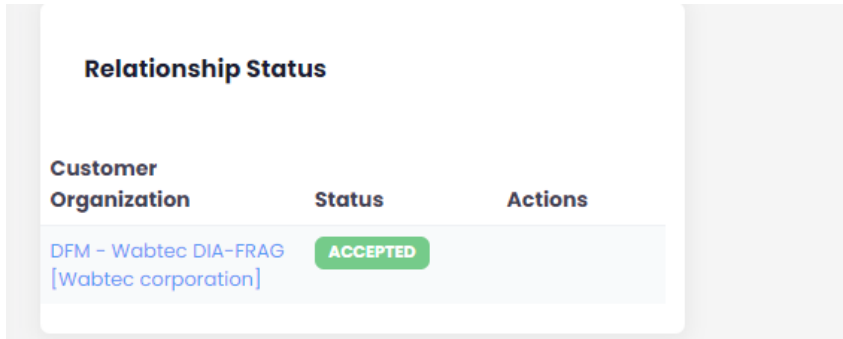


## Check Operating Job Aid:

*Step 1:* Log into the HICX platform using your Okta Credentials

*Step 2:* From the HICX Dashboard you will see all your operating units under “Relationship Status”



*Step 3: IF YOU ARE MISSING AN OPERATING UNIT* Go to this link to raise a ticket <https://wabtec.custhelp.com/app/source2pay>

*Step 4:* Fill out all the information with the red \*

*Step 3:* In the “Please provide a brief but detailed subject for your ticket” Type that you want to add an organization unit and list the ones you want to add

*Step 4:* Under the issue category go to “Other Supplier Related Issues”

*Step 5:* Click submit once completed.

Application \*

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Please select an item under Other Supplier related Issue

Yes  No

Attach Documents

 No file chosen