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Erasmus + Programme

Key Action 1

Information Support for:

- the participant institutions in the projects implemented within the framework of the ERASMUS+ Programme of the European Union

STEP 1: Registration

For registration, the following link is to be used

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. In the Organisation tab you will be able to search for registered organisations.

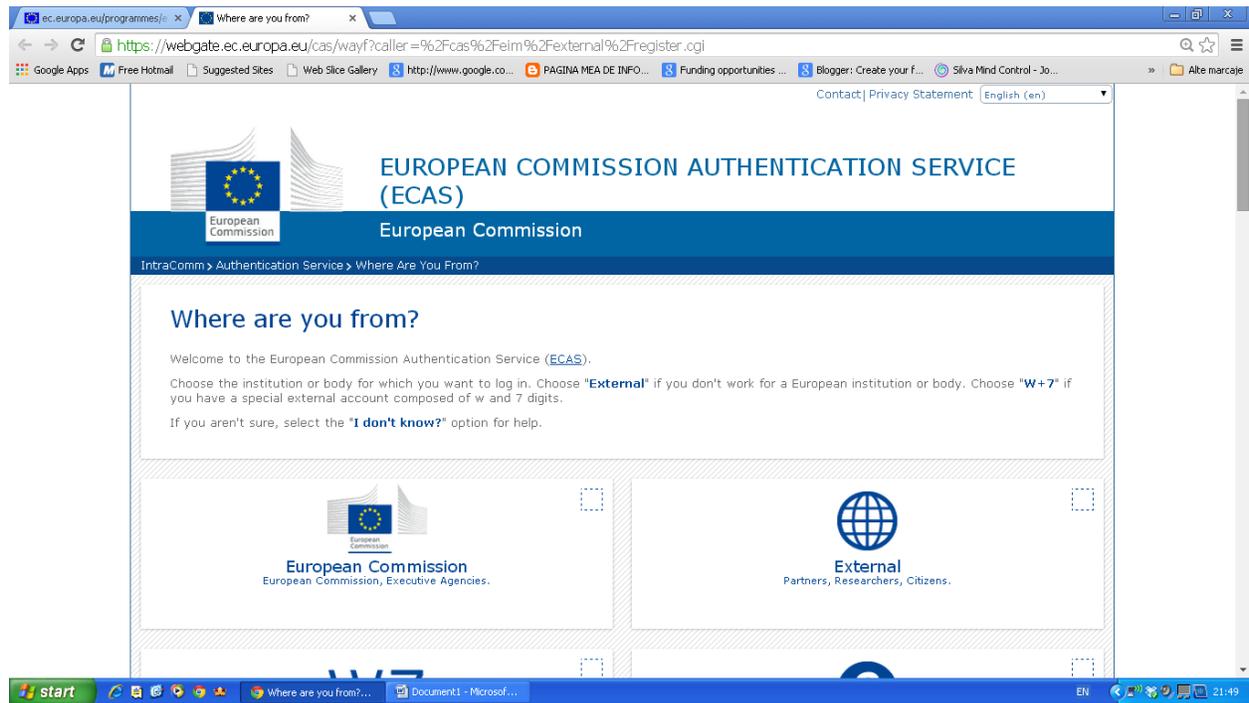
Are you a new user?

Do you already have an ECAS account?

© European Communities

Choose "**External**" if you don't work for an European institution and open an account.

<https://webgate.ec.europa.eu/cas/wayf?caller=%2Fcas%2Feim%2Fexternal%2Fregister.cgi>



STEP 2: After opening an account, please login and proceed to the registration of the institution.

The **Unique Registration Facility (URF)** is an online web interface that provides access to the registration service.

After you complete the initial step in the registration process, you are enabled to save a draft of the registration data submitted up to that point and resume the registration at a later time.

You can save your draft using the button available on each page.

When you save a registration draft, you will receive an automatically generated notification email to the email address provided during the registration.

