

Registering on Individual Consultant Self-Service Portal (UNICEF Consultant Portal)

UNICEF has introduced a new access to the updated Individual Consultant Self-Service Portal for individual consultant invoice submission with valid contracts (purchase orders).

The existing consultants registered on old portal need to re-register on the [new portal](#).

Please note that only private email address registered at UNICEF vendor record can be used for the registration and invoice submission (no UNICEF account is accepted on the portal).

Currently, the UNICEF Consultant Portal is not supported by mail.com and freemail.hu email providers. See [FAQs](#) on Registration

**Consultants should NOT use their "UNICEF.org" account to register. Instead, consultants are required to use their personal email address as in UNICEF vendor records.*

If you are unsure of the recorded email address or need to update your record, please contact the Consultant Focal Point at your UNICEF office.

How to Log in

In case you have a UNICEF email address, and you use Service Gateway /CC portal for your daily work to login to the UNICEF Consultant Portal with private email address:

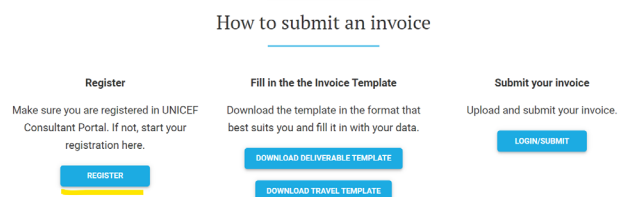
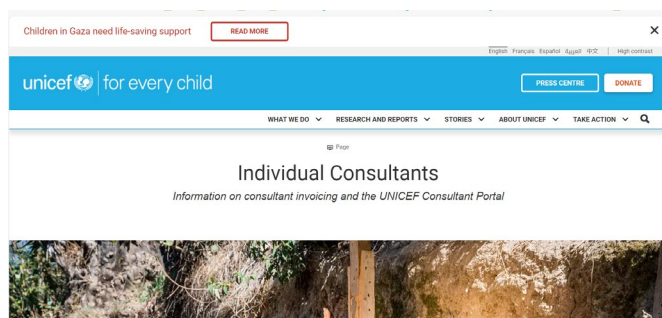
1. Close all sessions logged to Service Gateway,
2. Start a new session with [Individual Consultants | UNICEF](#), to be able to login with a new username into the Consultant Portal, or use incognito/private mode and copy-paste link <https://unicef.service-now.com/cic>. Otherwise, single sign-on function (SSO) used by UNICEF will keep you login with the official email address.

Step-by-step guide to register on the portal:

Registration process:

Step 1 / Action 1: Go to [Individual Consultants | UNICEF](#)

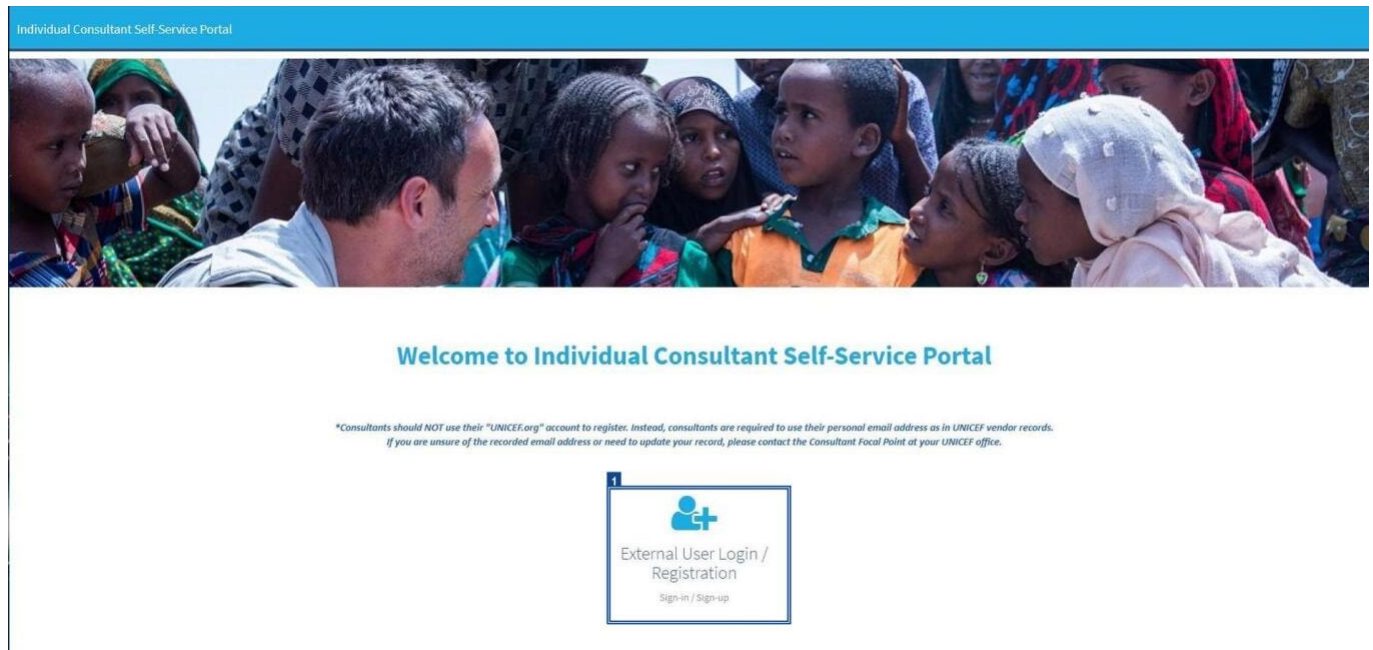
Action 2: Scroll down to "How to submit an invoice" section and click on the **Register** button.



