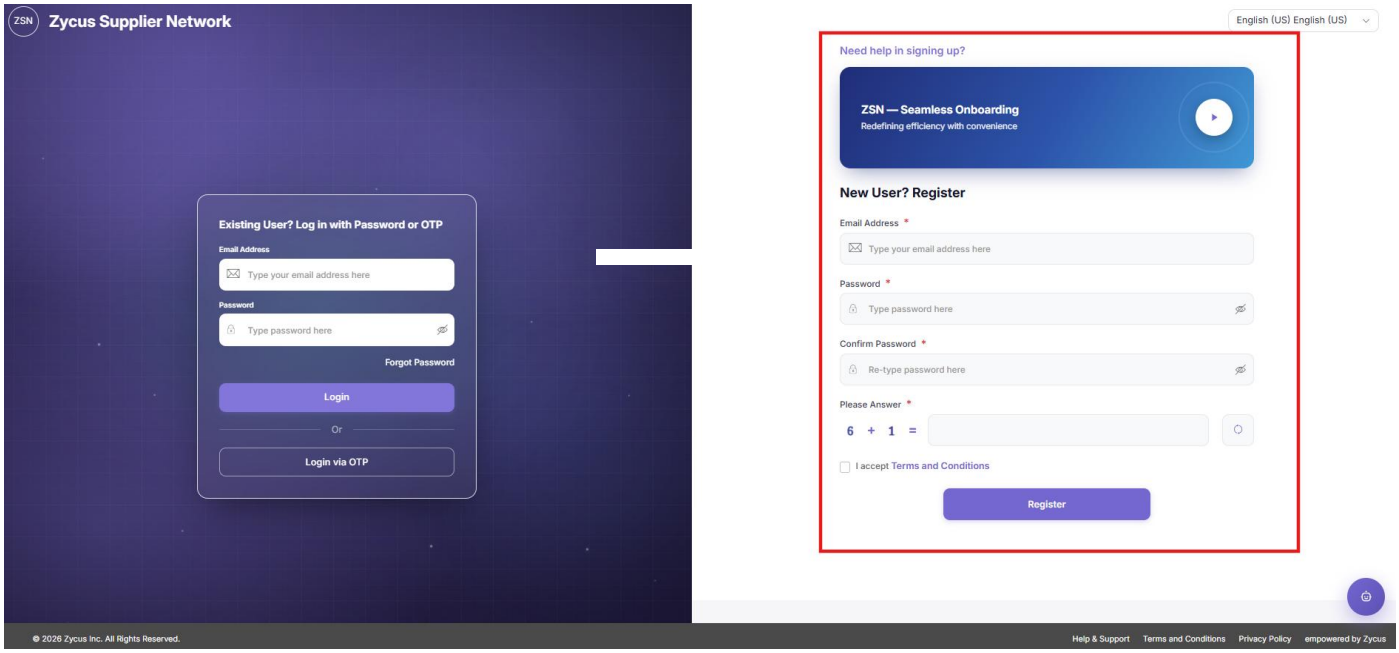
ICF Supplier Hub: How to Create your Account When Notified

Purpose: This document provides guidance on how suppliers can create their account in the ICF Supplier Hub through the Zycus Supplier Network (ZSN) after receiving an invitation to do so.

1. You will receive an email from ZSN (admin@zycus.com) requesting that you create your account within the ICF Supplier Hub via the link provided in the email.