URF then assigns you a unique **Participant Identification Code (PIC)**

The screenshot shows the top navigation bar with 'Contact | Legal Notice | English' on the right. The main header features the European Commission logo and the title 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > Home'. A navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A user profile dropdown shows 'DEMO USER'. The main content area has a blue header 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and a sub-header 'The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:'. A bulleted list includes 'Creative Europe', 'Erasmus+', 'Europe for Citizens', and 'EU Aid Volunteers.'. A paragraph explains that users must register their organisation or expert details. Below this are two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer contains '© European Communities'.

Click **Organisations** tab and then **Register** to open a registration page.

The screenshot shows the 'Register An Organisation' page. The breadcrumb trail is 'European Commission > Education And Formation > Participant Portal > Register An Organisation'. The navigation menu is the same as the previous page. The main content area has a heading 'Register an Organisation' and a text box explaining that users must register their organisation first. It states that after registration, a unique identifier is assigned, which is a 9-digit PIC (Participant Identification Code) number. It notes that a single registration is required for each organisation. Below this is a section titled 'Organisation Registration' with two paragraphs: one advising to keep legal data and programme-related information at hand, and another stating that the registration process can be paused at any time and resumed later. At the bottom, there are two buttons: 'REGISTER ORGANISATION' and 'RESUME REGISTRATION'.

Click the **Register Organisation** link to proceed to the actual organisation registration process:

Contact | Legal Notice | English ▾



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ DEMO USER ▾

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION
RESUME REGISTRATION

Note: If you have performed some of the registration steps before and you have then saved your draft registration click there.

Note that the following buttons are available in all pages of the Registration Wizard:

Click Next > / < Back to go to the next / previous registration page; note that you can browse this way only if you have completed the mandatory fields in the currently open page.

Click Save Draft to save your current data in a temporary URF database. This option is available from the **Registration Wizard: ORGANISATION Data** page onwards.

• Click Close to exit the Registration Wizard without saving the data entered since your last saved draft (if any) or since your last login (when no draft exists).

Most of the entry fields and selection drop-down lists provide additional help tips via the  buttons – hover with the mouse on the respective button to display useful information about the required entry.

Registration Wizard: WELCOME (Preliminary Check)

On the Welcome page of the Registration Wizard, URF performs a registration duplicate check prior to the actual registration process, in case the same organisation has already been registered in the system in the past.

In the Welcome page (see **Registration – Welcome**), perform the following steps:

1. Enter the legal name of the organisation in Latin characters.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes No

Does it have a Business Registration Number? Yes No

Does it have a website? Yes No

2. Select the country of registration. If you are a natural person registering on behalf of an information group of young people, enter your country of residence.

3. Provide the VAT number of the organisation, if available:

if the organisation has a VAT number, click [**Yes**] and enter the number in the entry field that appears next to the button row;

else, click [**No**] and proceed to the next step.

4. Provide the business registration number of the organisation, if available:

If the organisation has a business registration number, click [**Yes**] and enter the number in the entry field that appears next to the button row; If there is any

national identification of the organisation, different from PIC and VAT numbers, it can be entered here.

else, click **[No]** and proceed to the next step.

