

## → ICF Supplier Hub: View Registration Status

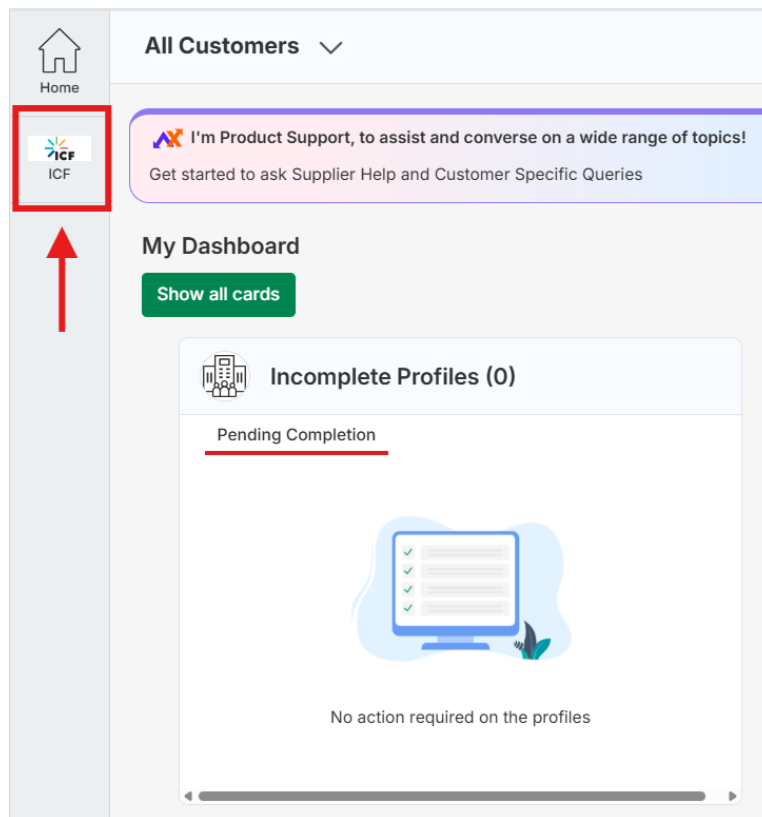


**Purpose:** The purpose of this job aid is to show suppliers how to view their registration status in the system, track the progress of their registration, and confirm whether their registration has been approved or is still pending.

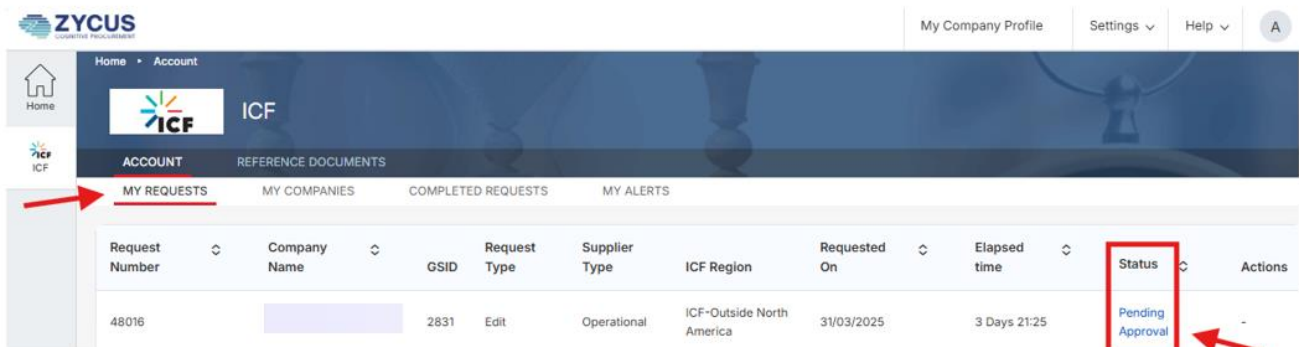
1. To view your registration status in the system, log in to the Zycus Supplier Network (ZSN) portal with the email address you used to register and the password you created through this link: <https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>

A screenshot of the Zycus Supplier Network (ZSN) login page. The page has a dark blue background with a faint image of a smiling woman. At the top left is the ZSN logo, and next to it is the text 'Zycus Supplier Network'. Below this is a white login form with a blue border. The form has a title 'Existing User? Log in with Password or OTP'. It contains two input fields: 'Email Address' with the placeholder text 'Type your email address here' and 'Password' with the placeholder text 'Type password here' and a toggle icon. Below the password field is a link 'Forgot Password'. At the bottom of the form is a green 'Login' button, followed by the word 'Or', and then a white 'Login via OTP' button. Red rectangles highlight the email and password input fields, the 'Login' button, and the 'Login via OTP' button.