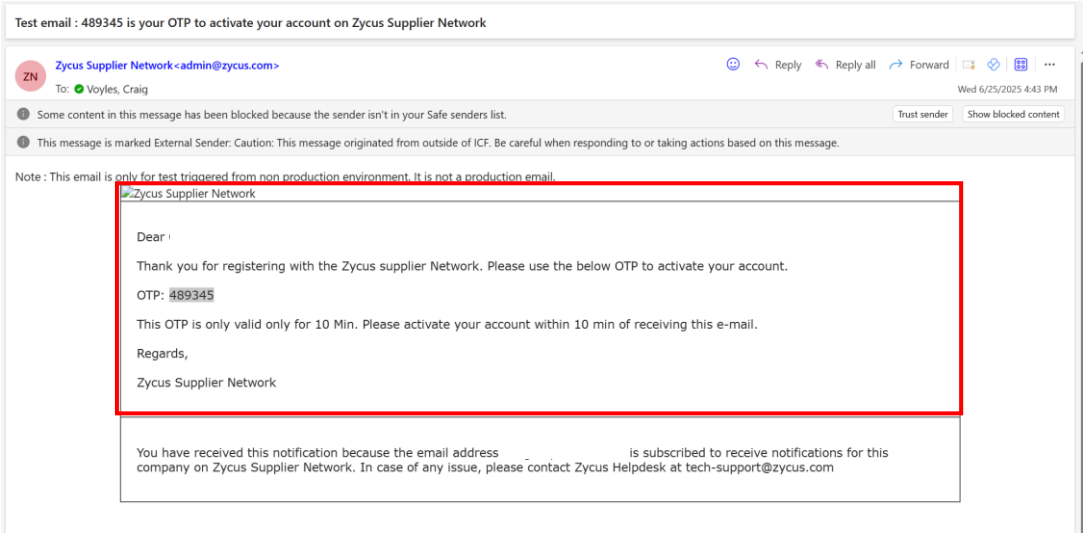
ICF Supplier Hub Account Creation Notification via Zycus Supplier Network

2. In the **New User Registration** section, enter your **Email Address, Password, Confirm Password,** answer the security question, click the box to accept **Terms and Conditions**, and click **Register**.

