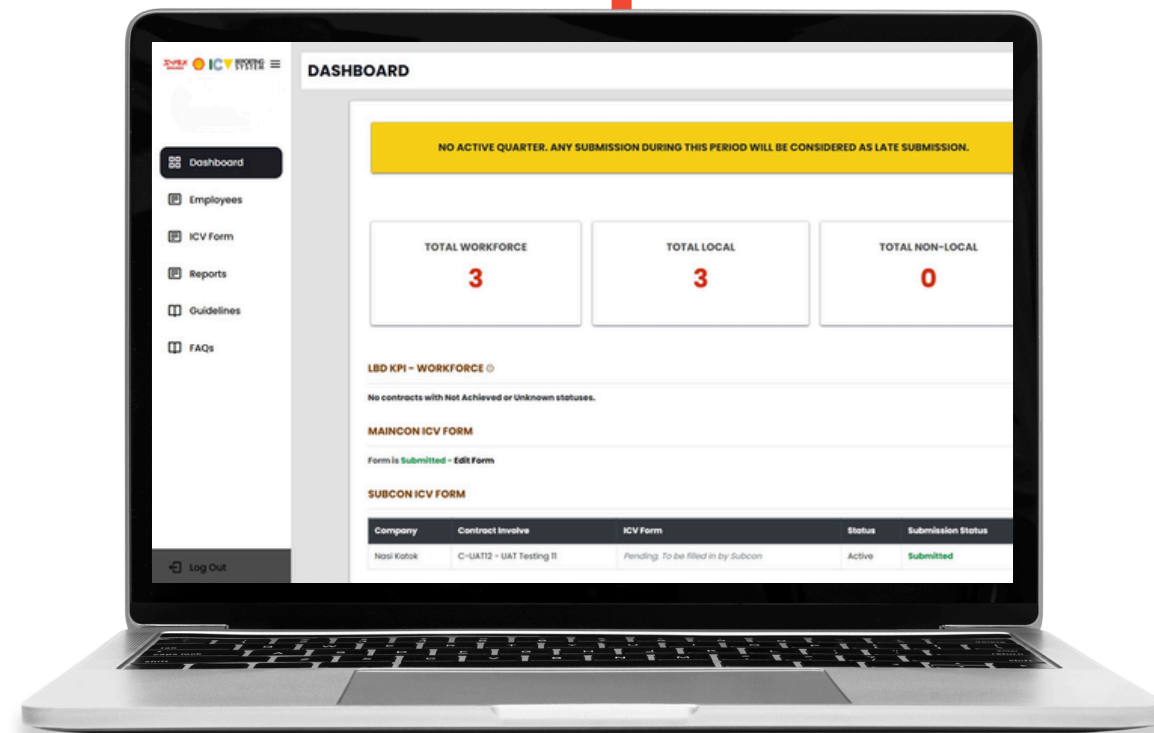
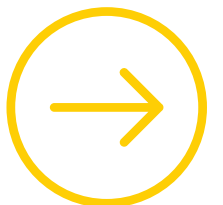