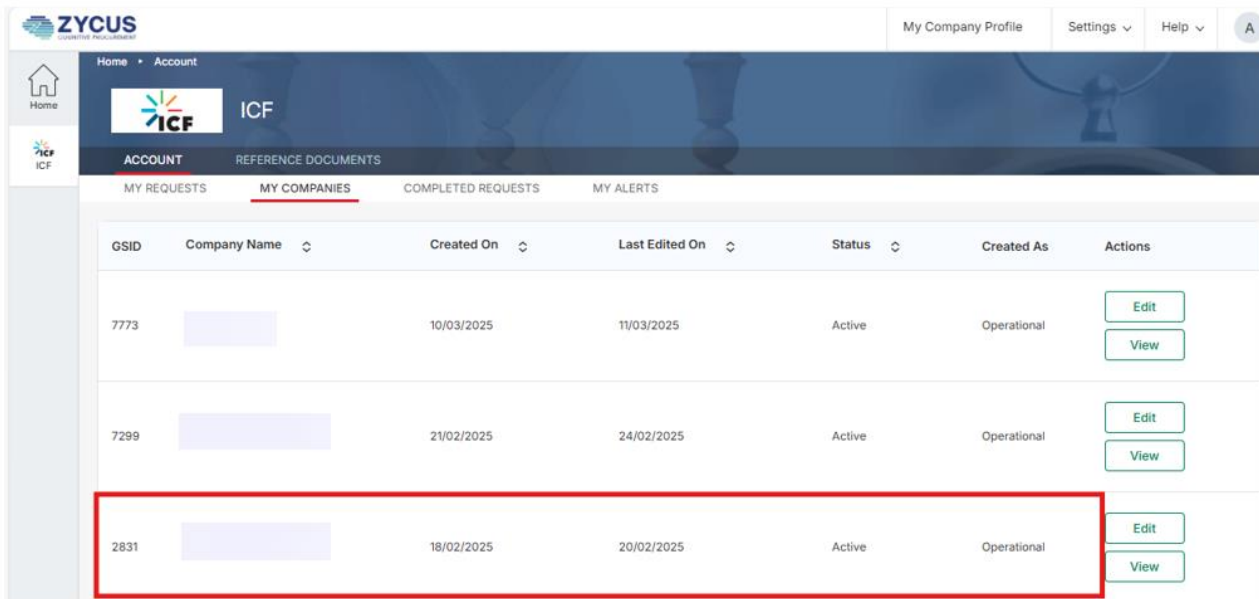
- a. On the **My Dashboard** screen, click on the **ICF** icon located in the top left corner.



- b. Under the **MY REQUESTS** tab, view requests that are in progress.
- If the company is still showing under this tab, the updated information is in the process of being verified.
  - Once the changes have been verified and approved by ICF, the company information will no longer be displayed under the **MY REQUESTS** tab.

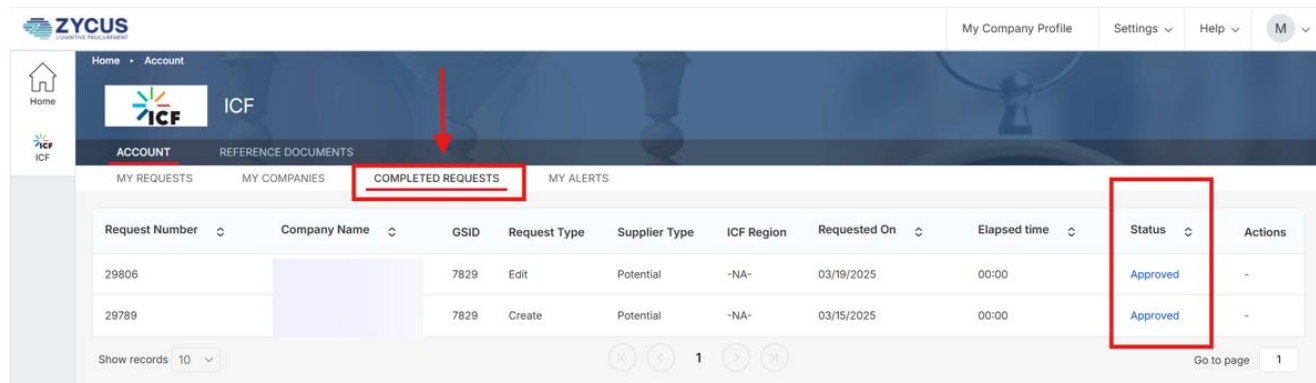


c. View your company status under the **MY COMPANIES** tab.



GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
7773		10/03/2025	11/03/2025	Active	Operational	<a href="#">Edit</a> <a href="#">View</a>
7299		21/02/2025	24/02/2025	Active	Operational	<a href="#">Edit</a> <a href="#">View</a>
2831		18/02/2025	20/02/2025	Active	Operational	<a href="#">Edit</a> <a href="#">View</a>

d. View your past requests under the **COMPLETED REQUESTS** tab.



Request Number	Company Name	GSID	Request Type	Supplier Type	ICF Region	Requested On	Elapsed time	Status	Actions
29806		7829	Edit	Potential	-NA-	03/19/2025	00:00	Approved	-
29789		7829	Create	Potential	-NA-	03/15/2025	00:00	Approved	-