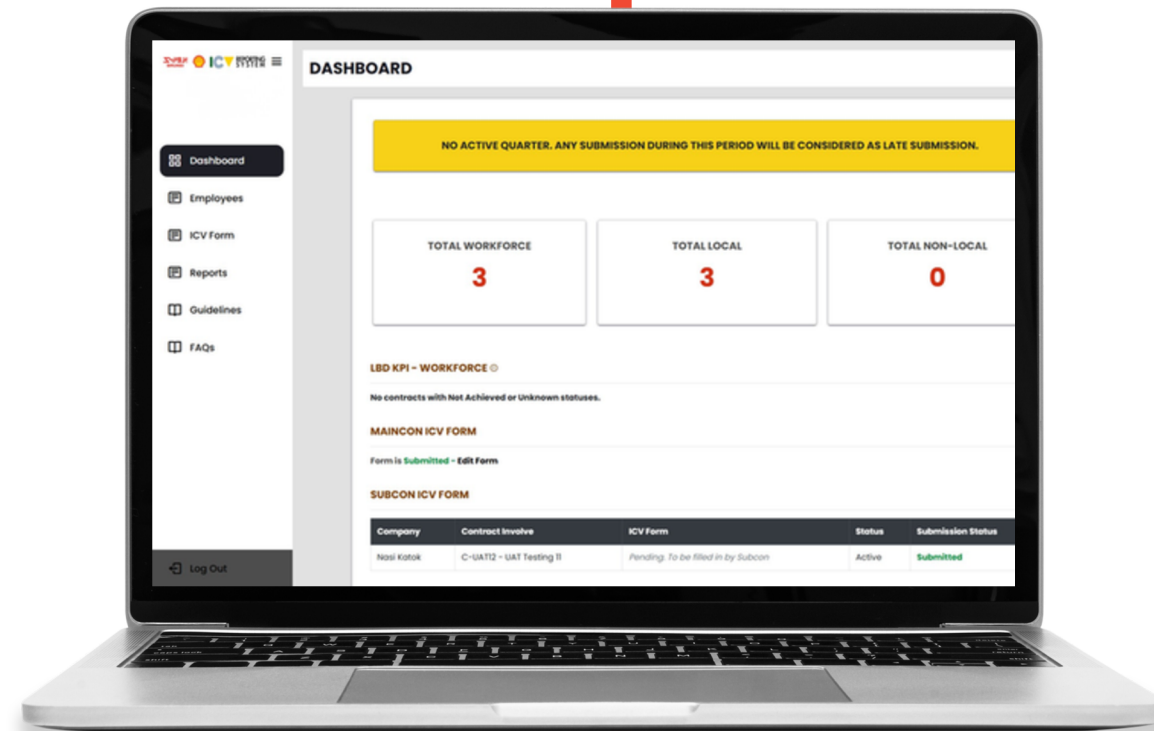


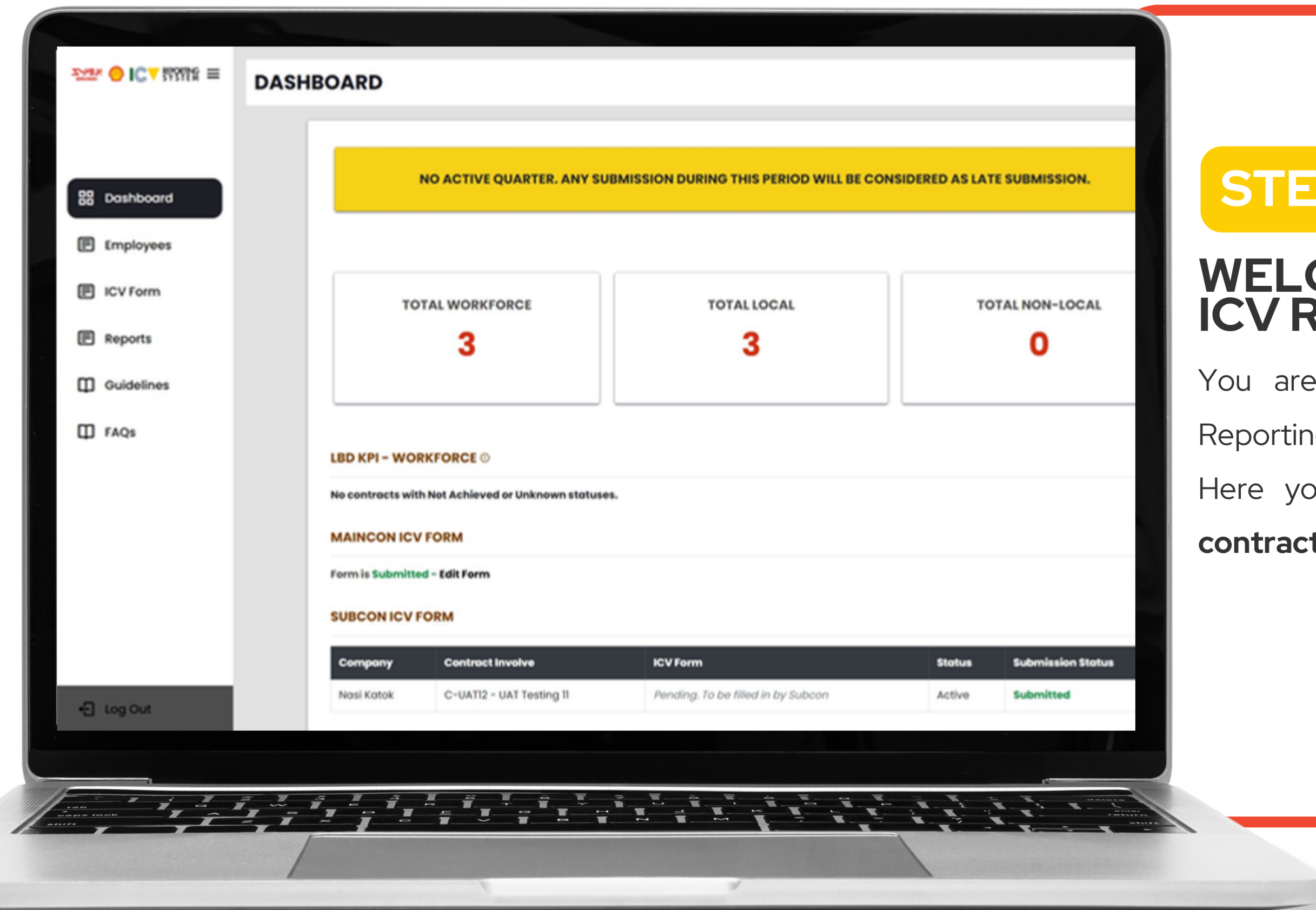


REPORTING GUIDELINES



MODULE 2: CHANGING YOUR PASSWORD





STEP 1

WELCOME TO ICV REPORTING SYSTEM!

You are now at the **Dashboard** page of ICV Reporting System.

Here you can view **workforce stats, effective contracts, subcon details, list of users** and etc.