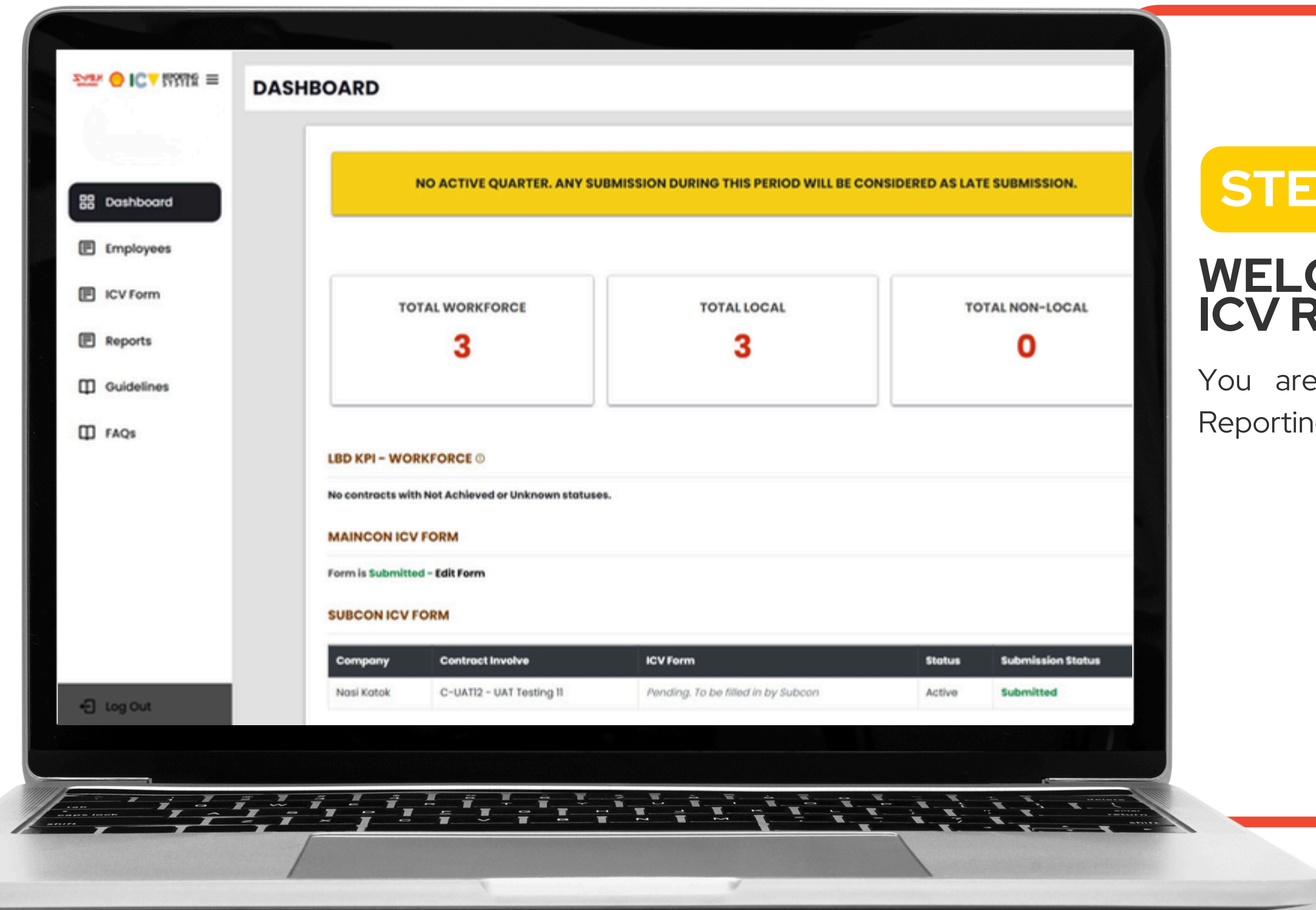


REPORTING GUIDELINES



MODULE 5: SUBCON DETAILS

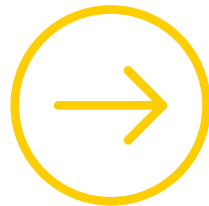




STEP 1

WELCOME TO ICV REPORTING SYSTEM!

