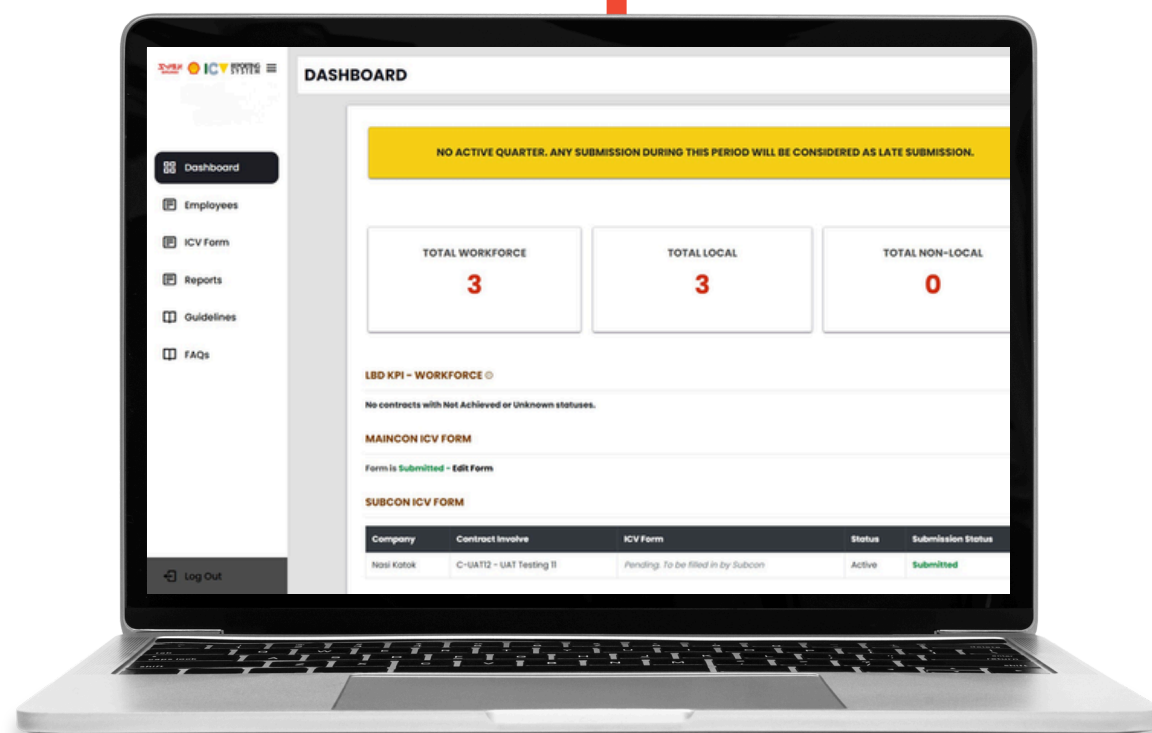
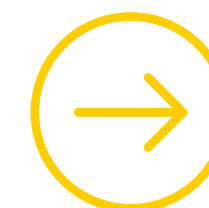




