

## Login to iCX and Adding Members

Job Aid



Admin

Last Revised

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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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Dashboard							
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CSJ Status							-
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## **Add Members**

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

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Details	Employees	22544	Proposal Request Bidding Projects To Be Let	Company Info		
Name Address	1	BRASFIELD & G	Award & Contract			

- 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.

Dashbo	ard	Company	Info ×			
Details		mployees		3		
Add Employee 4 Users						

 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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	Authorized	Address 1*	Address 2		in@txd	¢
2	sKUMAR	City	State	~	ov	c
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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.

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Add Employee	Inlock Users	Details Security 6			
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	Sangeetha	Admin			
	Authorized	Authorized Signer	•		
	sKUMAR	Proposal Requester			
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0	Priya	Save Reset Password Cancel			
0	Mayank				

7. Click Save.



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