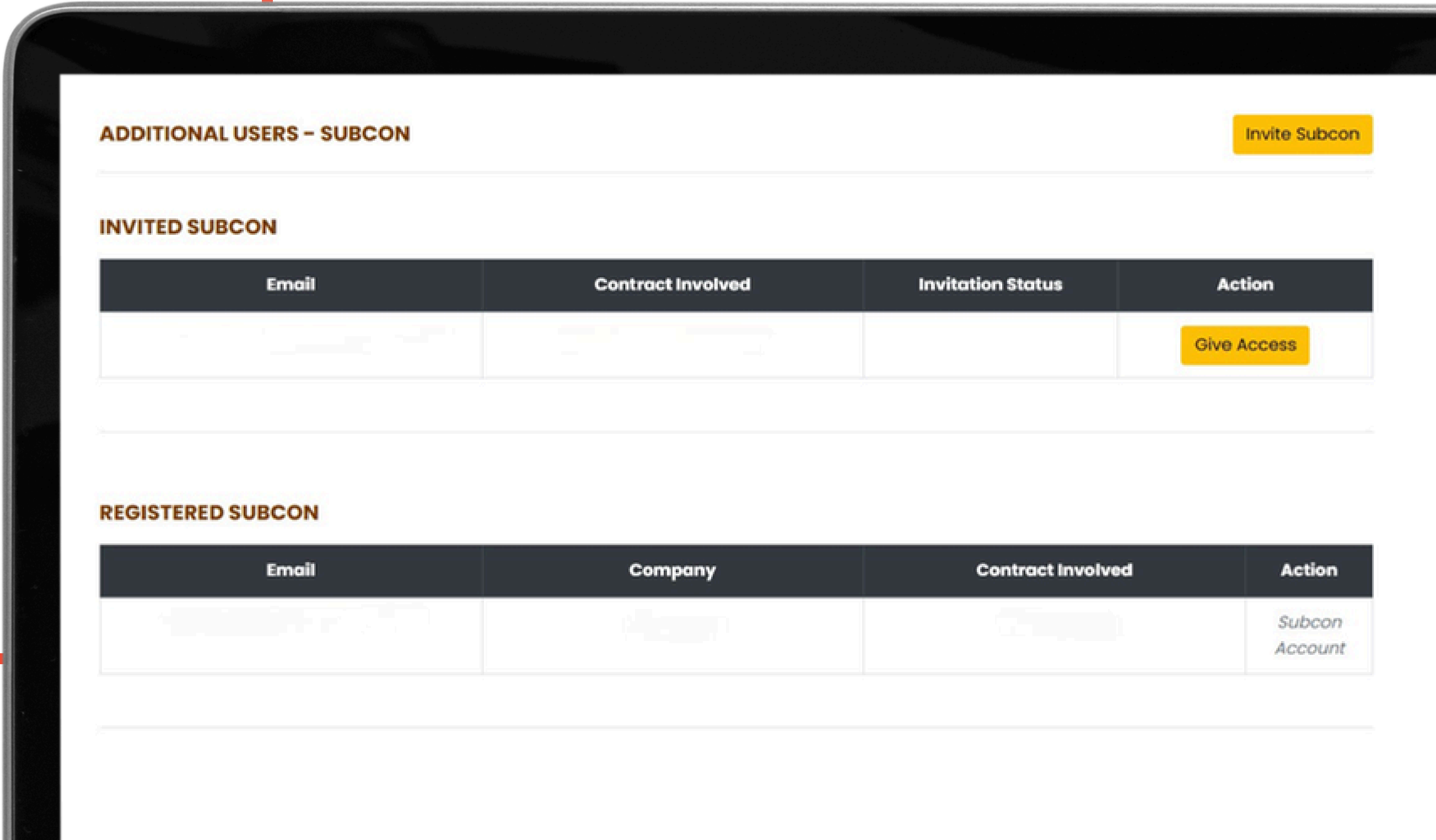
You are now at the Dashboard page of ICV Reporting System.



STEP 2

INVITE SUBCON

Scroll all the way down to the bottom of the Dashboard page, you will find “Additional Users - Subcon” box.



Invite Sub Con



Email Address***Make sure to enter the correct email address.**

Contract Involved

Choose..