REPORTING GUIDELINES



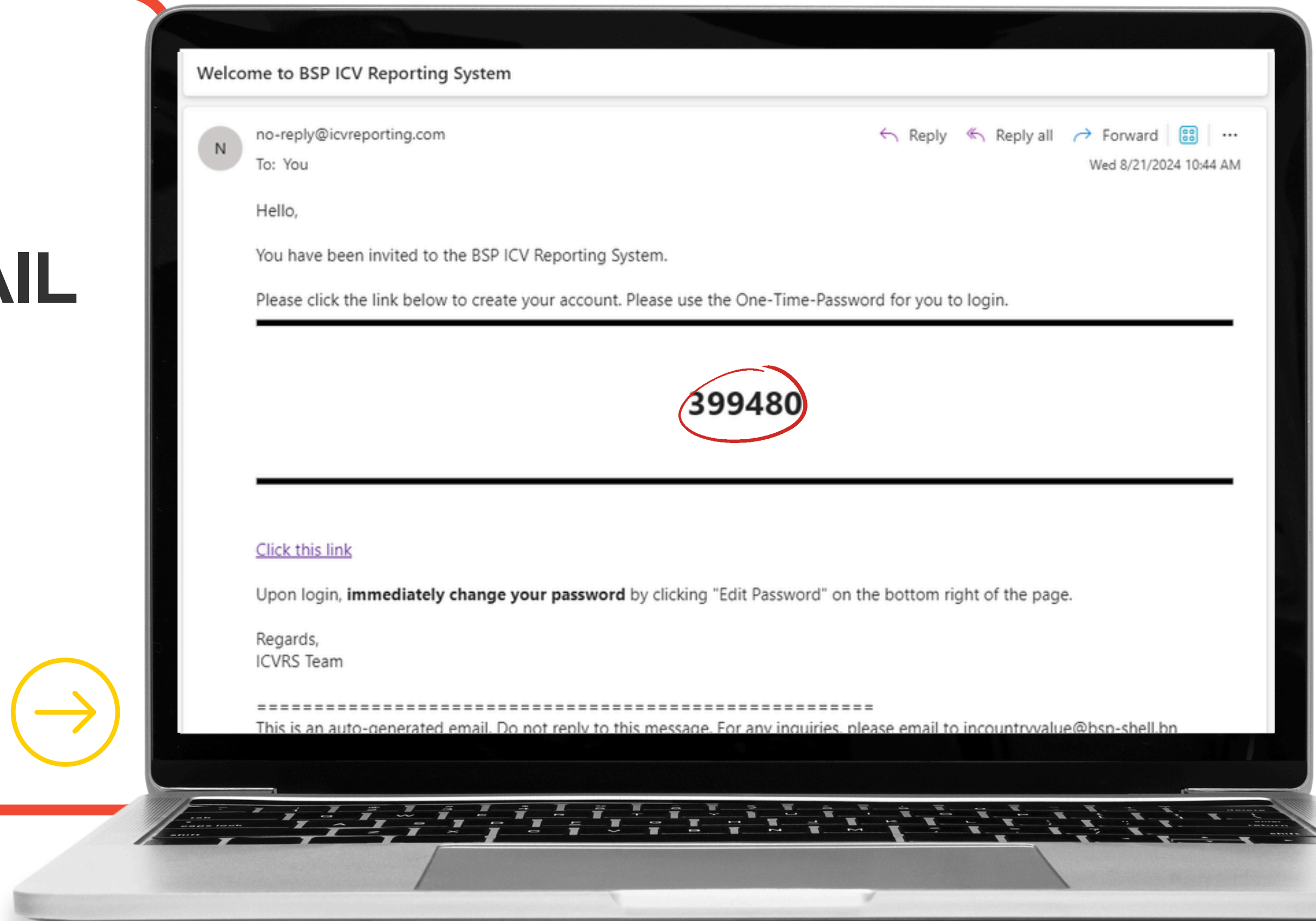
MODULE 1: REGISTRATION & LOGIN

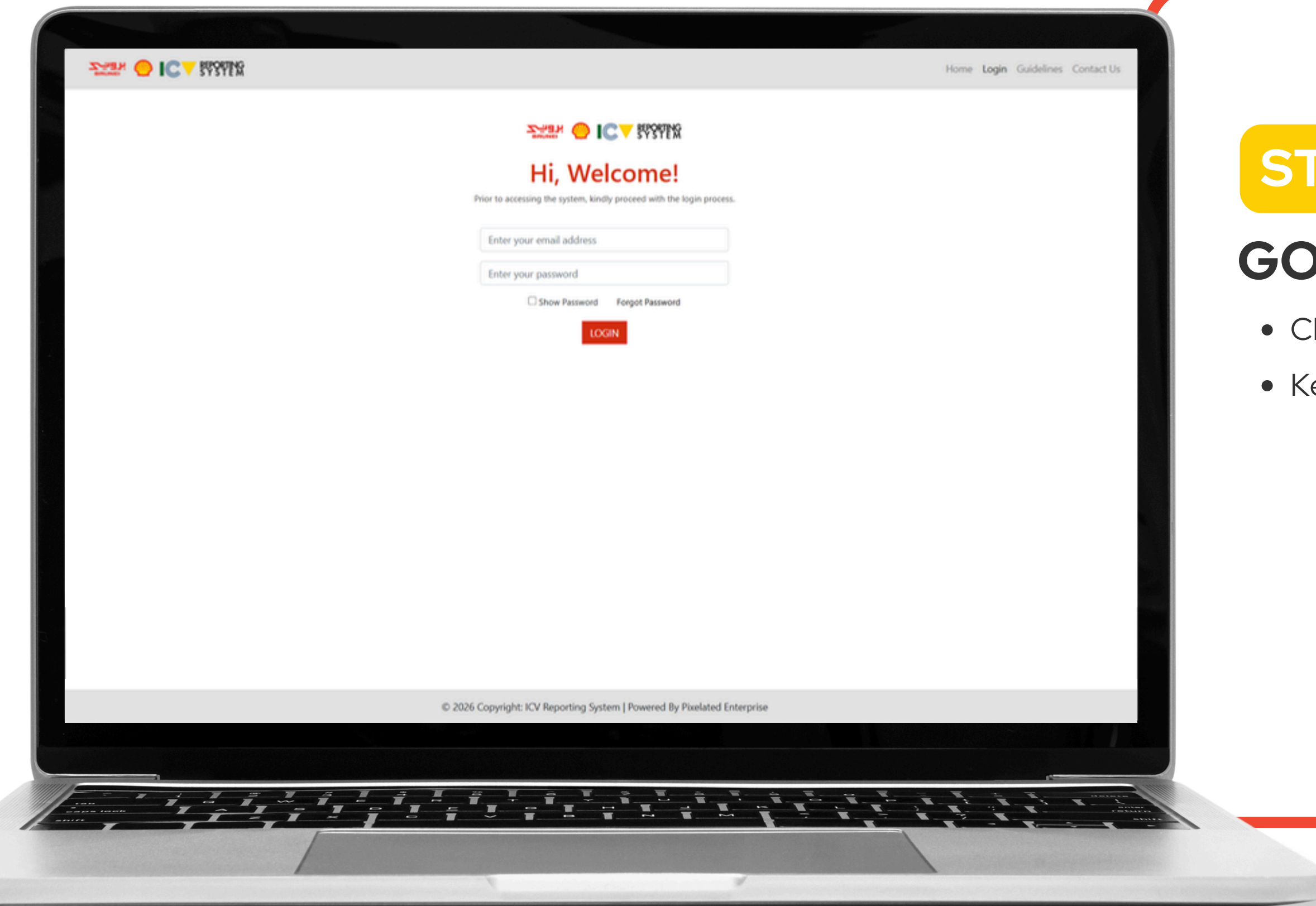


STEP 1

CHECK YOUR EMAIL

- Look for an invitation email from **no-reply@icvreporting.com**.
- The content shall include;
 - a **link** to ICV Reporting System
 - a **One-Time Password (OTP)**.

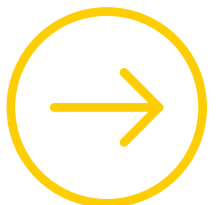




STEP 2

GO TO ICV REPORTING SYSTEM

- Click the link or go to **www.icvreporting.com.bn**
- Key in your **email address** and the provided **OTP**.