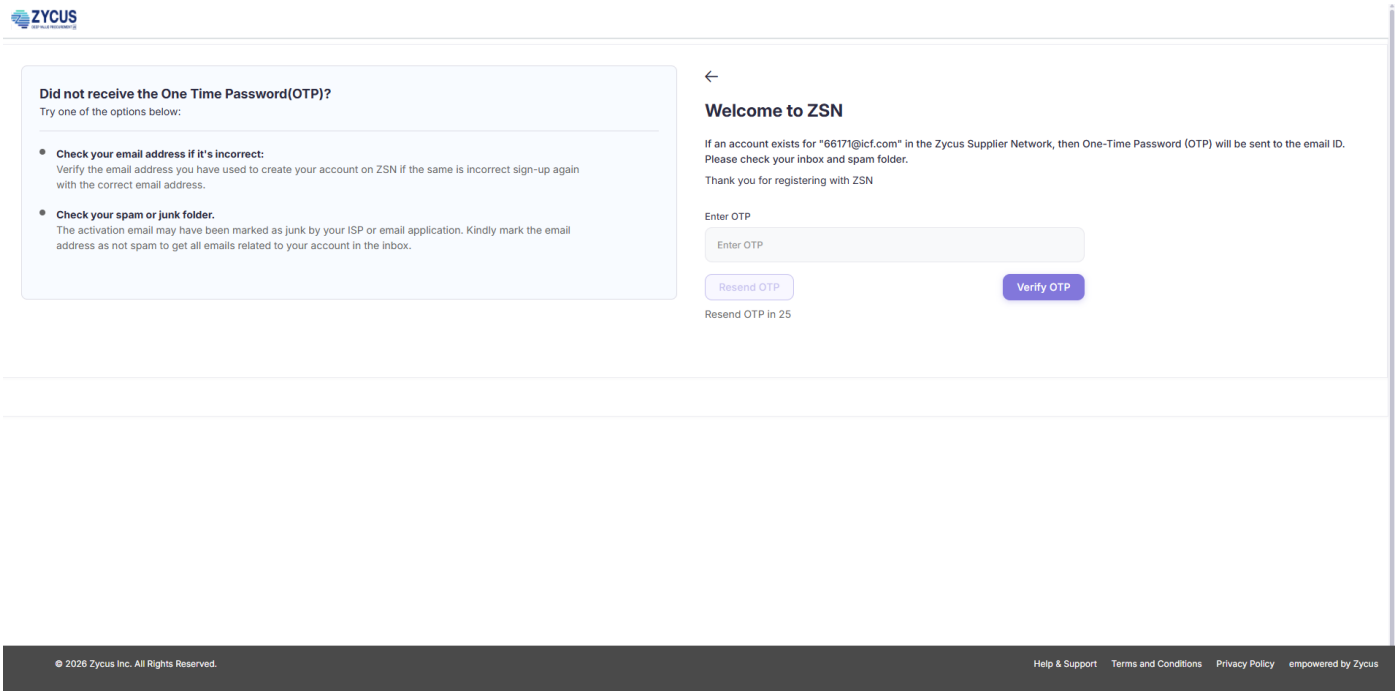


3. You will receive an email prompting you to activate your account via **One Time Password (OTP)** entry. The OTP will only be valid for ten (10) minutes. **Copy** the OTP. *Note the OTP shown below is for reference only and you should enter the OTP that you receive via email.*