Add

STEP 3

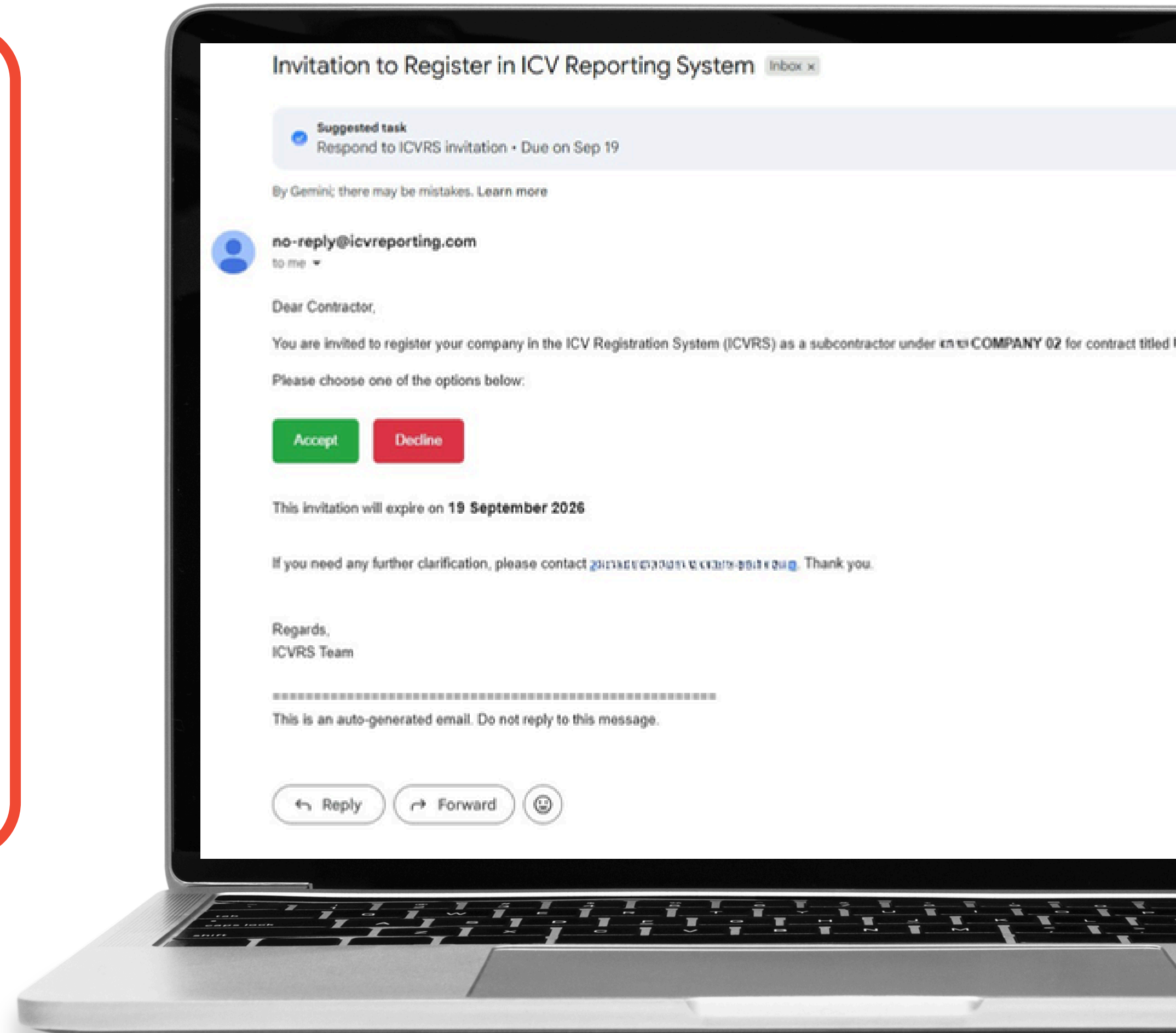
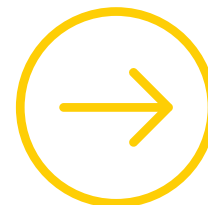
INVITE SUBCON