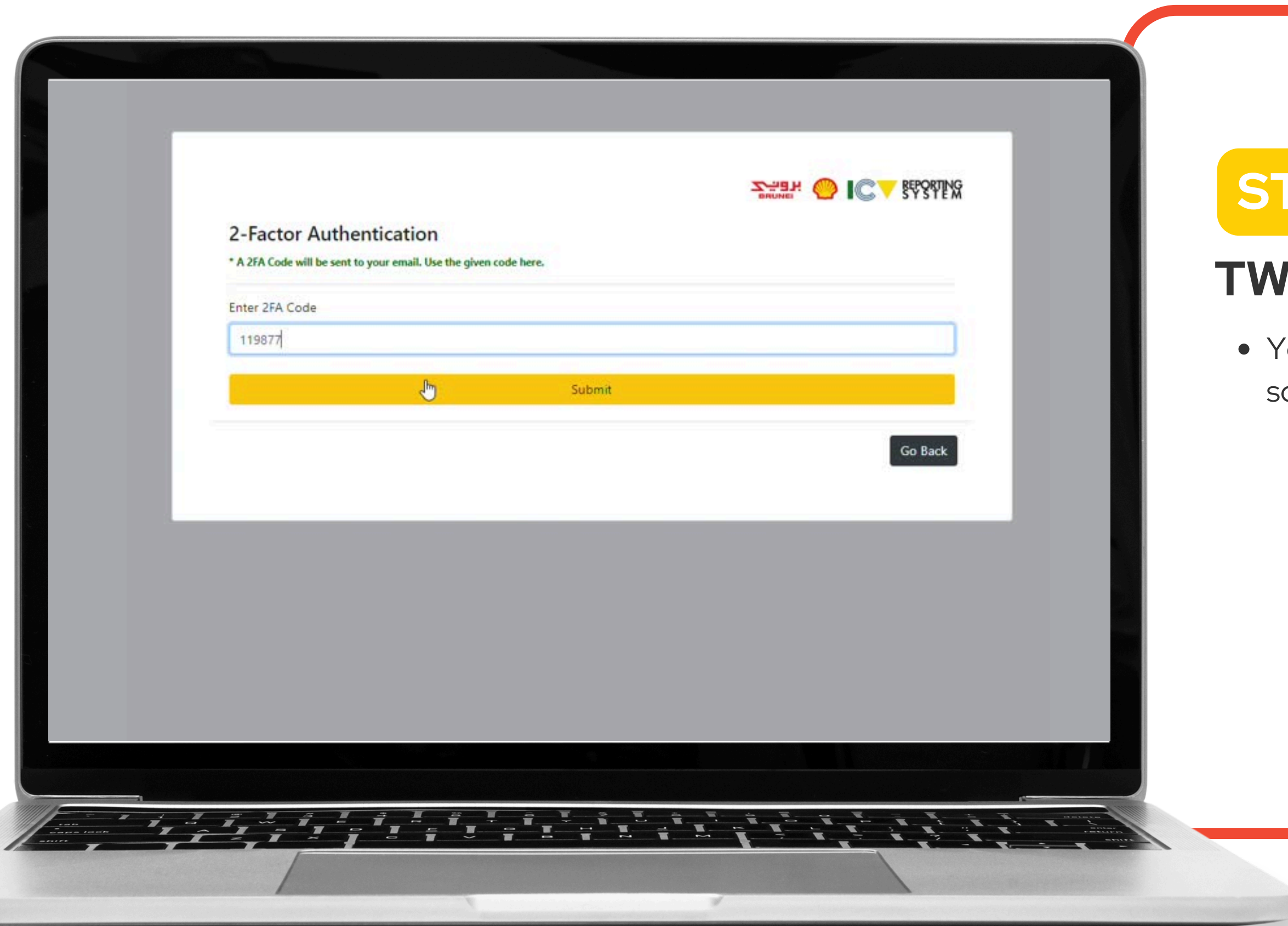
Hi, Welcome!

Prior to accessing the system, kindly proceed with the login process.

☐ Show Password

[Forgot Password](#)