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Step 2 / Action 1: Click on "External User Login / Registration Sign-in / Sign-up"

If you have UNICEF platform open, please log out (close all session in the browser) before attempting to access this page. You can also use incognito/private mode to access this page to ensure that your UNICEF user credentials do not conflict with private account you are using to register.



Step 3 / Action 1: Click on "Sign up now" link.



Step 4 / Action 1: Provide with your private email address for the registration.

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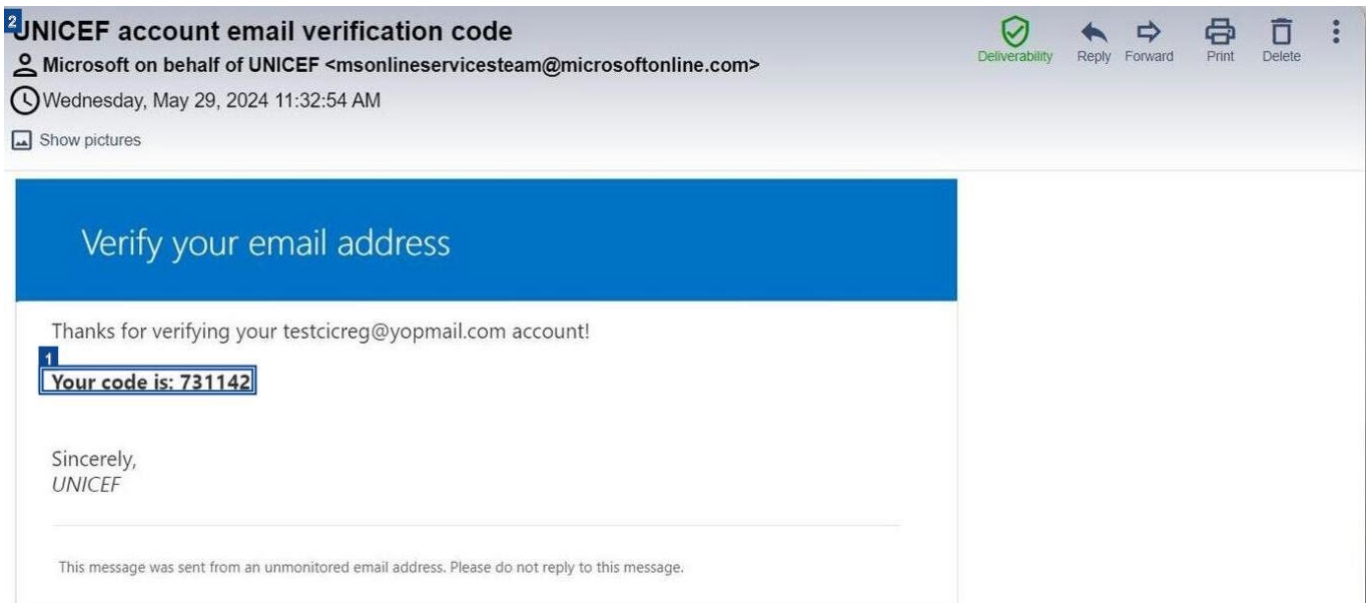
The email account used to register should be the same as was provided for UNICEF vendor registration. **It should not be the UNICEF email address.**

If you register using invalid email, invoice submission will not be possible, even if you get registered on the portal.