5. Provide the address of the website of the organisation, if available:

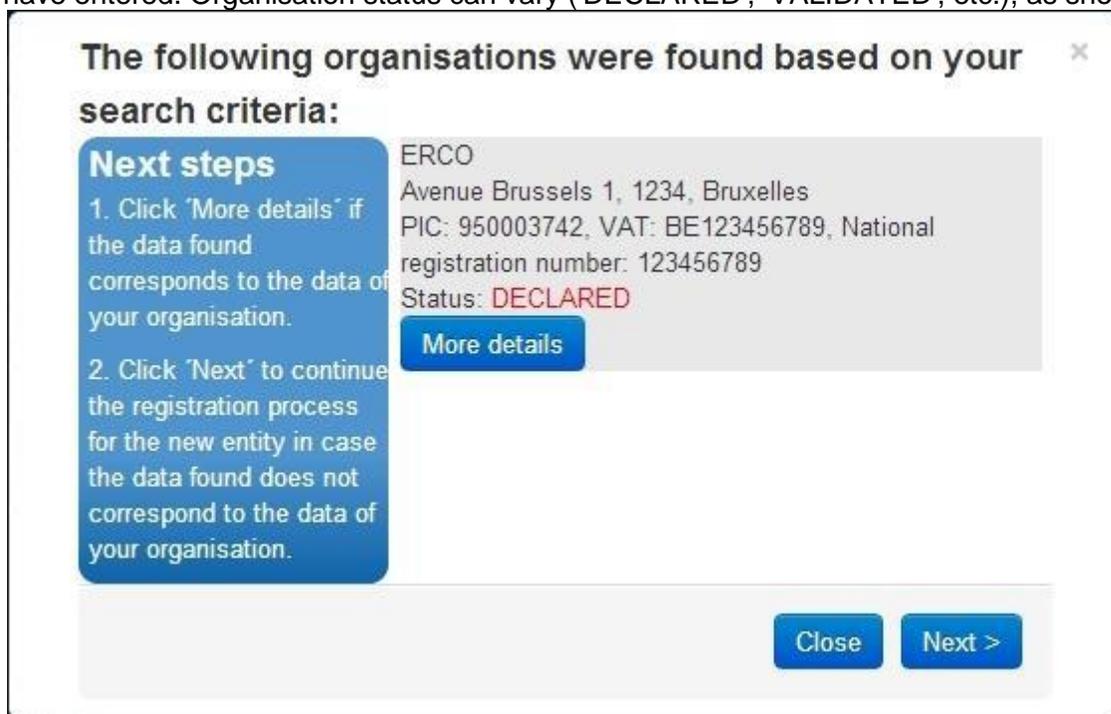
if the organisation has an official website , click **[Yes]** and enter the website address in the entry field that appears next to the button row;

else, click **[No]** and proceed to the next step.

6. Click **[Next]** to proceed to the next screen or click **[Close]** to cancel the registration at this time.

Note: During this step you cannot save a draft of the registration data.

The system will display a list of any “similar” organisations matching (or close to) the criteria you have entered. Organisation status can vary ('DECLARED', 'VALIDATED', etc.), as shown below:



Registration Wizard: ORGANISATION Data

On the **ORGANISATION** page of the Registration Wizard, URF will prompt you for the core data of your organisation, such as – legal name, business registration number and authority, and more. You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the Organisation page (see **Figure 99: Registration – Organisation core data**), perform the following steps:

1. In the first prompt, 'Do you register on behalf of another organisation?', select 'Yes' if you are registering on behalf of another organisation. The default value is 'No'. Any ECAS user can register on behalf of an organisation different than their own one – for example, a Project Coordinator.

Note: If you are registering on behalf of another organisation, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other

organisation, so in the next stages of registration you will be required to provide contact data that is relevant to that organisation, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data
Please enter the data for the organisation.
[More info on NACE code](#)

Enter information about your organisation

Are you registering on behalf of another organisation? No Yes

Is the organisation a Legal Person? Yes No, I'm a natural person.

Is it a non-profit organisation? Yes No

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

Close Save Draft Delete Draft Next >

2. In the next four prompts, specify the type of the organisation you are registering.

3. Enter the 'Business name' of the organisation (optional). The Business Name can be the official acronym of your organisation. This field can also be used to enter the name of the organisation in other than "Latin characters". This will facilitate the communication across Europe. It can be up to 40 characters long.

4. Enter your 'Business registration number' of the organisation (if available). This is usually a unique code identifying your organisation, usually provided by the Chamber of Commerce of the country of registration/establishment of the organisation. Tips: The Registration Number, the Registration Authority, and the Registration Date are usually provided in the same document. Contact your financial department for more information. Any other national identification of the organisation, different from PIC and VAT numbers, can be entered here. If your organisation does not have a Business Registration Number, you can enter "not applicable".

5. Enter the 'Registration date' when the organisation was established/registered. The Registration Date is the date when your organisation was established or registered as such - for example, with the Chamber of Commerce in your country.

