. Select **Company Info** under Profile.

3. The Company Info screen contains two tabs: Details and Employees. Click the **Employees** tab
4. Click the **Add Employee** button. The Employee Details window will appear.



5. The Employee Details window contains two tabs: Details and Security. Click the **Details** tab and enter all the required fields.

Make sure to activate the user by selecting the appropriate value next to 'Account Active'.

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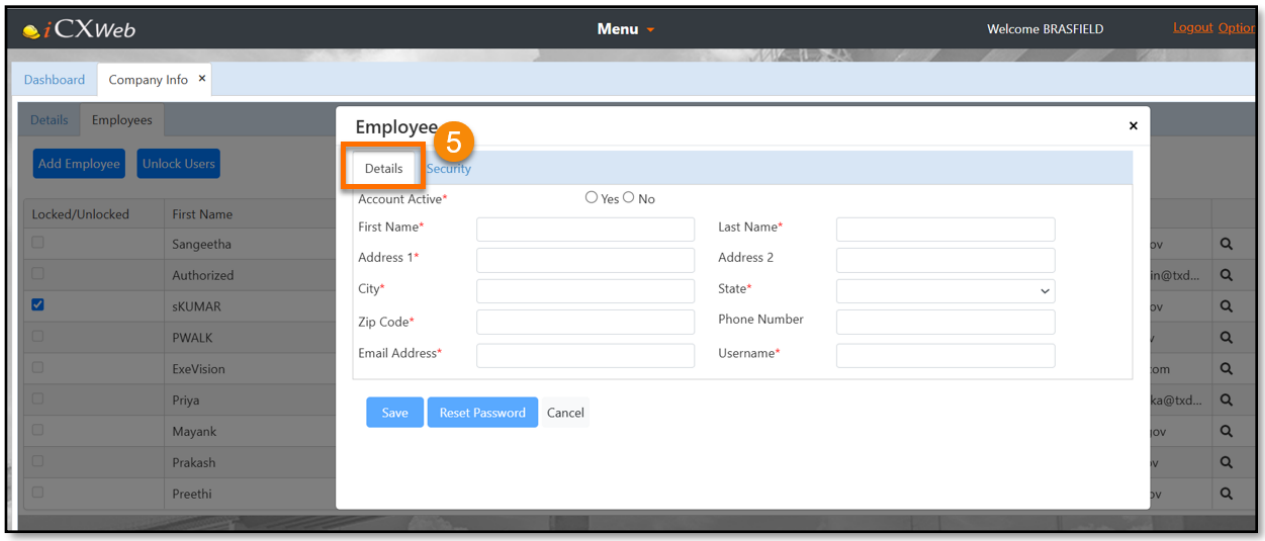
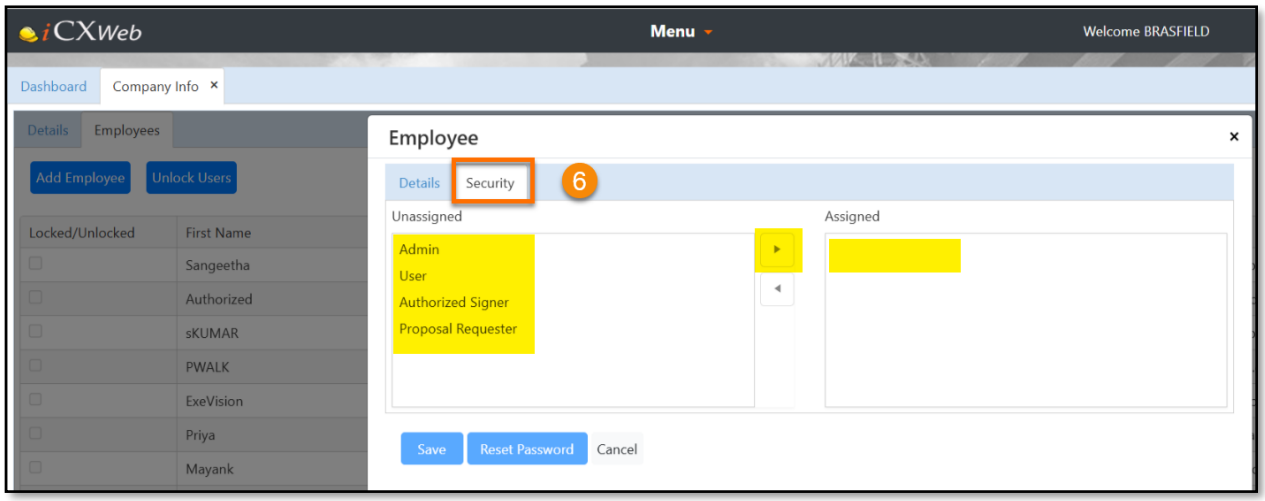


6. Select the **Security** tab, then assign roles to the new member by selecting the desired role on the left and clicking the right arrow ▸ to assign it.



7. Click **Save**.

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