Action 2: Click on "Send verification code" button to verify your email address for the registration.



Step 5 / Action 1: Copy the 6-digit verification code received to your private email account.

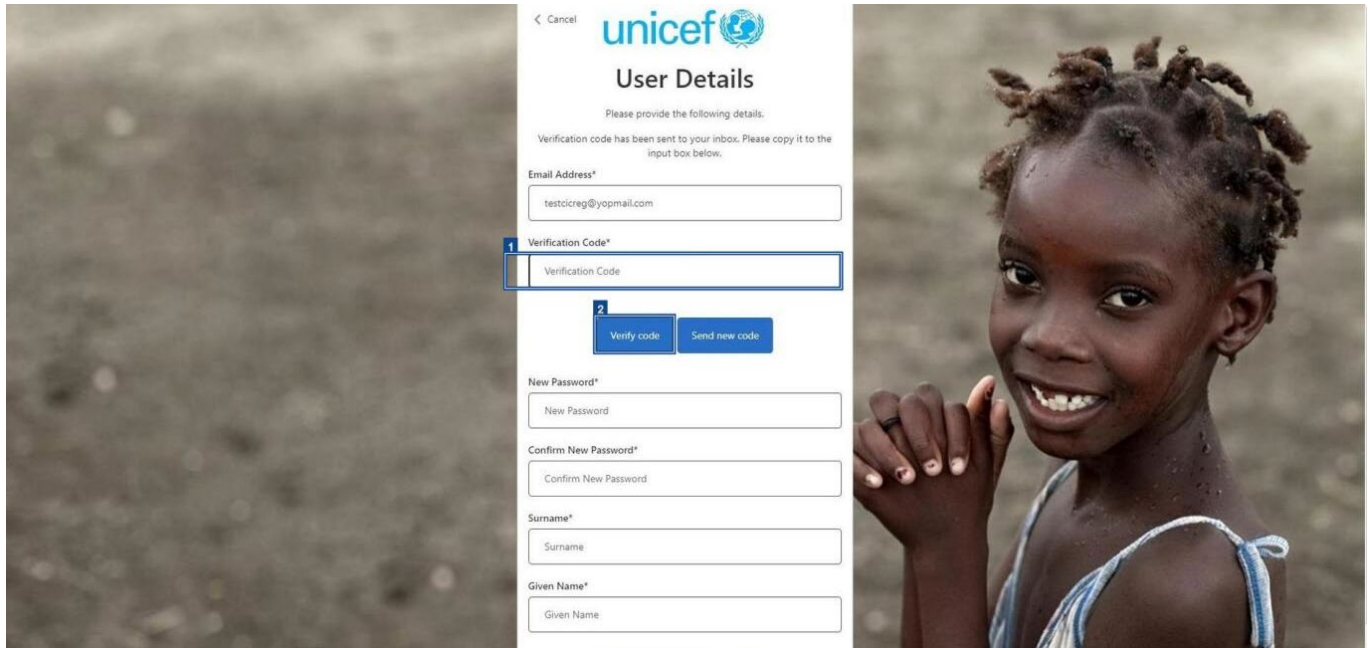


Step 6 / Action 1: Paste the code to "Verification code" field.

Action 2: Click on "Verify code".

Note: if your code expired follow **Step 14**.

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Step 7 / Action 1: Add a password into "New Password*" field.

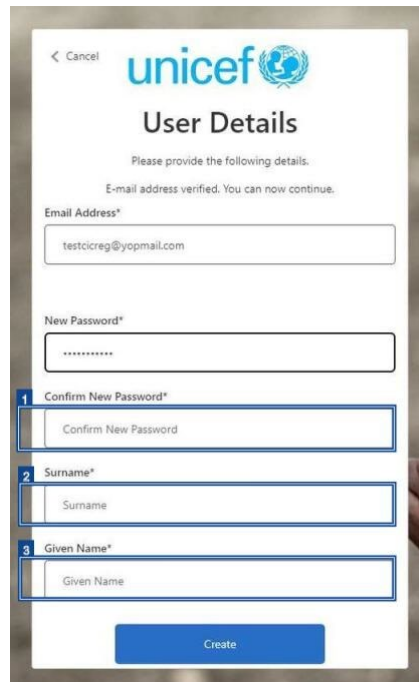


Step 8 / Action 1: Retype the password into "Confirm New Password*"

Action 2: Add your "Surname*" (family name)

Action 3: Add your "Given Name*" (first name)

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< Cancel unicef

User Details

Please provide the following details.
E-mail address verified. You can now continue.