English(en) ▾

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the data for the organisation.
More info on NACE code

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

VAT number Yes No

NACE code

Legal Form

* Mandatory data

Close Save Draft Delete Draft Next >

6. Enter the 'Registration authority' under which the organisation was established/registered. The Registration Authority is the authority that your organisation was registered before - for example, the administrative body of the city/region, the Chamber of Commerce, and so on.

7. Select the 'Establishment/Registration Country' of the organisation from the drop-down list. Usually this is the location of the headquarters of the organisation.

8. Select the 'Region/County' where the organisation was established/registered. Even if marked as "optional" this information is essential for the Education Programme. It is strongly suggested to fill the region.

9. Enter the 'Legal Name' of the organisation. The Legal Name must correspond to the official legal name in the statute of the organisation but needs to be entered in Latin characters. This field can be up to 240 characters long.

10. Select the 'Official Language' for the organisation. This is the language officially used for communication within the organisation.

11. Provide the 'VAT number' of the organisation (if available) – click 'Yes' and enter the VAT number in the field that will appear next to the button. The VAT number is a unique number given to every organisation that pays Value Added Tax (VAT).

12. Provide the 'NACE code' of the organisation (if applicable). The statistical classification of economic activities in the European Community (in French: *Nomenclature statistique des activités économiques dans la Communauté européenne*), commonly referred to as 'NACE', is a European industry-standard classification system using a 6-digit code format. For more information: http://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP_PUB_WELC

13. Specify the 'Legal form' of your organisation – expand the drop-down list and select the option that best corresponds to the legal registration form of your organisation. Select 'OTHER' if you cannot find a suitable legal form in the list. The legal form is usually noted in the registration act/statute of the organisation. It depends on the type of the legal entity and the country of registration. For example, if your organisation is a private body, its legal form could be LLP, Ltd, PLC, SA, GmbH, etc. After validation of the organisation data, the Legal Form field will be shown as validated by the European Commission.

Note: 'University' and 'Public Body' are not valid legal forms.

14. Click

12. Provide the 'NACE code' of the organisation (if applicable). The statistical classification of economic activities in the European Community (in French: *Nomenclature statistique des activités économiques dans la Communauté européenne*), commonly referred to as 'NACE', is a European industry-standard classification system using a 6-digit code format. For more information: http://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP_PUB_WELC

13. Specify the 'Legal form' of your organisation – expand the drop-down list and select the option that best corresponds to the legal registration form of your organisation. Select 'OTHER' if you cannot find a suitable legal form in the list. The legal form is usually noted in the registration act/statute of the organisation. It depends on the type of the legal entity and the country of registration. For example, if your organisation is a private body, its legal form could be LLP, Ltd, PLC, SA, GmbH, etc. After validation of the organisation data, the Legal Form field will be shown as validated by the European Commission.

Note: 'University' and 'Public Body' are not valid legal forms.

14. Click  .

Registration Wizard: Legal ADDRESS Data

On the **ADDRESS** page of the Registration Wizard, URF will prompt you for the legal address of your organisation and for other data related to this – such as, internet address, phone numbers, etc.

You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the Address page (see **Figure**), perform the following steps:

1. Enter the 'Street name' as part of the Legal Address, as stated in the official legal statute of the organisation (in most cases this is the address of the headquarters, not the address of subsidiaries, departments, and so on).

English(en) ▾

WELCOME ORGANISATION **ADDRESS** CONTACT PROGRAMME SUBMIT DONE

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

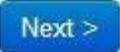
* Mandatory data

2. Enter the 'Street number' or the name of the building on the street in the organisation's Legal Address (can be up to 20 alphanumeric characters long).
3. Enter the 'P.O. Box' number if the organisation has a postal box.
4. Enter the 'Postal code' - the Postal/ZIP Code of the organisation's Legal Address.
5. Enter the 'CEDEX' code - only applicable for France.
6. Select the 'City' of the organisation's Legal Address from the list. This is the official name of the City where the organisation was established or, in case of a natural person, where you are residing.
7. Specify the 'Region/County' where the organisation was established or, in case of a natural person, where you are residing.
8. Select the 'Country' of the organisation's Legal Address from the list. This is the official name of the Country where the organisation was established or, in case of a natural person, where you are residing.
9. Specify the 'Main phone' number for official communication with the organisation. Use the following format, without any spaces: +CCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3 digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).
10. Enter the 'Fax' number for official communication with the organisation. Use the following format, without any spaces: +CCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3

digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).