STEP 2

EDIT YOUR PASSWORD

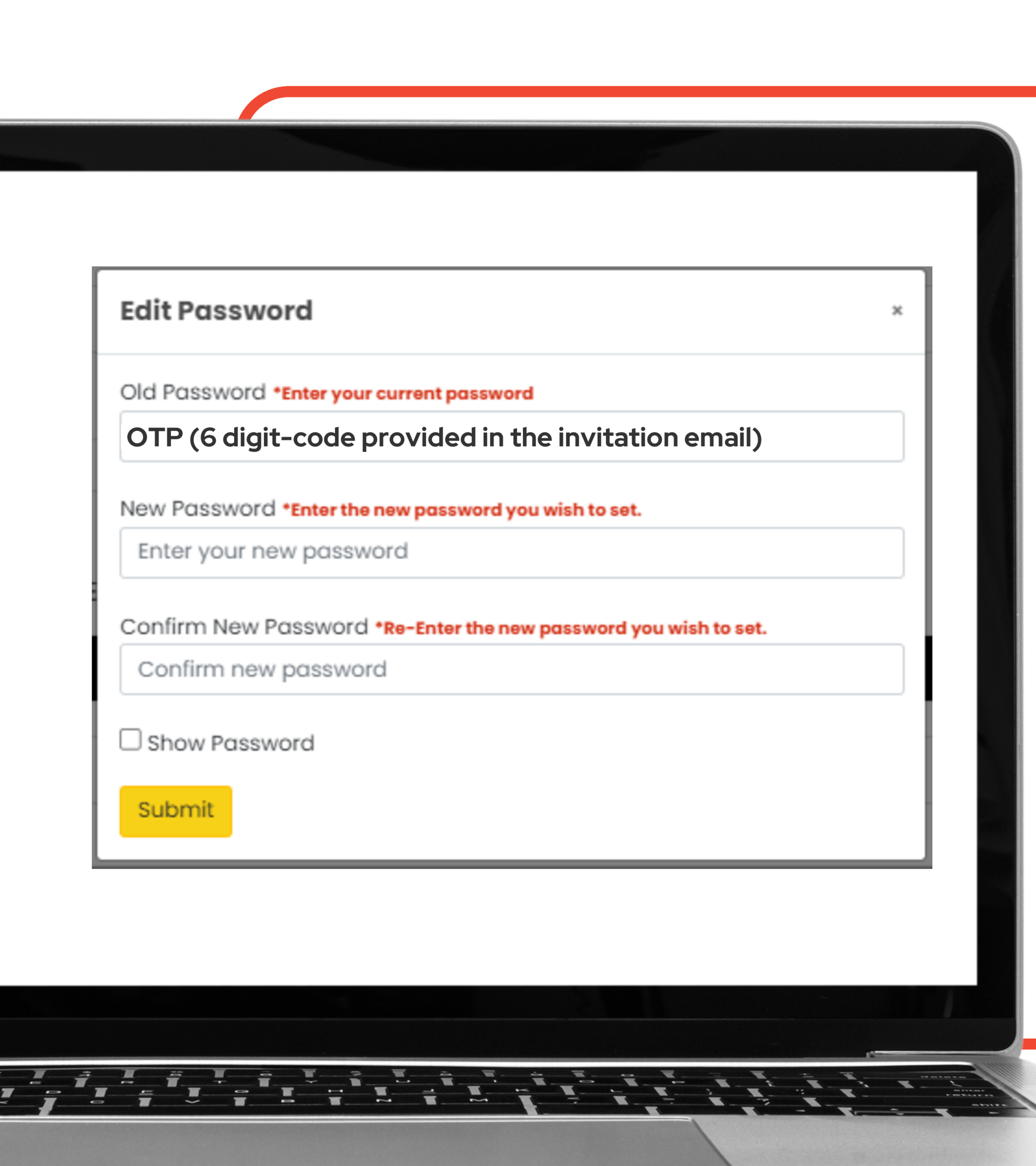
- Scroll down until you find “Vendor Profile” box
- Click “Edit Password”



The screenshot shows a web application interface for 'UAT COMPANY 02 V-UAT002'. The left sidebar contains a menu with 'Dashboard' (selected), 'Employees', 'ICV Form', 'Reports', 'Guidelines', and 'FAQs'. The main content area is titled 'DASHBOARD' and features a yellow warning banner at the top: 'NO ACTIVE QUARTER. ANY SUBMISSION DURING THIS PERIOD WILL BE CONSIDERED AS LATE SUBMISSION.' Below this, it states 'Last logged in by Fulan bin Fulan (z.awangzulrushedi@bsp-shell.bn) on Mon Sep 21 2026 10:36:45 GMT+0800'. Three summary cards display 'TOTAL WORKFORCE' (3), 'TOTAL LOCAL' (3), and 'TOTAL NON-LOCAL' (0). The 'LBD KPI - WORKFORCE' section shows 'No contracts with Not Achieved or Unknown statuses.' The 'MAINCON ICV FORM' section indicates the form is 'Submitted - Edit Form'. The 'SUBCON ICV FORM' section contains a table with one row of data.

Company	Contract Involve	ICV Form	Status	Submission Status
Nasi Katok	C-UAT12 - UAT Testing 11	Pending. To be filled in by Subcon	Active	Submitted

Log Out



Edit Password ✕

Old Password ***Enter your current password**

OTP (6 digit-code provided in the invitation email)

New Password ***Enter the new password you wish to set.**

Enter your new password

Confirm New Password ***Re-Enter the new password you wish to set.**

Confirm new password

☐ Show Password

Submit

STEP 3

EDIT YOUR PASSWORD

- Input the provided **OTP** as your **old password**.
- Key in your **preferred new password**.
- Password must contain 8 characters of at least one number and one uppercase and lowercase letter.
- Click **Submit** to proceed.

Password Changed

 **no-reply@icvreporting.com** ← Reply ↩ Reply all → Forward 🗲 ⋮
To: You Tue 10/8/2024 2:35 PM

Hello,

This is an email confirmation to notify the password to access the BSP ICV Reporting System account for **XXXXXXXXXXXXXXXXXXXXXXX** has been changed. If you did not request the change, you should [recover your account](#). Click on Forgot Password.

Please be reminded that you will never be asked to disclose or verify your password or OTP. Do not click on any links in suspicious emails that requests you to update your account information. Instead, report the email to [ICV Reporting System Team](#) for further investigation.