©Copyright ICF 2024

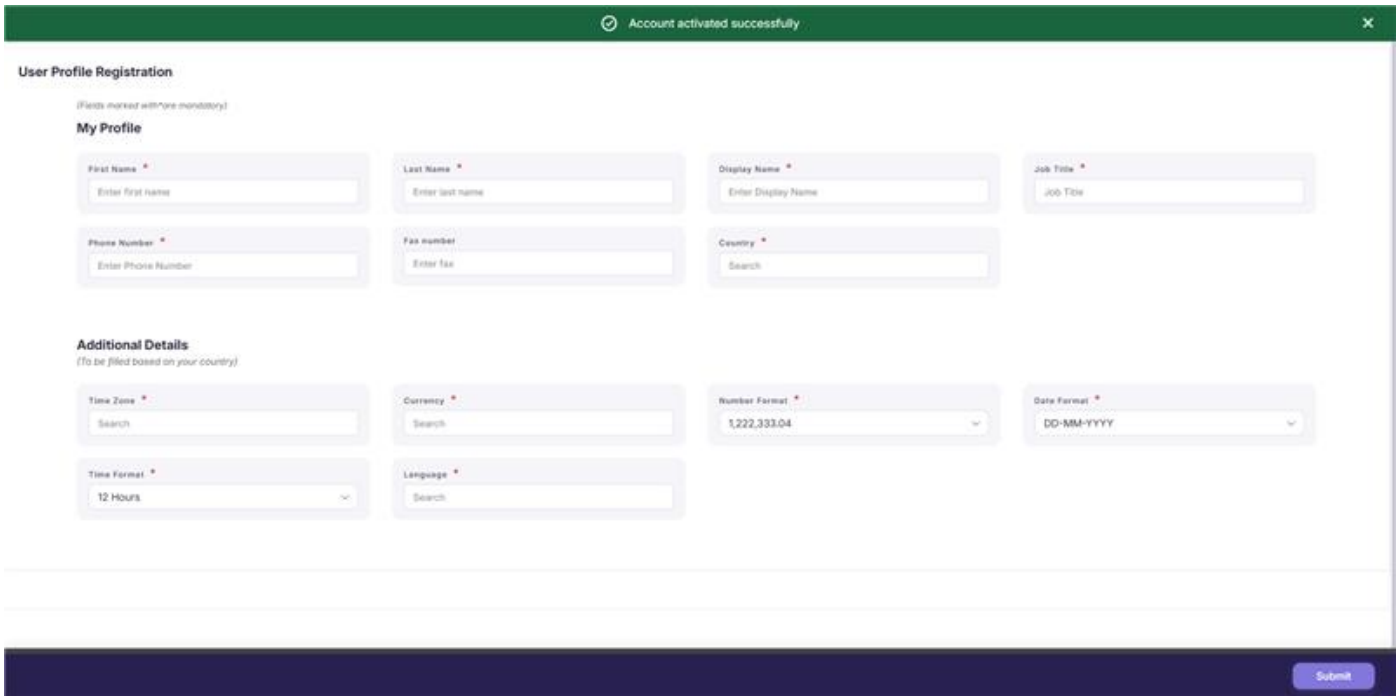


4. Enter the **OTP** and click **Verify OTP.**



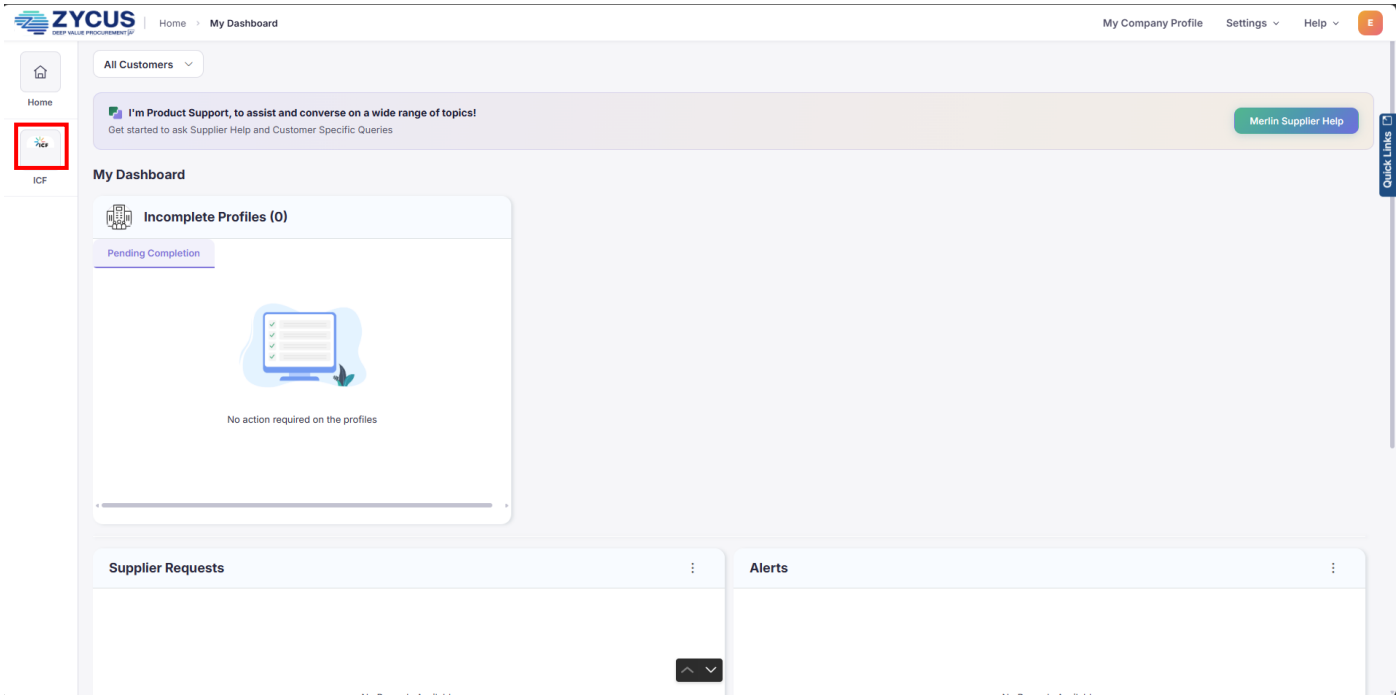
@Copyright ICF 2024

5. Complete the **User Profile Registration** and click **Submit**.

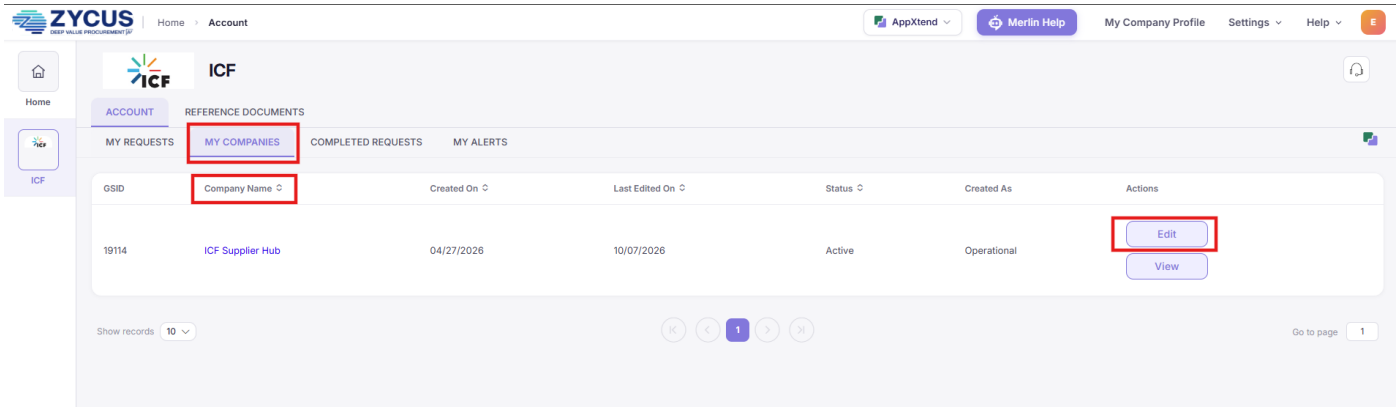


@Copyright ICF 2024

6. Click on the **ICF logo** in the top left-hand corner.

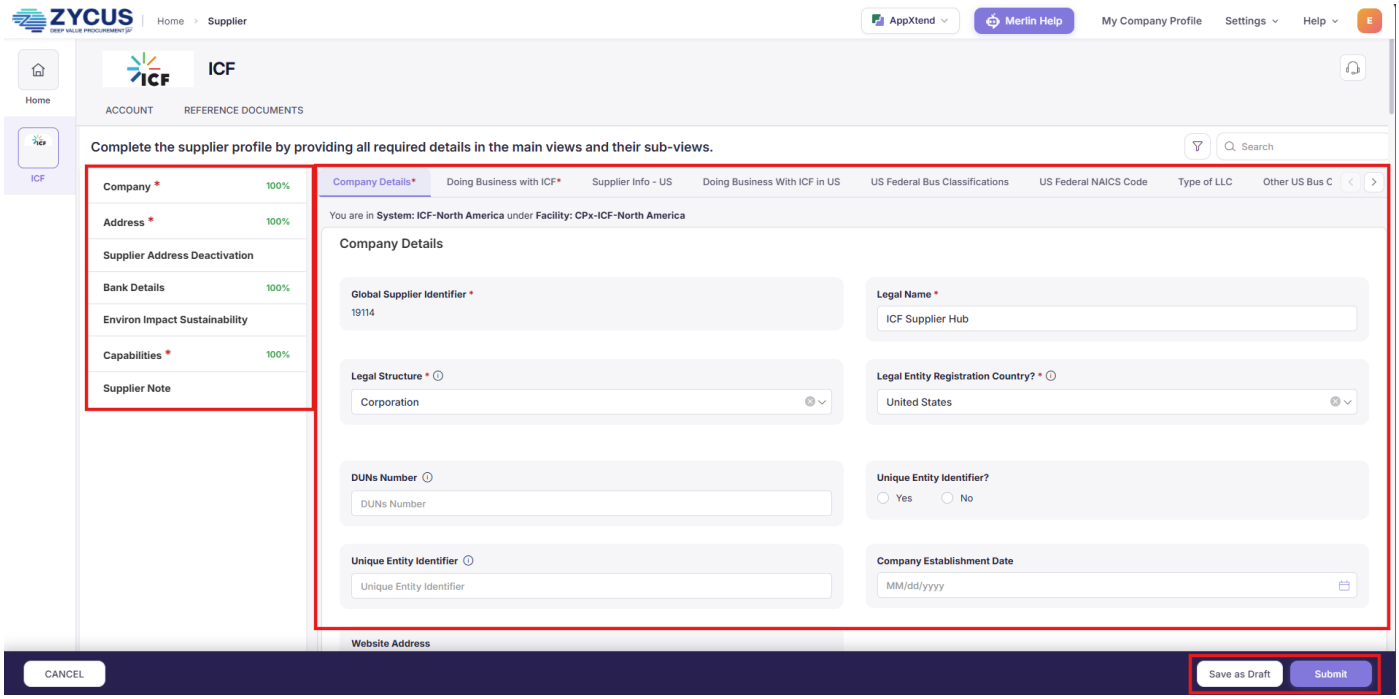