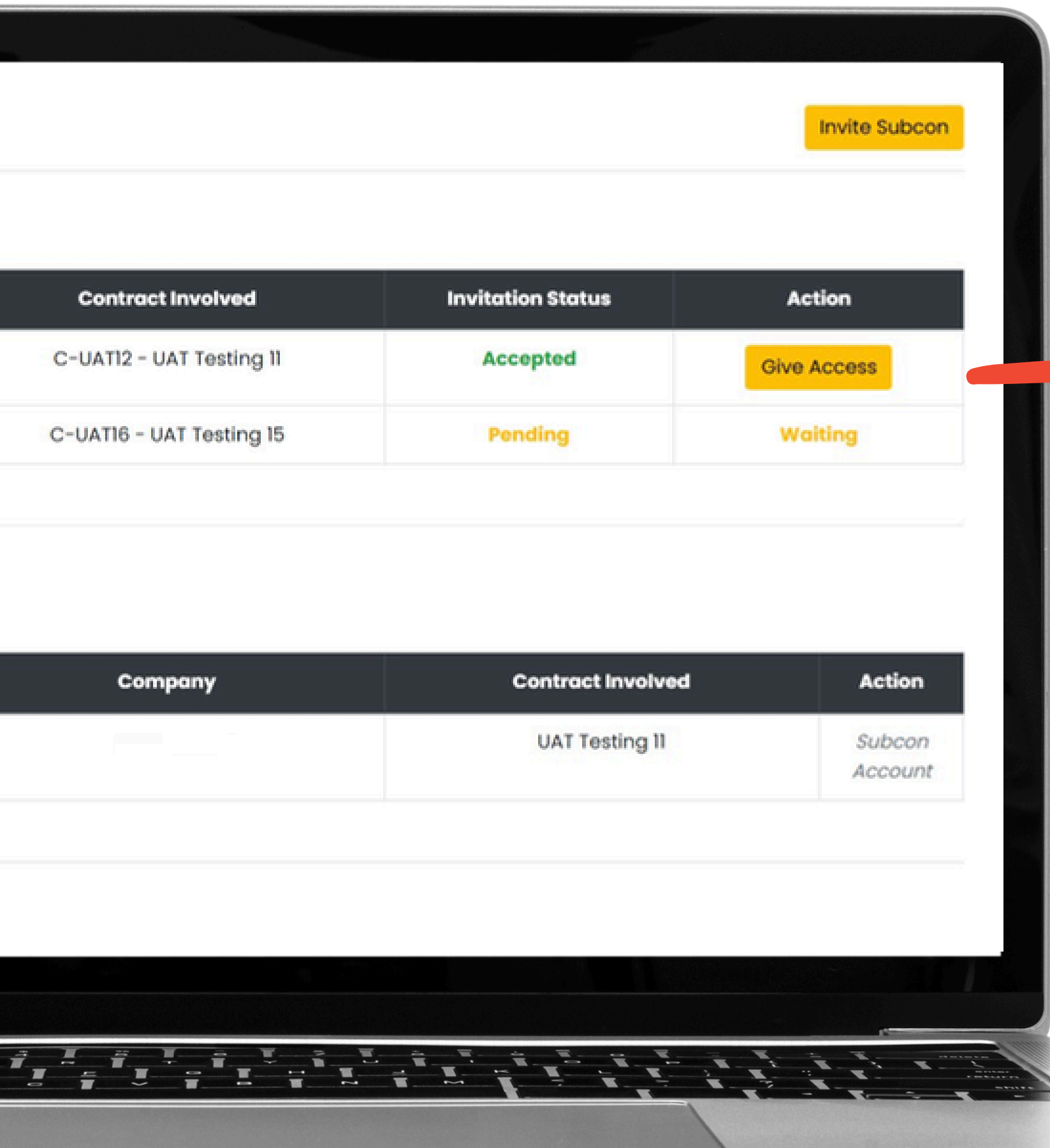
- Enter your **sub-contractor's email address**
- **Select** which **contract** from the dropdown selection.

STEP 4

ACCEPT INVITE

- The recipient will then receive an **invitation email** from **no-reply@icvreporting.com**.
- They will have the options to either **Accept** or **Decline** the invite.





