**Contractor Instructions:**

* iCX Contractor Change Order Approval

The Contract Administrator (CA) has successfully completed the Change Order (CO). Now the contractor will use iCX to view and approve the CO. Here are the steps for the contractor:

1. **Log into iCXWeb.** Make sure you are in the ‘Contractor Dashboard’ by left-clicking on the ‘Options’ red highlighted text on the top-right of the page and left-clicking on the “Construction Dashboard” radio button:

2. **Find your project:** Left-click on the ‘Menu’ drop-down orange button at the center-top of the page. Under the ‘Construction’ Heading, left-click ‘Change Order’. Then left-click inside the ‘Select Contract:’ text box at the top-left of the page and enter your project ID number (this example = 13455D):

OR if you’ve been here before:
3. Go to the ‘Dashboard’ tab, ‘My Recent Contracts/Projects’:

   The change order will appear with the following headings: Contract Number, Status, Contract Amount, Construction Summary, Change Order, and Subcontracting.

4. Left-click on the ‘Change Order’ hypertext. A new tab appears titled ‘Change Order’. Review the contents of the Change Order by left-clicking on the items under the date entry in the left-hand window pane:
5. **Left-click the date entry** in the small window pane on the left of the screen. In the main window left-click the ‘Approval’ tab.

6. **Find the row with the title “Contractor”** under the ‘Approval’ column.

7. **Left-Click in the ‘App’ box** on the far right (App for ‘approve’). **Save.**