



# Login to iCX and Add Members

## Job Aid

**Roles Impacted**

**Admin**

**Last Revised**

**May 6, 2026  
R9.6.0.0**



## Introduction

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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](mailto:txsupport@exevision.com)

## Process Overview

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

- [Login to iCX](#)
- [Add Members](#)

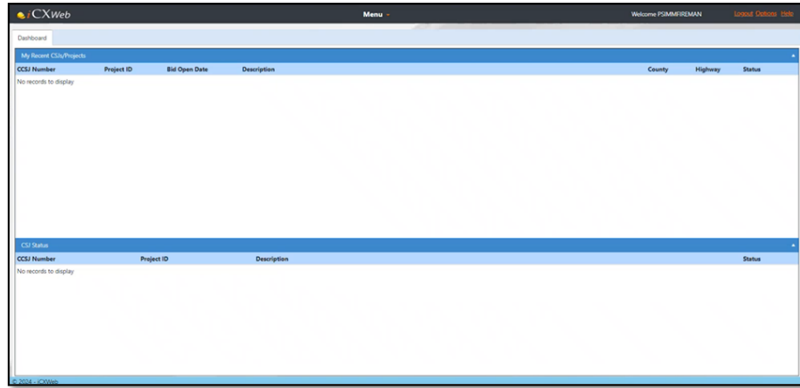
## Login to iCX

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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.

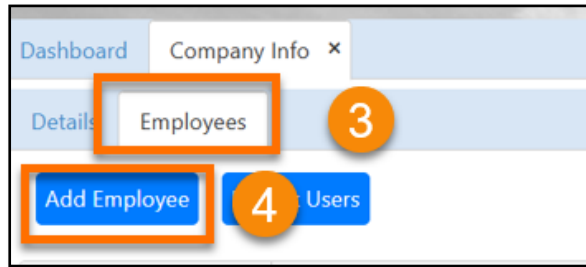


## Add Members

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.

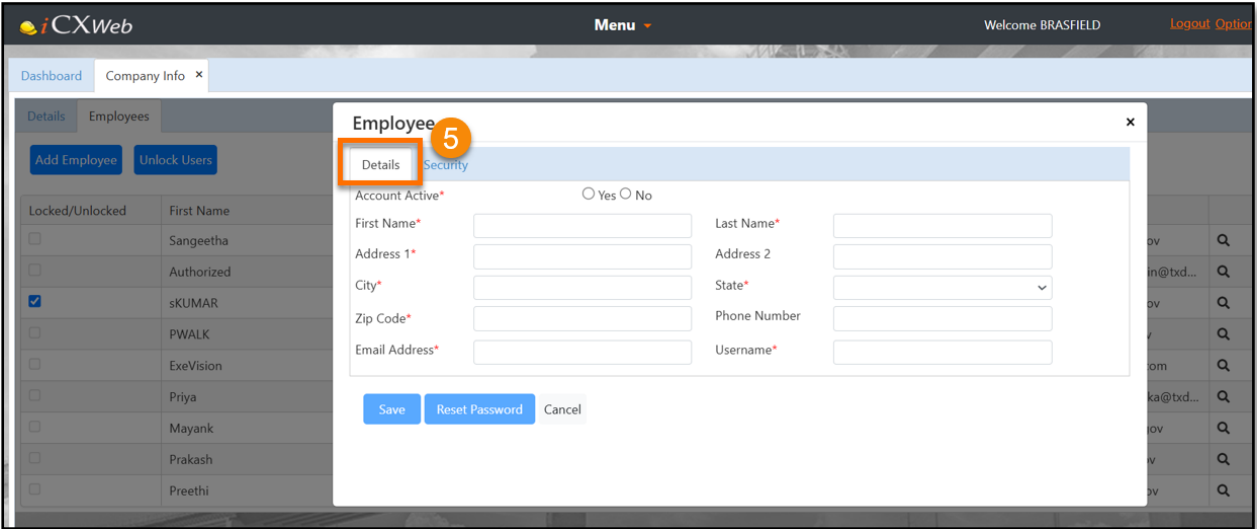



5. The Employee Details window contains two tabs: Details and Security. Click the **Details** tab and enter all the required fields.

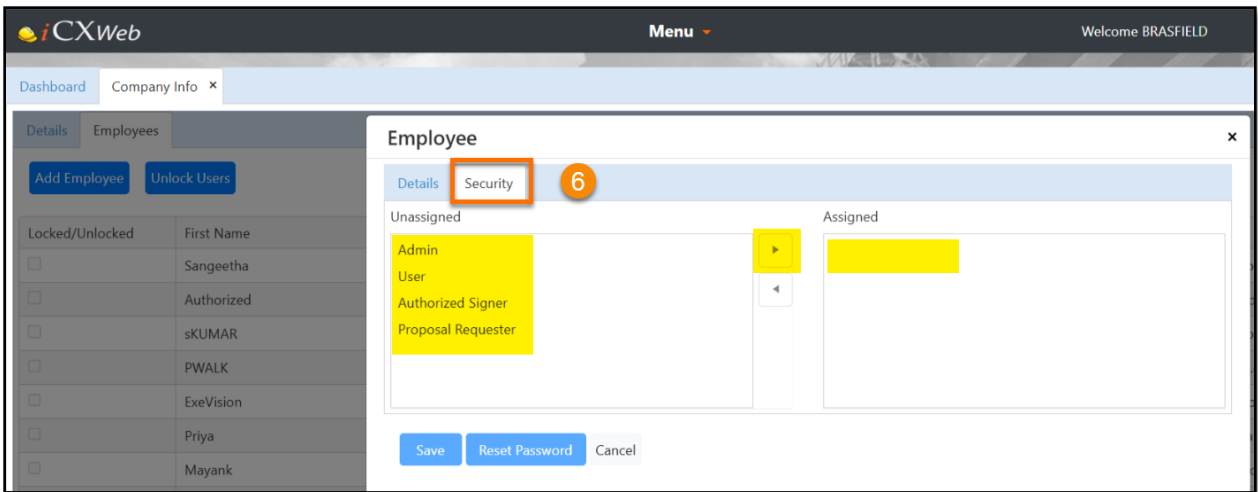


Make sure to activate the user by selecting the appropriate value next to 'Account Active'.

Account Active\*  Yes  No



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**.