STEP 5

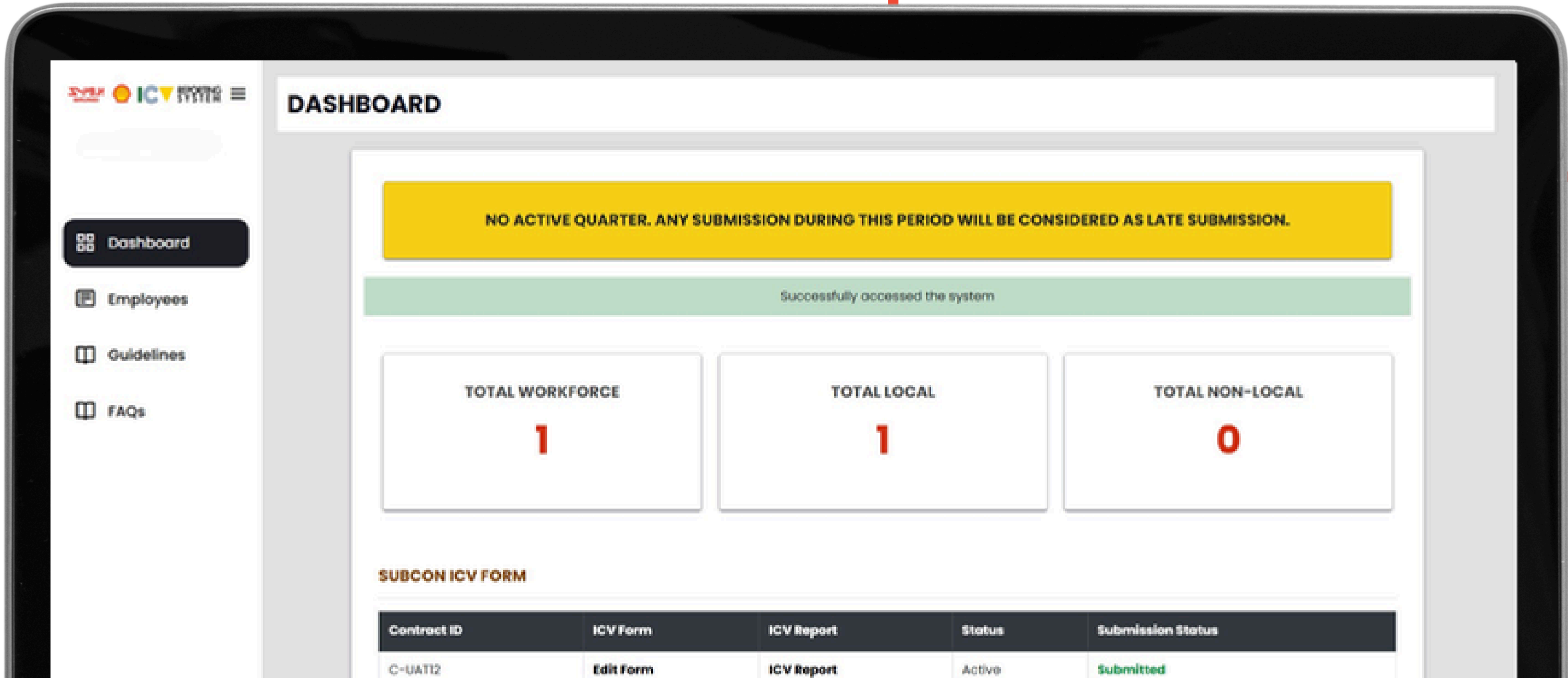
GIVE ACCESS

- Once the subcon has accepted, you will then be allowed to give them access to the contract reporting.
- Click '**Give Access**' and the subcon will receive a **registration email** from **no-reply@icvreporting.com**, including a One-Time Password.