11. Specify the 'Secondary phone' number for official communication with the organisation. Use the following format, without any spaces: +CCCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3 digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).

12. Specify the 'Internet address' for official communication with the organisation. The format must be www.homepage.domain - for example, www.mycompany.com.

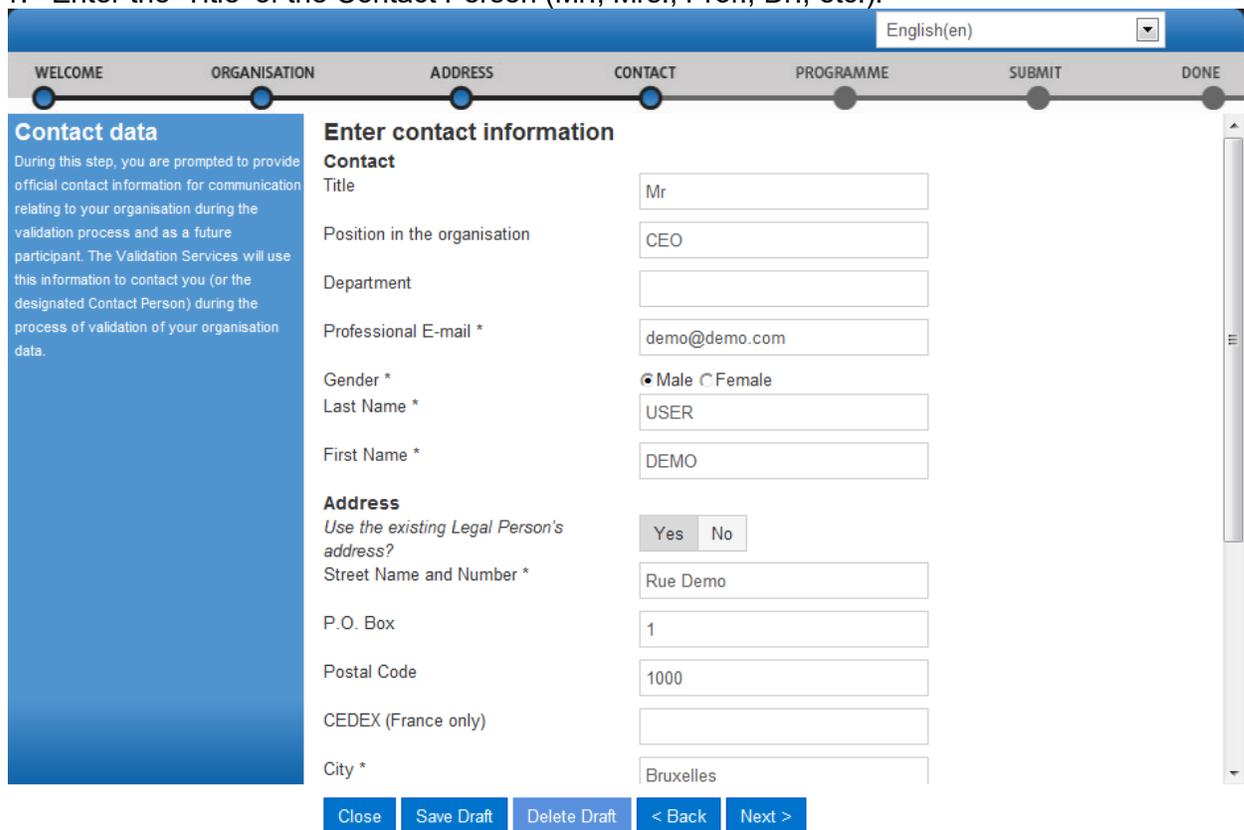
13. Click  to proceed to the next step.