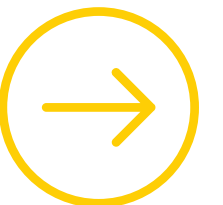
LOGIN

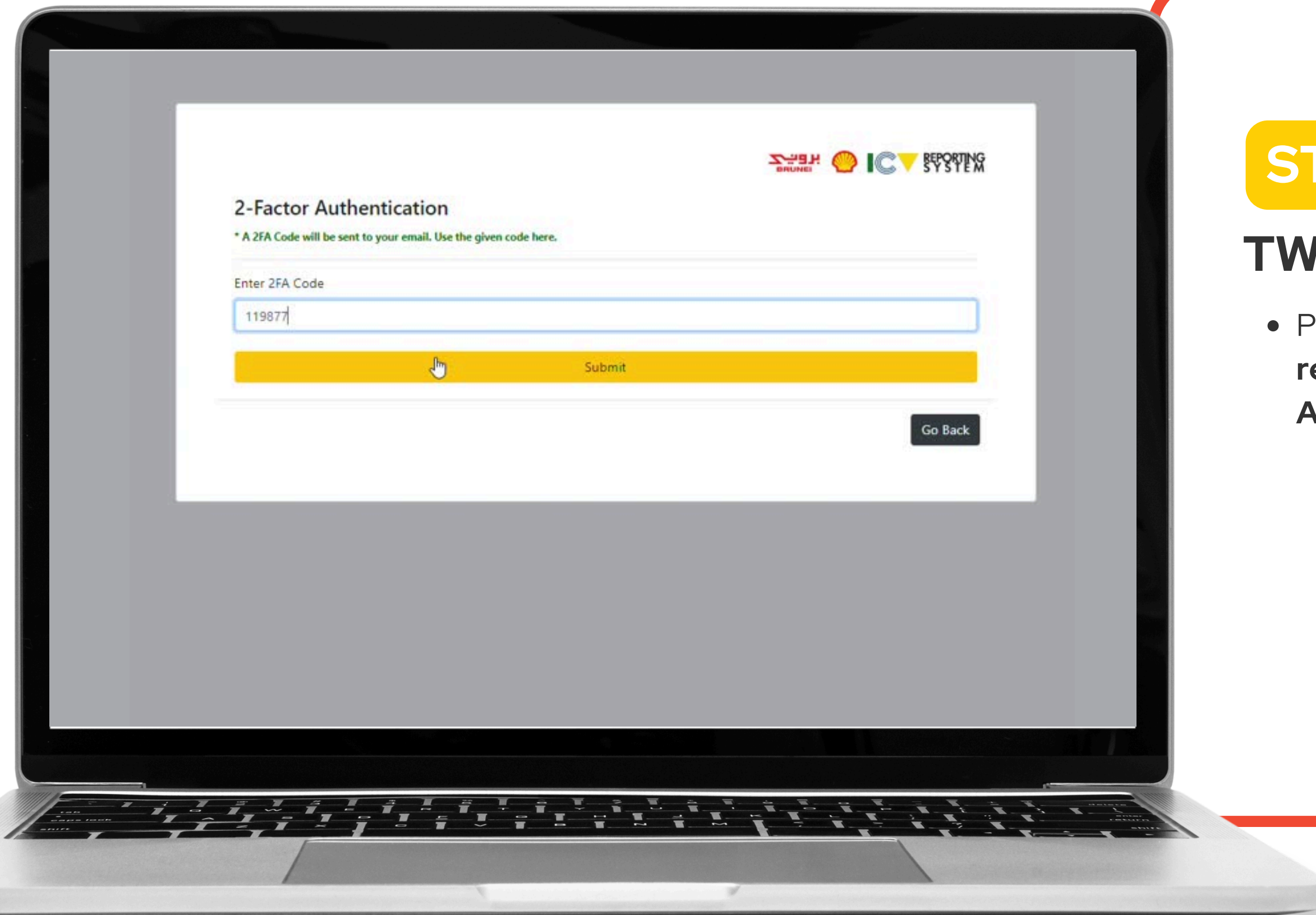


STEP 3

TWO-FACTOR AUTHENTICATION

- You will be prompted with a 2-Factor Authentication (2FA) screen.

