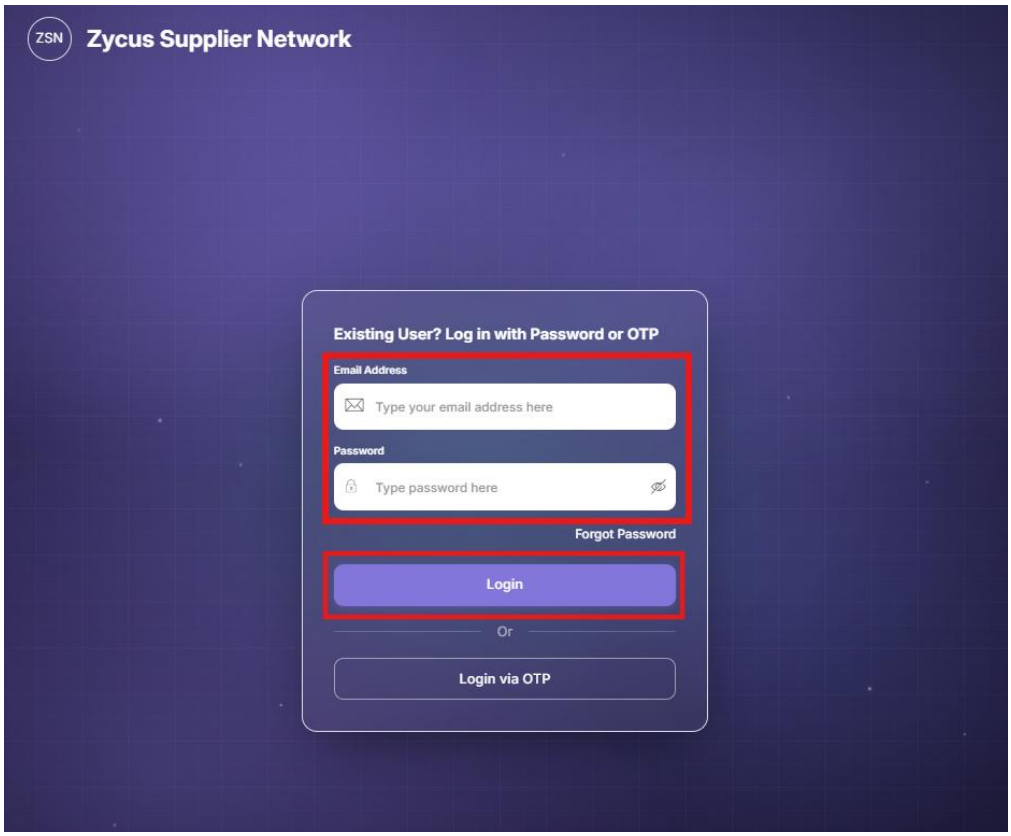
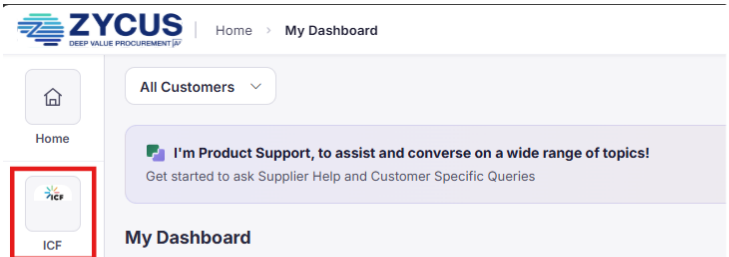
ICF Supplier Hub: View Registration Status

