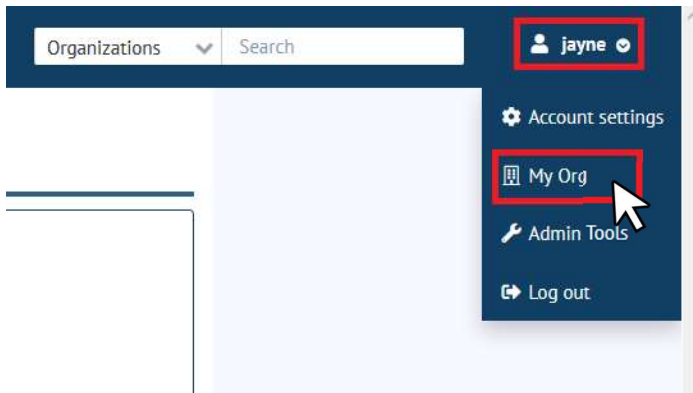


# Loading your capability Statement into Connex Oklahoma

## Sections:

- Step by step to upload a capability statement ----- Page 1-2
- Public, private, confidential overview ----- Page 3

1. Log in to <https://oklahoma.mfgconnex.com>
2. Hover over your username in top-right corner and click on "My Org" to get to your organization's profile page.



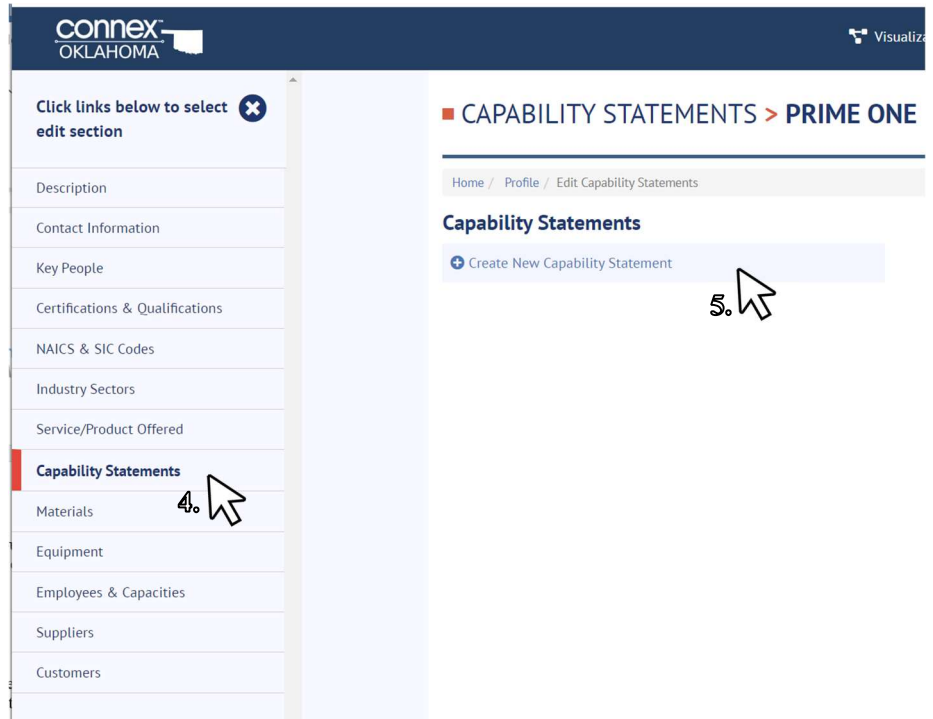
*If your user is tied to multiple organizations, the "My Org" link will become "My Orgs" and allow you to choose the organization profile page you want to view/edit.*

**P.1**

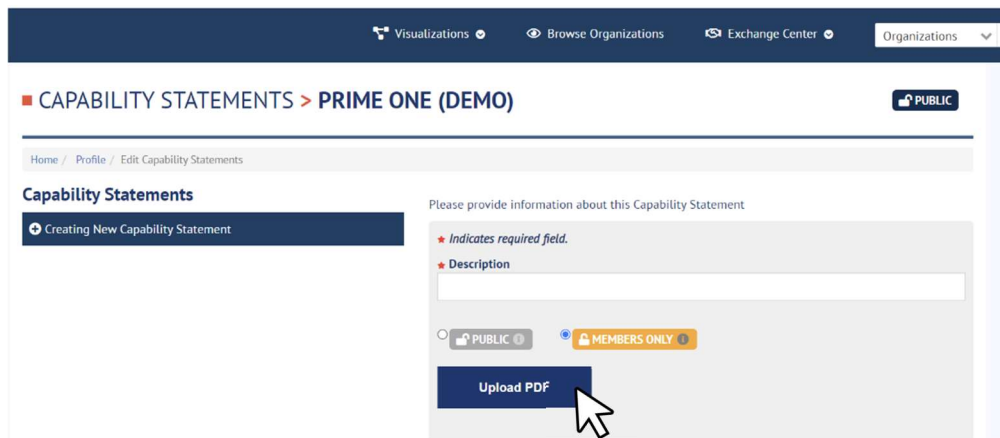
3. As you navigate your Organization Profile, each section will contain an update button that allows you to add/edit/delete information from your profile. Information that you add to your profile will immediately become searchable by other CONNEX users.