Email Address*
testcicreg@yopmail.com

New Password*

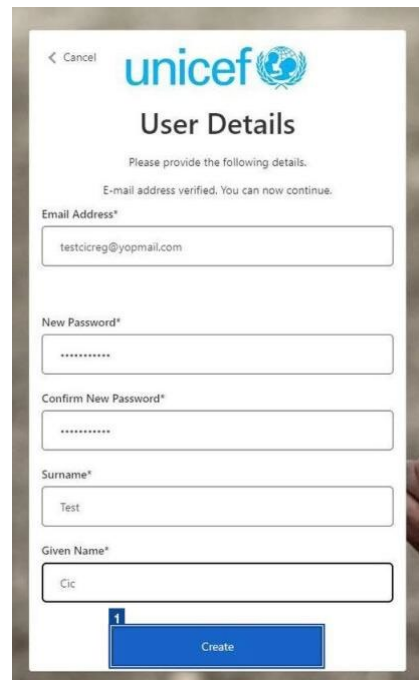
1 Confirm New Password*
Confirm New Password

2 Surname*
Surname

3 Given Name*
Given Name

Create

Step 9 / Action 1: Click on "Create"



< Cancel unicef

User Details

Please provide the following details.
E-mail address verified. You can now continue.

Email Address*
testcicreg@yopmail.com

New Password*

Confirm New Password*

Surname*