7. Click **MY COMPANIES** to view your supplier record as it currently exists. Click **Edit** next to your **Company Name**.

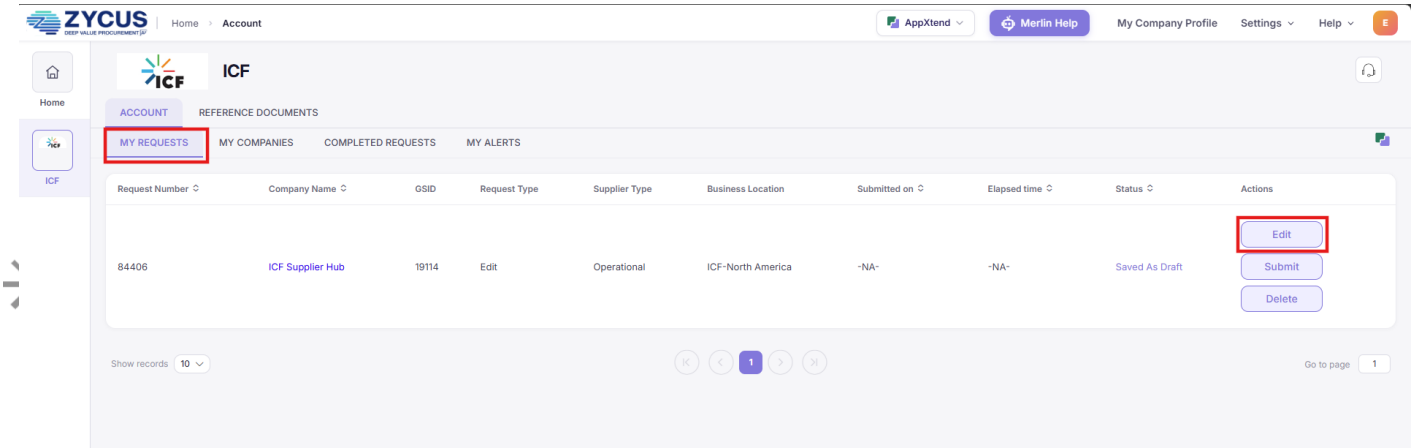


@Copyright ICF 2024

8. You will be prompted to complete the operational supplier required fields and other information. Once you have completed all the necessary information, click **Submit**. Click **Save as Draft** if you would like to come back later to complete the updates.



9. If you've saved your profile as draft, you can finish completing it by navigating to **MY REQUESTS** and clicking **Edit**. Once you have completed your updates, please **Submit** as shown in step 9 above.



Additional job aids on how to complete your details can be found here: [ICF Supplier Hub user guides and FAQs | ICF](#).

@Copyright ICF 2024