4. Once on the edit page, you can add, update, and remove information from your profile. You can navigate directly to the capability statements section via a navigation menu on the left.

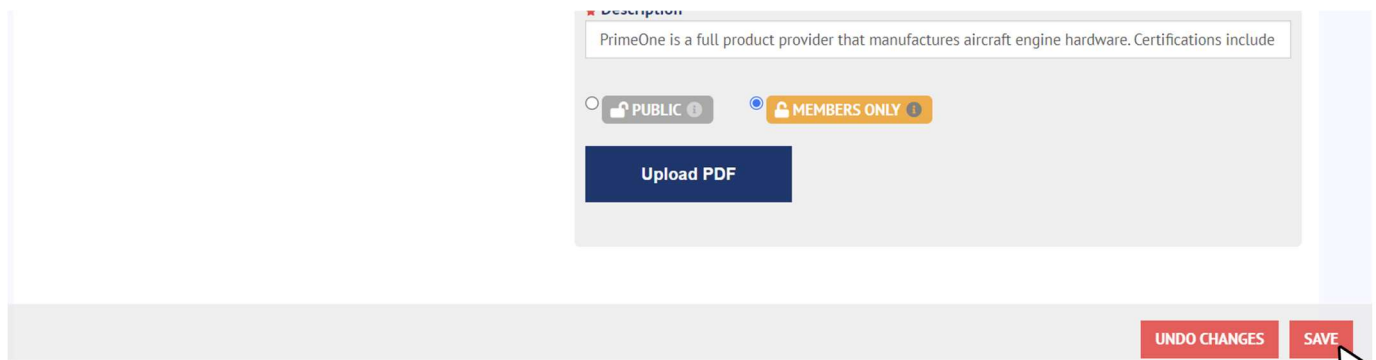


5. Once you are on the capability statements page, click “Create New Capability Statement” and a new box will appear on the right side of the screen. You can paste a description into the box or upload a PDF. The search function will pull information from a PDF if you decide to only upload a premade document.



*Please note\*\* You can make your Capability Statement Public or Members Only. For more information on the difference between these categories, see page 5.*

6. Once you have either entered your capability statement or uploaded your PDF statement click “save” in the lower right corner.



Supply Chain  
OKLAHOMA



OKLAHOMA  
MANUFACTURING  
ALLIANCE  
YOUR VISION IS OUR MISSION.



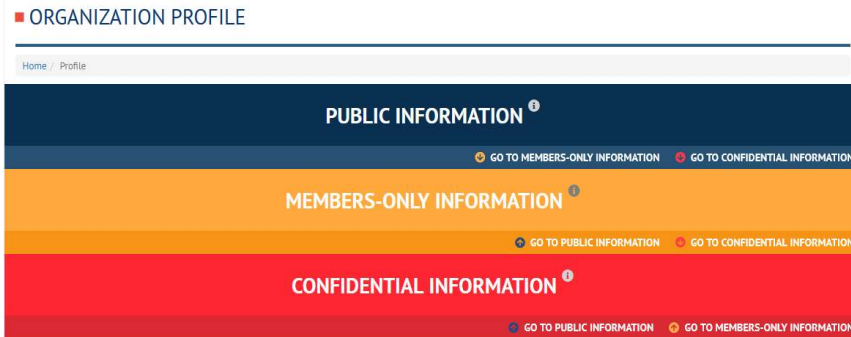
MEP  
National  
Network



OKLAHOMA  
Commerce

## Public, Private, Confidential:

Your Organization Profile is split into three (3) sections: Public Information, Members-Only Information, and Confidential Information.



<b>Public</b>	Viewable by anyone visiting <a href="https://oklahoma.mfgconnex.com">https://oklahoma.mfgconnex.com</a> . Does not require a login to CONNEX to view.
<b>Members-Only</b>	Viewable by member organization users, i.e. anyone with a login to CONNEX.
<b>Confidential</b>	Restricted to users of your organization and select CONNEX staff members only.