Test

Given Name*
Cic

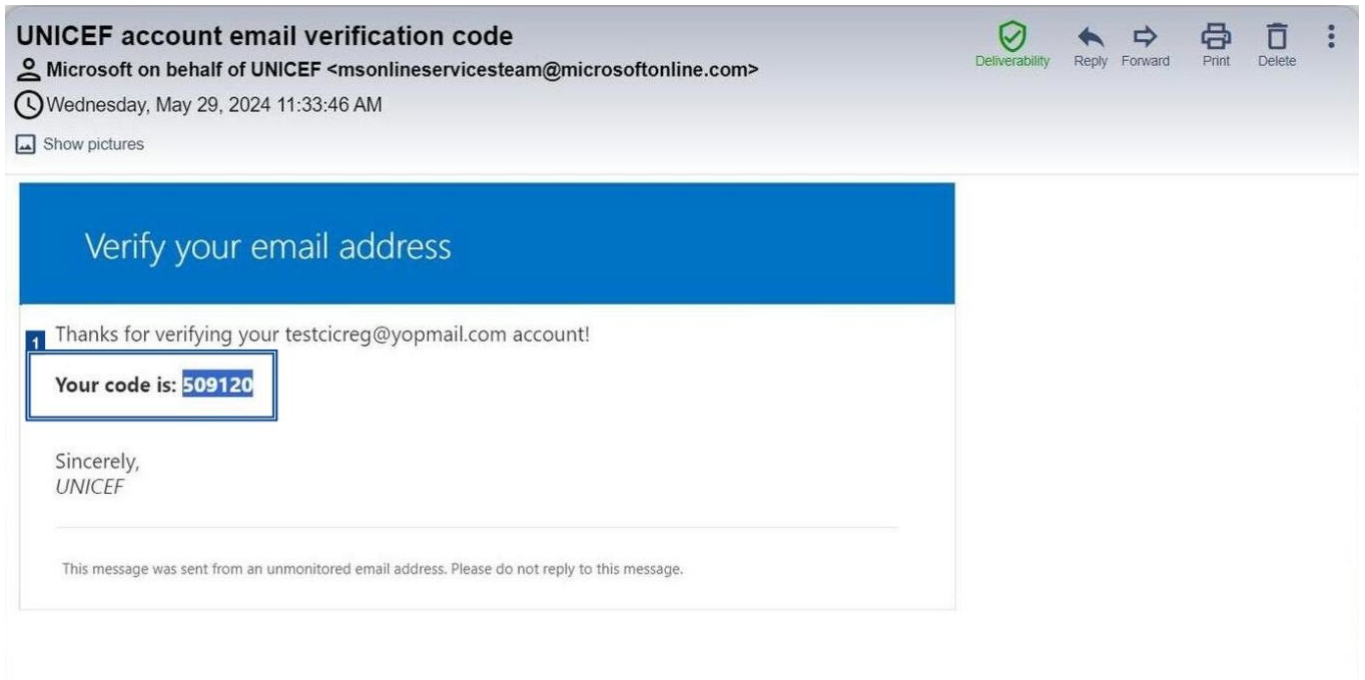
1 Create

Step 10 / Action 1: Click on "Send verification code" to login to the portal.

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Step 11 / Action 1: Copy the new code received to your private email account.



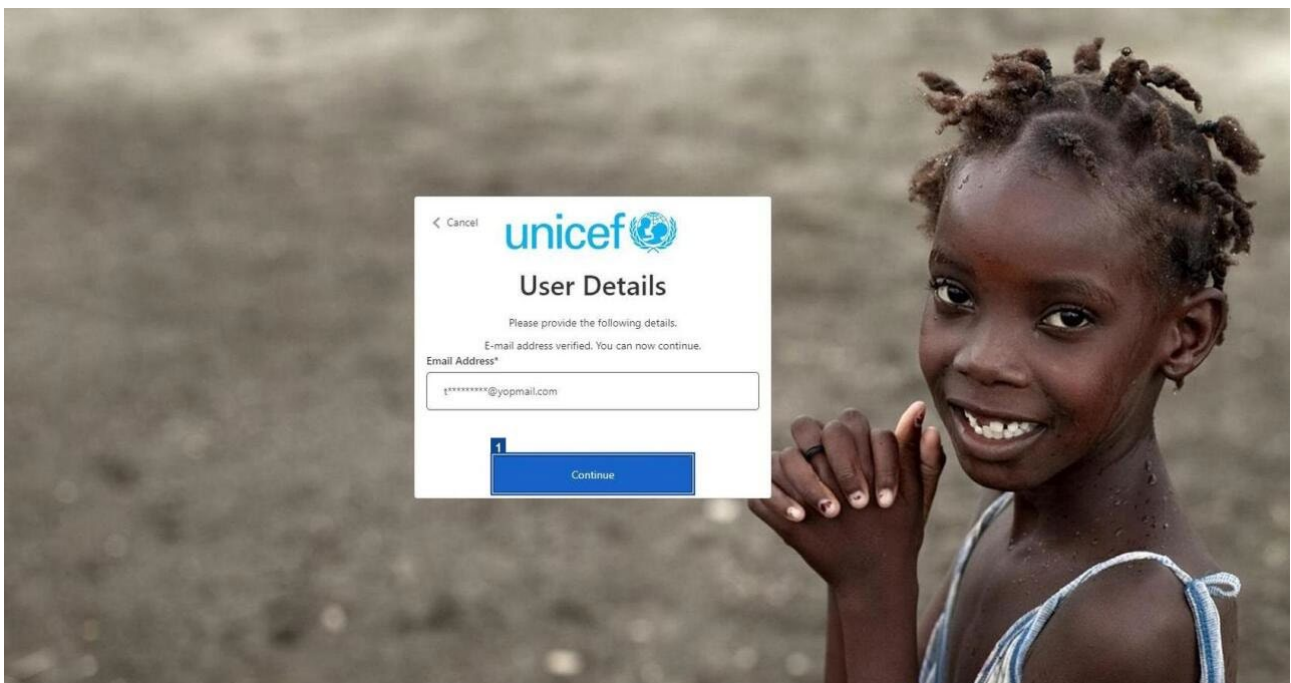
Step 12 / Action 1: Paste the code to the "Verification code" field.

Action 2: Click on "Verify code" field.

