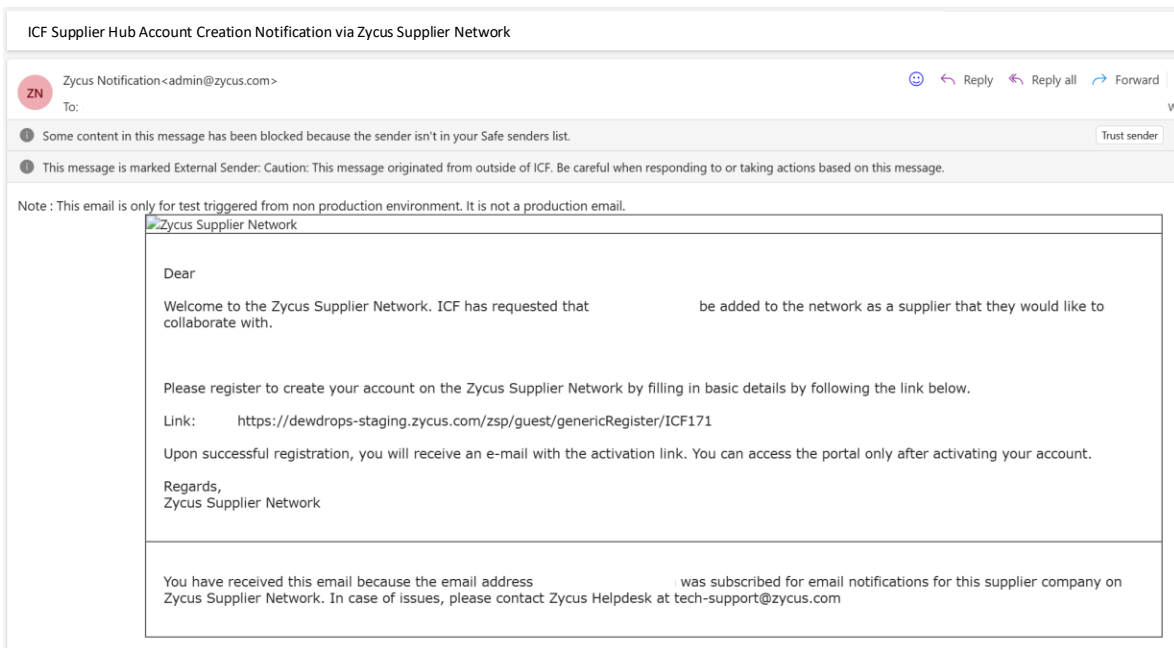


# → ICF Supplier Hub: How to Create your Account When Notified

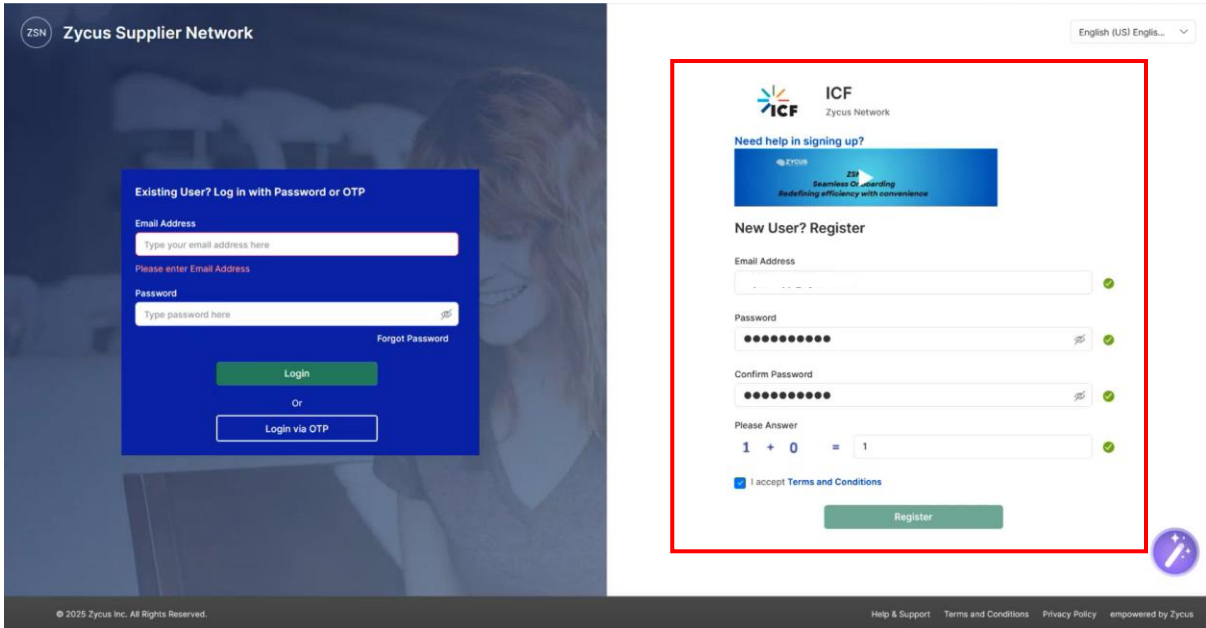


**Purpose:** This document provides guidance on how suppliers can create their account in the ICF Supplier Hub through the Zycus Supplier Network (ZSN) after receiving an invitation to do so.

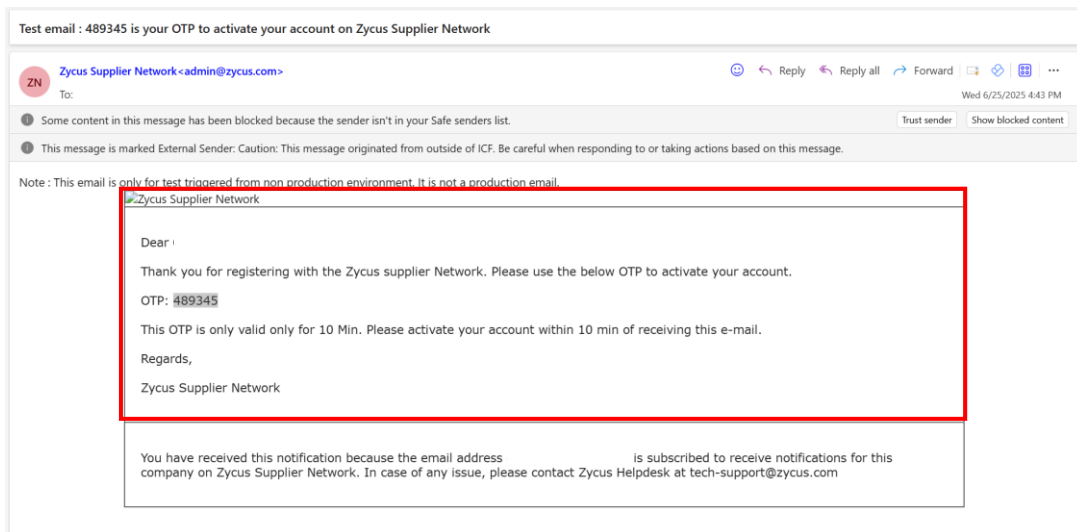
1. You will receive an email from ZSN ([admin@zycus.com](mailto:admin@zycus.com)) requesting that you create your account within the ICF Supplier Hub via the link provided in the email.



- 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**.



- 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.*



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

**ZYCUS**

**Did not receive the One Time Password(OTP)?**  
Try one of the options below:

- **Check your email address if it's incorrect:**  
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder.**  
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.

**Welcome to ZSN**

If an account exists for "svj34.support@zycus.com" in the Zycus Supplier Network, then One-Time Password (OTP) will be sent to the email ID. Please check your inbox and spam folder.  
Thank you for registering with ZSN

Enter OTP

Enter OTP

Please Enter the OTP

Resend OTP

Verify OTP

Resend OTP in 14

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

**ZYCUS**

**User Profile Registration**

(Fields marked with \* are mandatory)

**My Profile**

First Name \* Last Name \* Display Name \* Job Title \*

Enter first name Enter last name Enter Display Name Job Title

Phone Number \* Fax number \* Country \*

Enter Phone Number Enter fax Search

**Additional Details**

(To be filled based on your country)