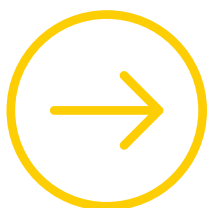


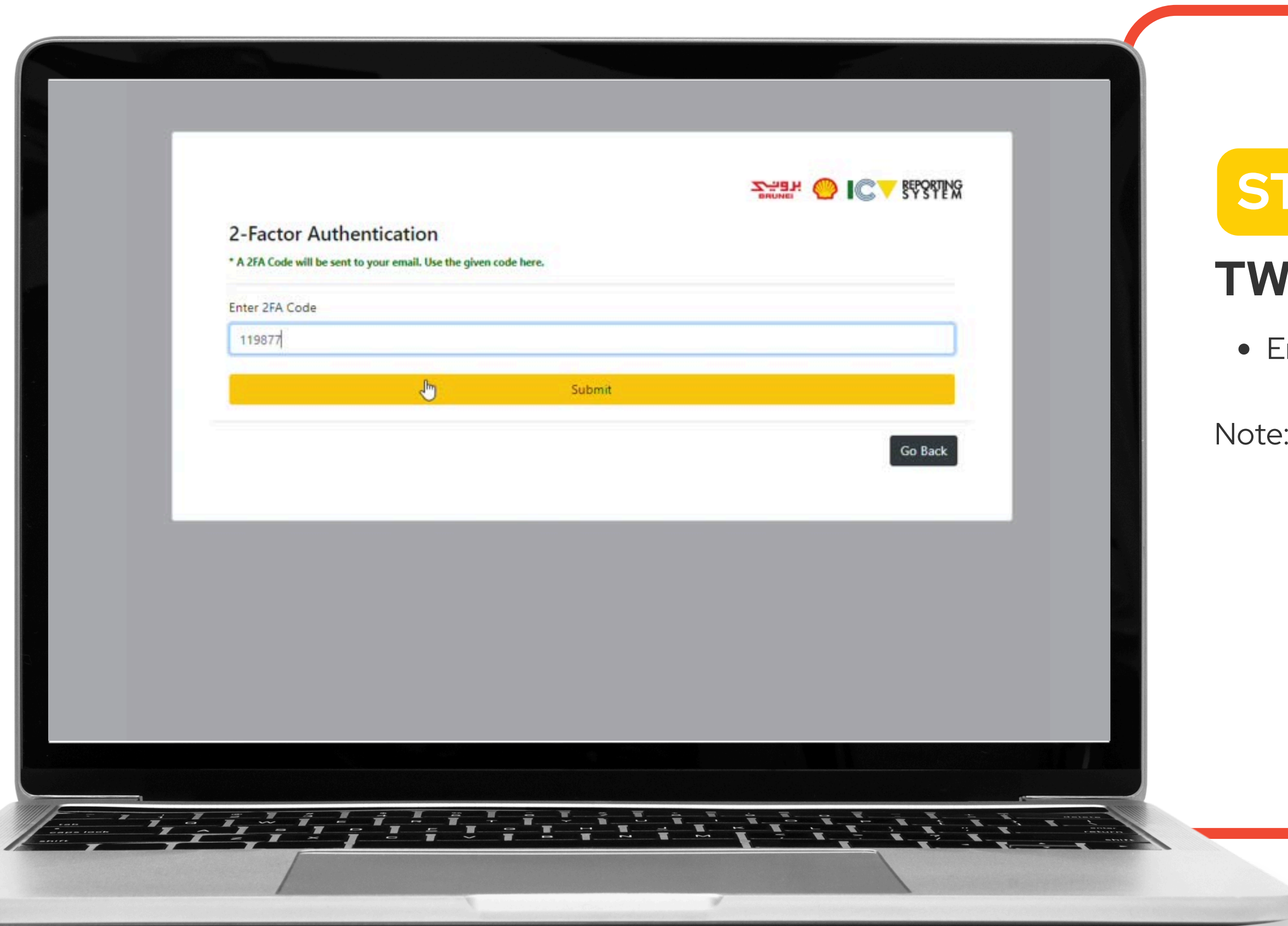


STEP 3

TWO-FACTOR AUTHENTICATION

- Please **check your inbox** for an email from **no-reply@icvreporting.com**, titled **"Two-Factor Authentication Code"**.



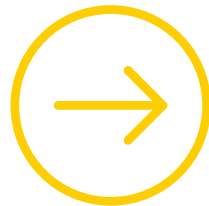


STEP 3

TWO-FACTOR AUTHENTICATION

- Enter **2FA Code** here, and click **Submit**.

Note: 2FA is prompted **every 48 hours**.



YOU'RE IN!

