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**.