SUBCON DETAILS

ICV FORM SUBMISSION BY SUBCON

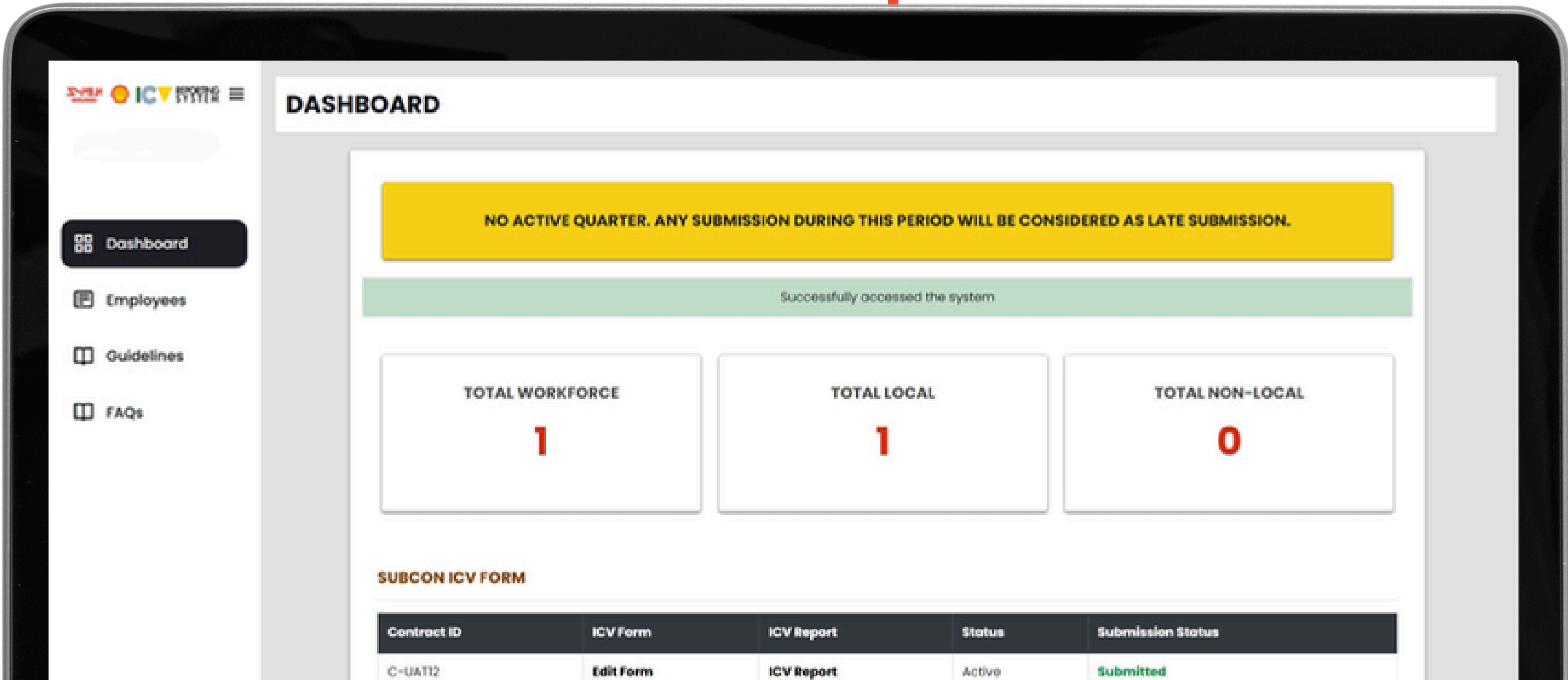
- Once logged in, this will be the landing page for the subcon.
- They will then proceed to submit their **ICV Form** accordingly.
- Their **submission compliance** will fall under the **Main Contractor's responsibilities**.