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

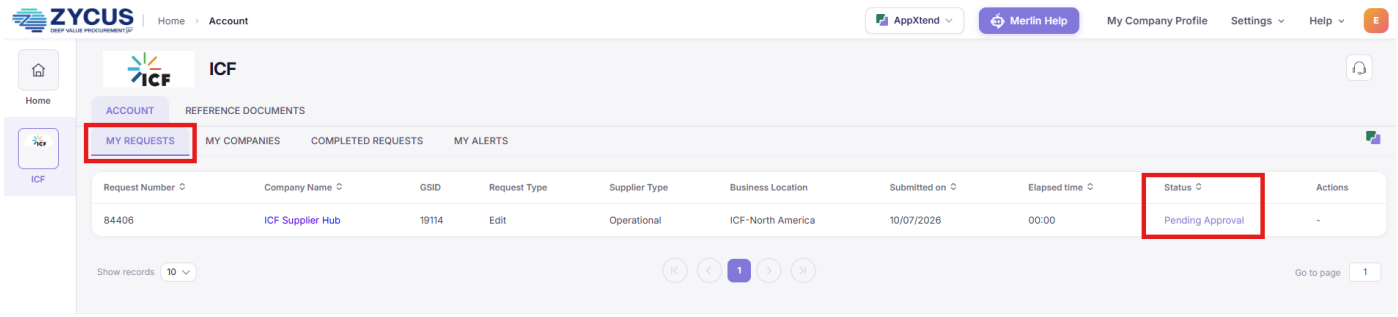


2. On the **My Dashboard** screen, click on the **ICF** icon located in the top left corner.



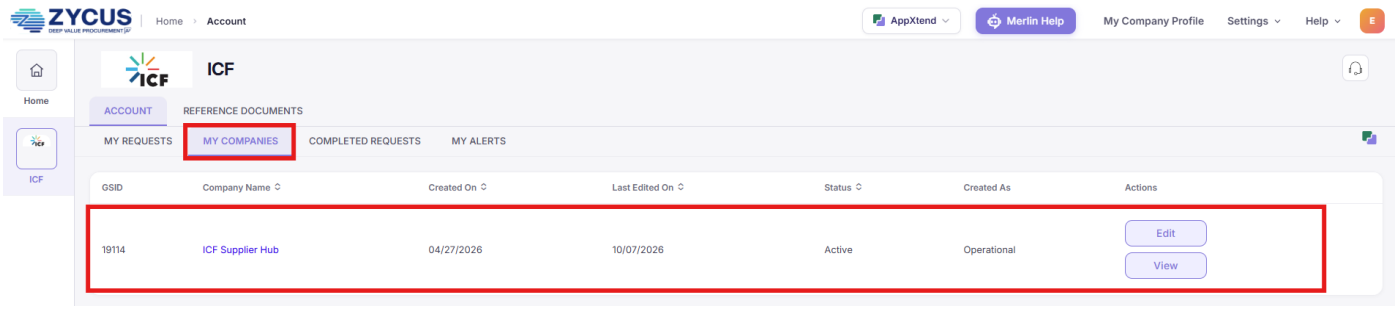
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3. Under the **MY REQUESTS** tab, view requests that are in progress.
   3.1. If your company is still showing under this tab, the updated information is in the process of being verified by ICF. Once the changes have been verified and approved by ICF,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

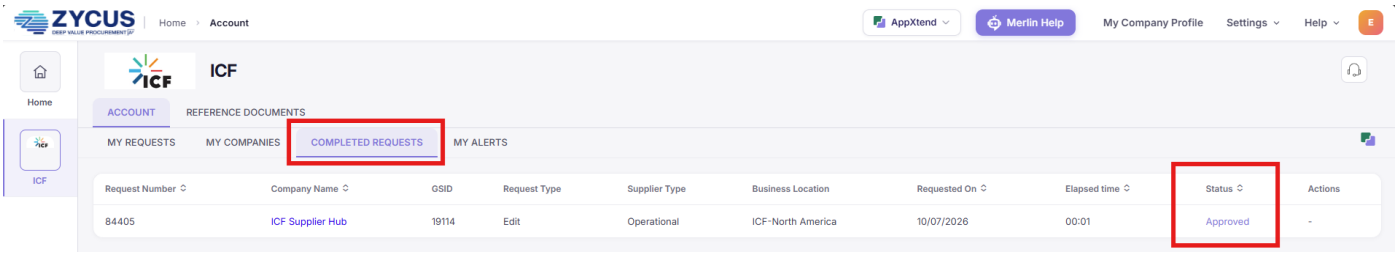


4. View your company status under the **MY COMPANIES** tab.

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



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