Time Zone \* Currency \* Number Format \* Date Format \*

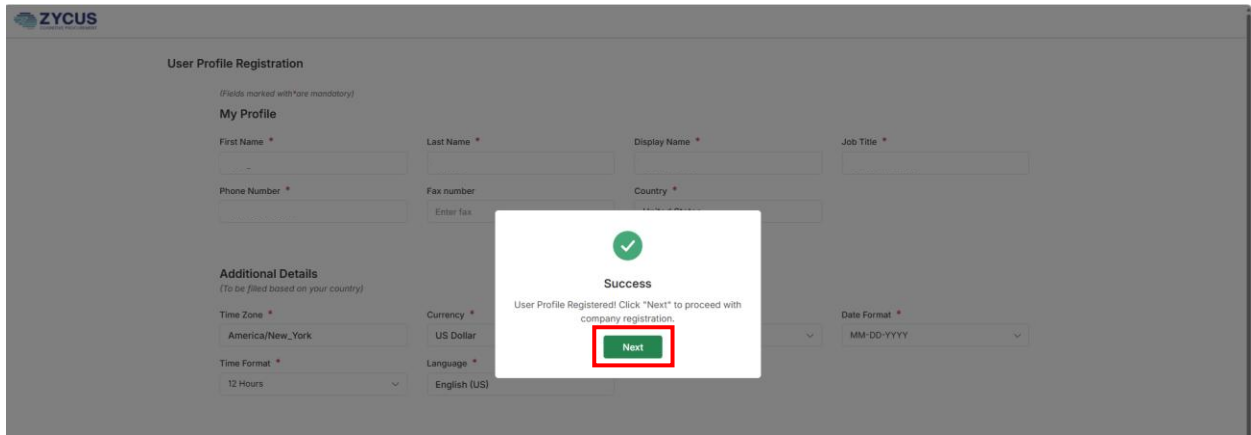
America/New\_York US Dollar 1,222,333.04 MM/DD/YYYY

Time Format \* Language \*

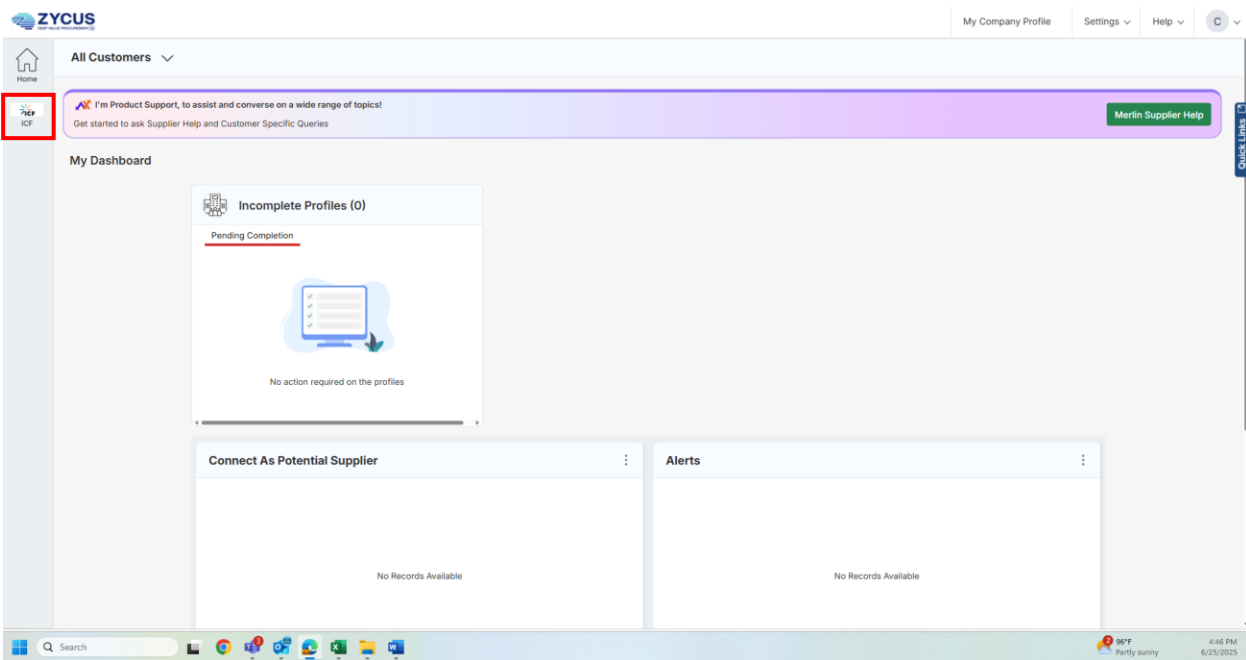
12 Hours English (US)