SUBCON DETAILS

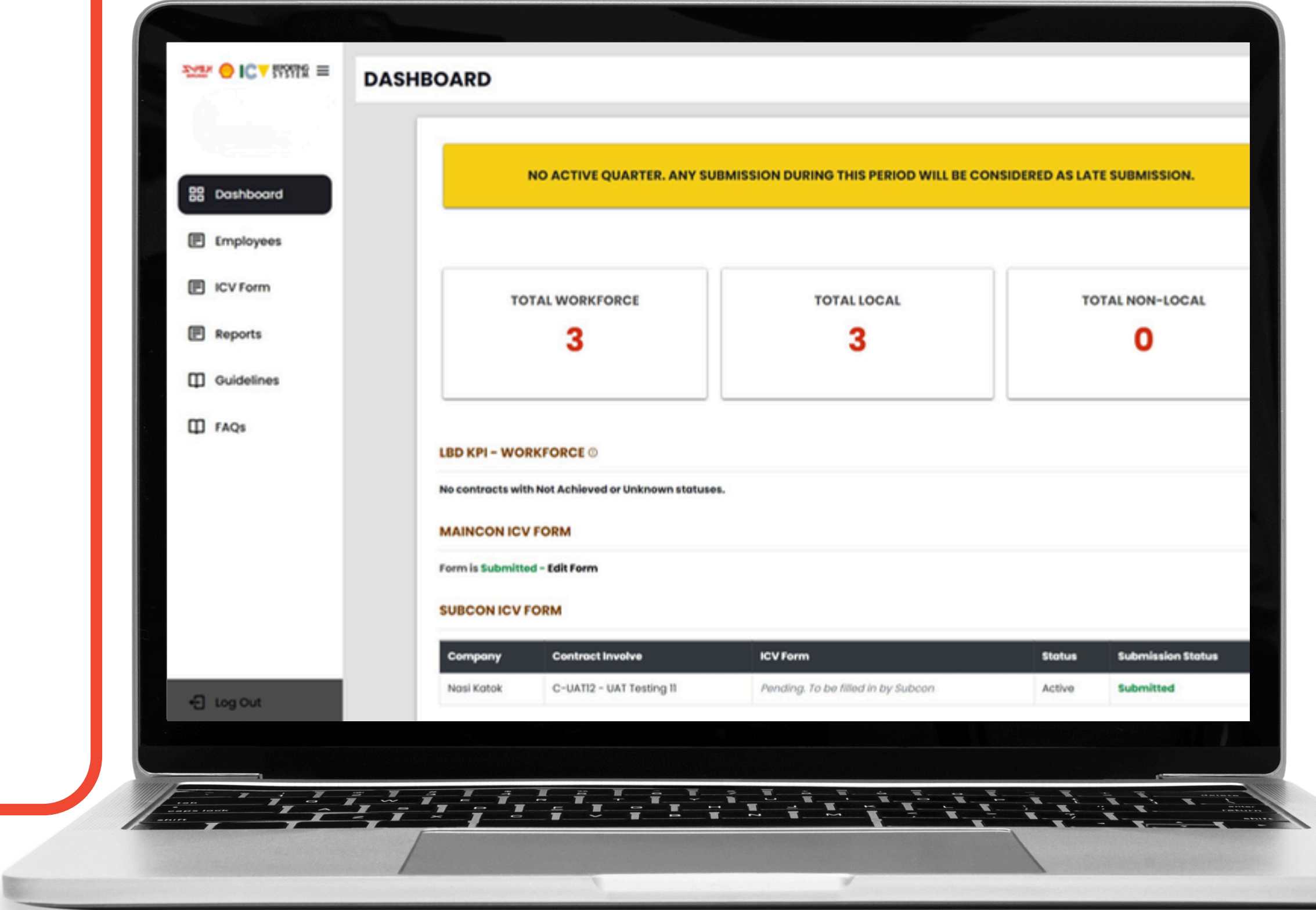
ICV FORM SUBMISSION BY SUBCON

- For subcon, kindly refer to **Module 3** and **Module 4** on how to submit **Employees** and **ICV Form**.



REPORTING GUIDELINES TO ICV REPORTING SYSTEM

MODULES COMPLETED!





REPORTING
SYSTEM