WELCOME TO ICV REPORTING SYSTEM

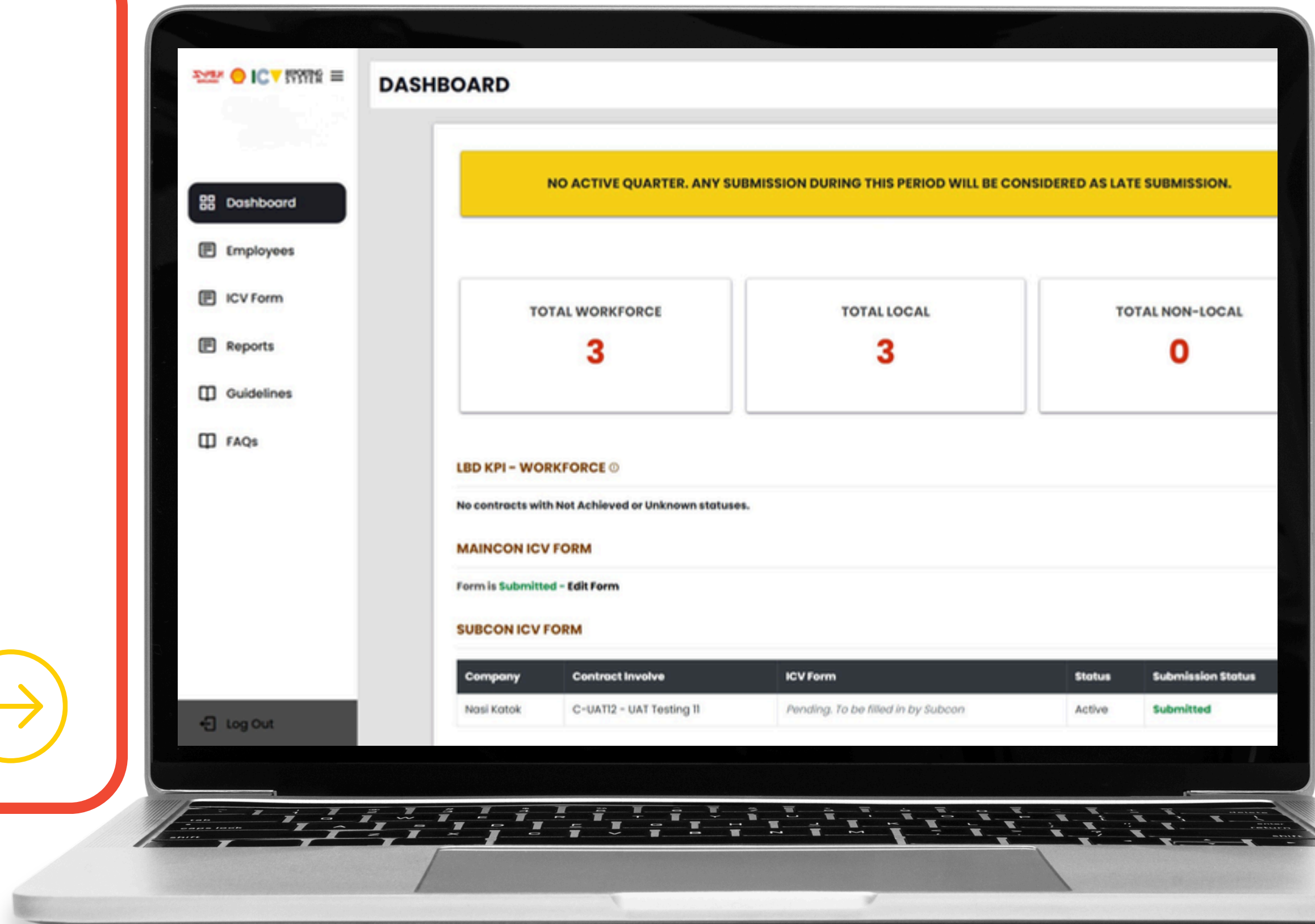
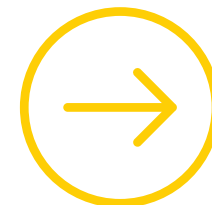
Up Next:

Module 2: Changing Your Password

Module 3: Filling in Employees Details

Module 4: Submitting ICV Form

Module 5: Subcon Details





**REPORTING
SYSTEM**