Regards,
ICVRS Team

=====

This is an auto-generated email. Do not reply to this message. For any inquiries, please email to incountryvalue@bsp-shell.bn

← Reply → Forward

COMPLETED!

PASSWORD CHANGED

- Your password has successfully been changed.
- You'll also receive a **confirmation email** from **no-reply@icvreporting.com**.



SUCCESSFUL
REGISTRATION

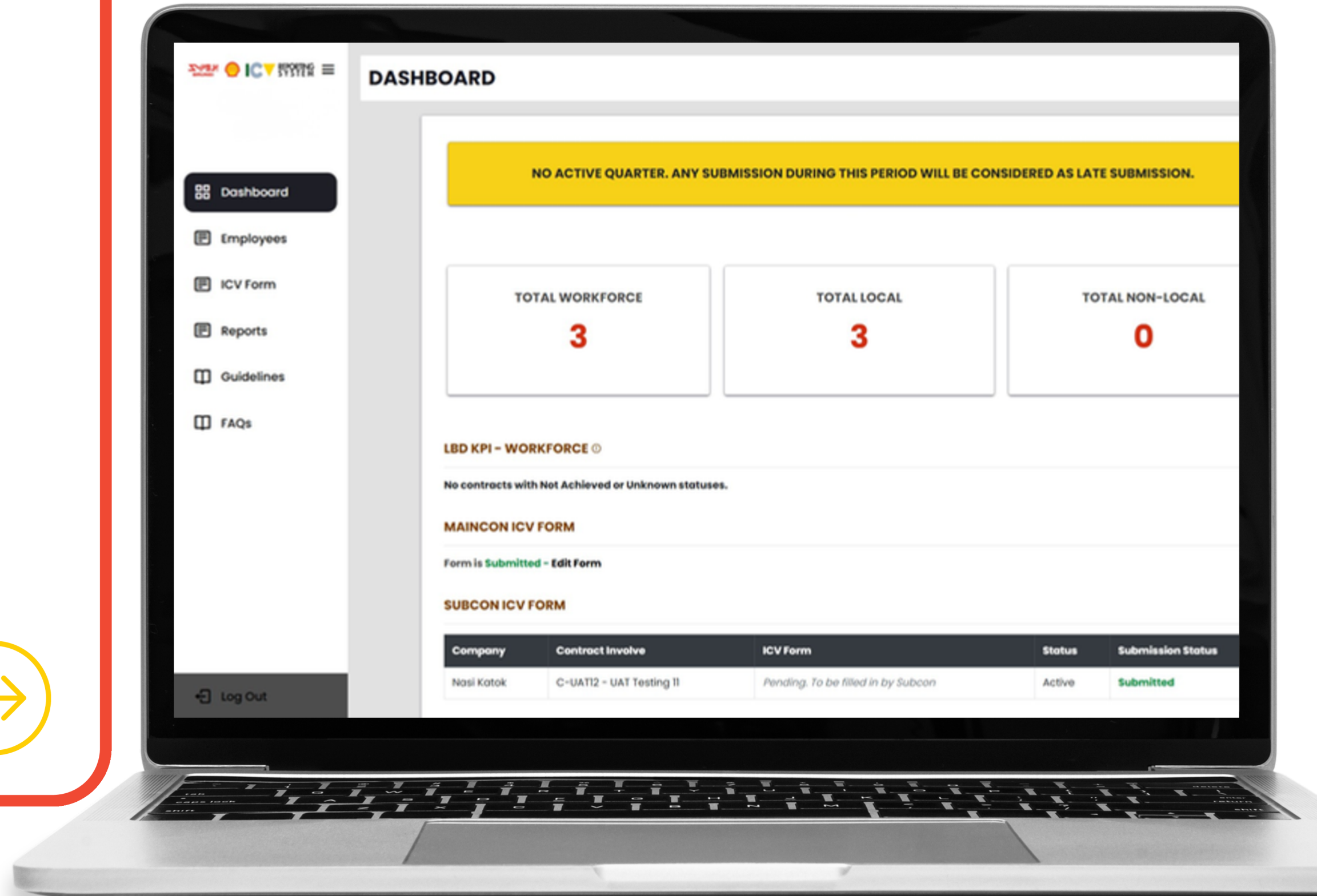
WELCOME TO ICV REPORTING SYSTEM

Up Next:

Module 3: Filling in Employees Details

Module 4: Submitting ICV Form

Module 5: Subcon Details





**REPORTING
SYSTEM**