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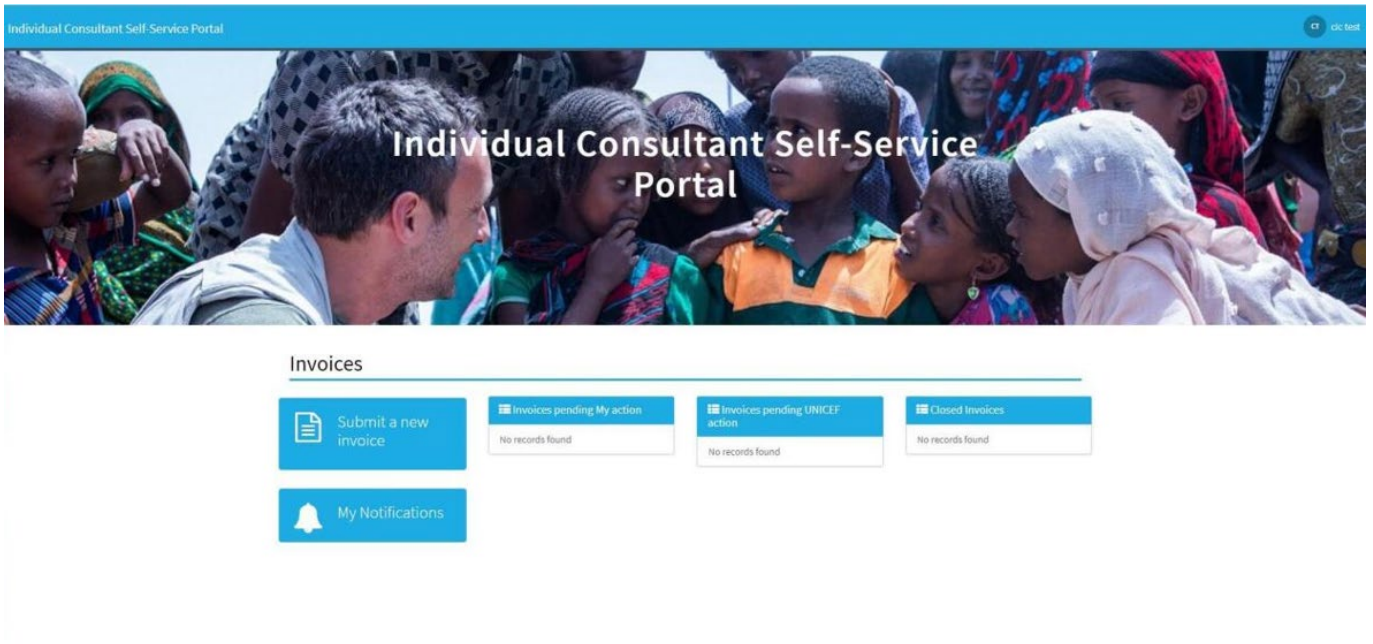


Step 13 / Action 1: Click on "Continue" to enter to the homepage.



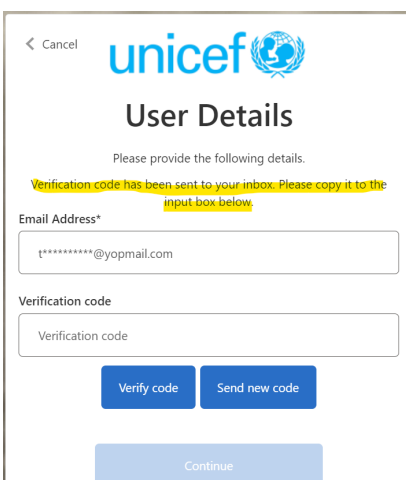
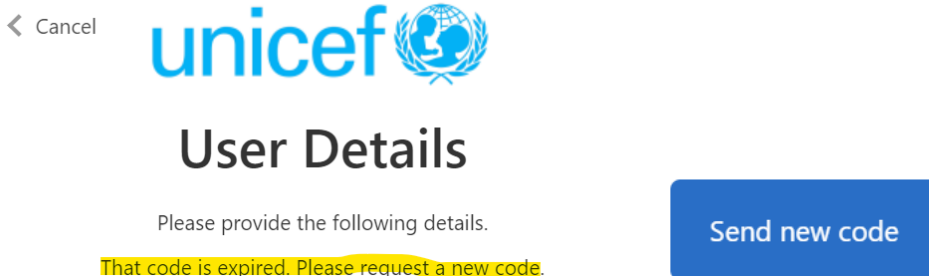
Step 14 / Action 1: You are successfully registered and logged in to the Individual Consultant Self-Service Portal

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Additional step:

Step 15 / Action 1: If the received verification code is not used in 5 minutes, the code expires. Request a new code by clicking on “Send new code” button.



Continue the process and verify the code within 5 minutes.