Submit

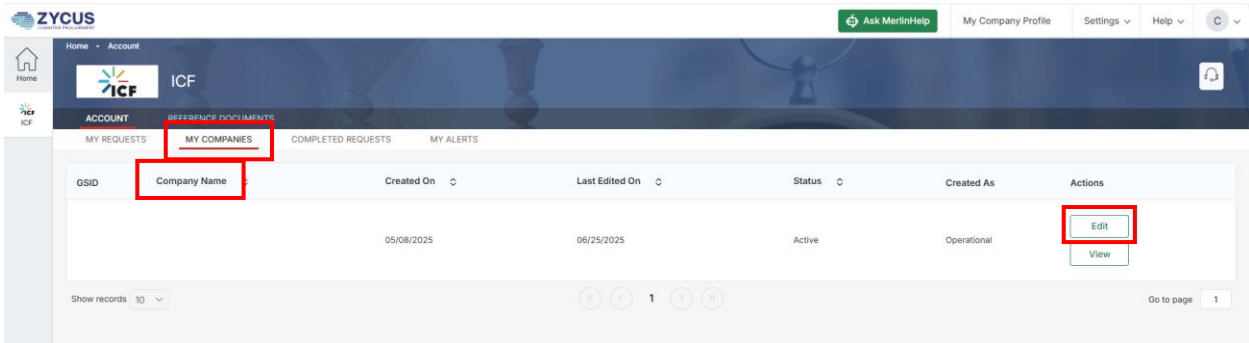
6. Click **Next**.



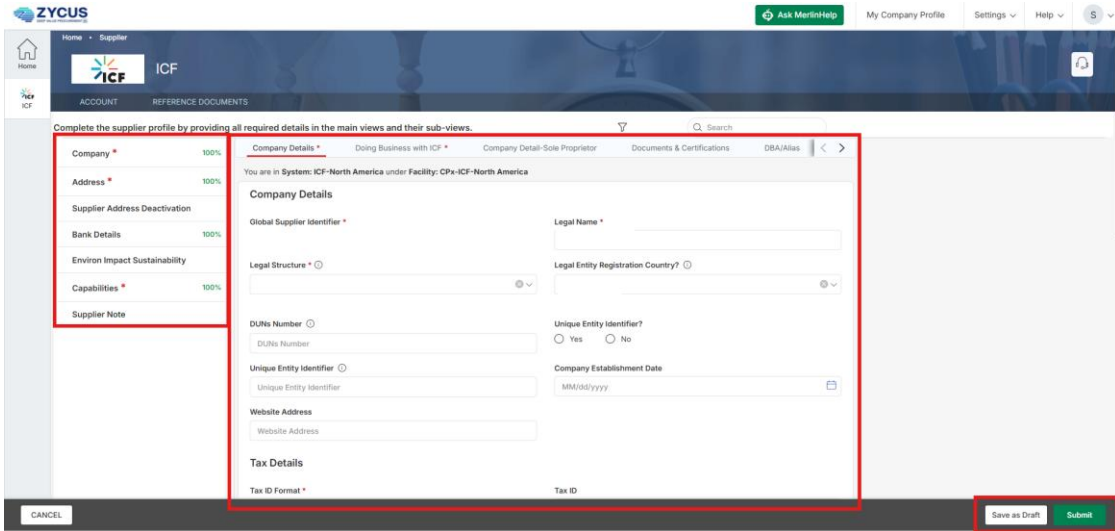
7. Click on the **ICF logo** in the top left-hand corner.



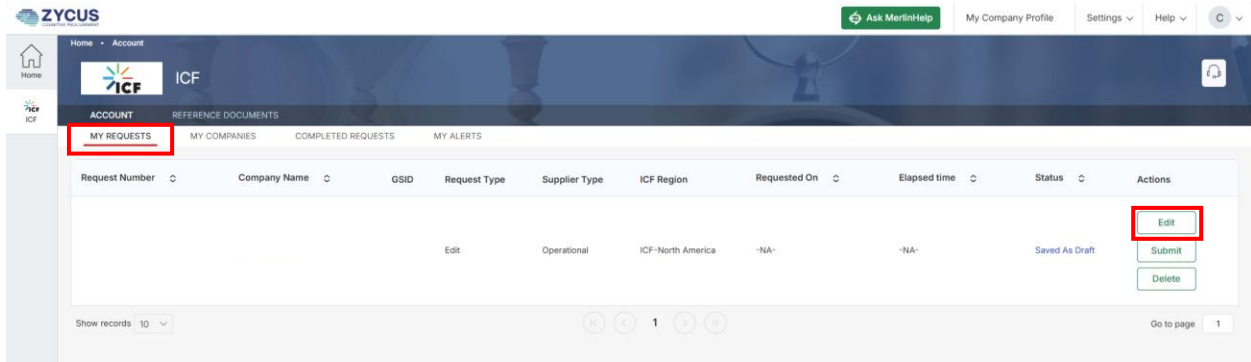
- Click **MY COMPANIES** to view your supplier record as it currently exists. Click **Edit** next to your **Company Name**.



- 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.



10. 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](#).