Registration Wizard: CONTACT Data

On the **CONTACT** page of the Registration Wizard, URF will prompt you to enter the contact information of the person who will be the official point of contact for this organisation. If you are registering on behalf of another organisation, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that legal entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data. You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the Contact page (see **Figure**), perform the following steps:

1. Enter the 'Title' of the Contact Person (Mr., Mrs., Prof., Dr., etc.).



The screenshot displays the 'CONTACT' step of a registration wizard. A progress bar at the top indicates the current step. The main content area is divided into two sections: 'Contact data' (left) and 'Enter contact information' (right). The 'Contact data' section provides instructions on the importance of providing accurate contact information. The 'Enter contact information' section contains two main groups of fields: 'Contact' and 'Address'. The 'Contact' group includes fields for Title (Mr), Position in the organisation (CEO), Department, Professional E-mail (demo@demo.com), Gender (Male selected), Last Name (USER), and First Name (DEMO). The 'Address' group includes a question 'Use the existing Legal Person's address?' (Yes/No), Street Name and Number (Rue Demo), P.O. Box (1), Postal Code (1000), CEDEX (France only), and City (Bruxelles). At the bottom of the form are buttons for 'Close', 'Save Draft', 'Delete Draft', '< Back', and 'Next >'.

2. Enter the Contact Person's 'Position in the organisation', if applicable.

3. Enter the organisation 'Department' / division where the Contact Person sits, if applicable.

4. Enter the official 'Professional e-mail' address of the Contact Person. It must belong to the Contact Person and not to a function/team/group in the organisation.
5. Specify the 'Gender' of the Contact Person.
6. Enter the 'Last name' of the Contact Person. The system automatically displays the last name of the self-registrant - modify it if the Contact Person is different.
7. Enter the 'First name' of the Contact Person. The system automatically displays the first name of the self-registrant - modify it if the Contact Person is different.
8. In the Address section, click 'Yes' if you want to use the previously entered address information for the Legal Person. This option will automatically copy the address data provided in the previous step. If you leave the option to 'No' (default), please provide new address information as follows.
 - a. Enter the 'Street name' of the Contact Person's address.
 - b. Enter the 'Street number' or the name of the building on the street in the Contact Person's address (can be up to 20 alphanumeric characters long).
 - c. Enter the 'P.O. Box' number if the Contact Person has a postal box.

English(en) [v]

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data
 During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Address
 Use the existing Legal Person's address? [Yes] [No]

Street Name and Number * [Rue Demo]

P.O. Box [1]

Postal Code [1000]

CEDEX (France only) []

City * [Bruxelles]

Region/County [Arr. Admin. Bruxelles-Capitale - v]

Country * [Belgium v]

Phones
 Use the existing Legal Person's phone numbers? [Yes] [No]

Main Phone * [+322123456]

Fax []

Secondary Phone []

* Mandatory data

[Close] [Save Draft] [Delete Draft] [< Back] [Next >]

- d. Enter the 'Postal code' - the Postal/ZIP Code of the Contact Person.
- e. Enter the 'CEDEX' code - only applicable for France.
- f. Select the 'City' of the Contact Person's address from the list.
- g. Specify the 'Region/County' of the Contact Person's address.
- h. Select the 'Country' of the Contact Person's address

9. In the 'Phones' section, select 'Yes' if the phone numbers of the Contact Person are the same as previously entered for the Legal Person. This option will automatically copy the phone data provided in the previous step. If you leave the option to 'No' (default), please provide new phone number information as follows.

a. Specify the 'Main phone' number of the Contact Person. Use the following format, without any spaces: +CCCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3 digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).

b. Enter the 'Fax' number of the Contact Person. Use the following format, without any spaces: +CCCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3 digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).

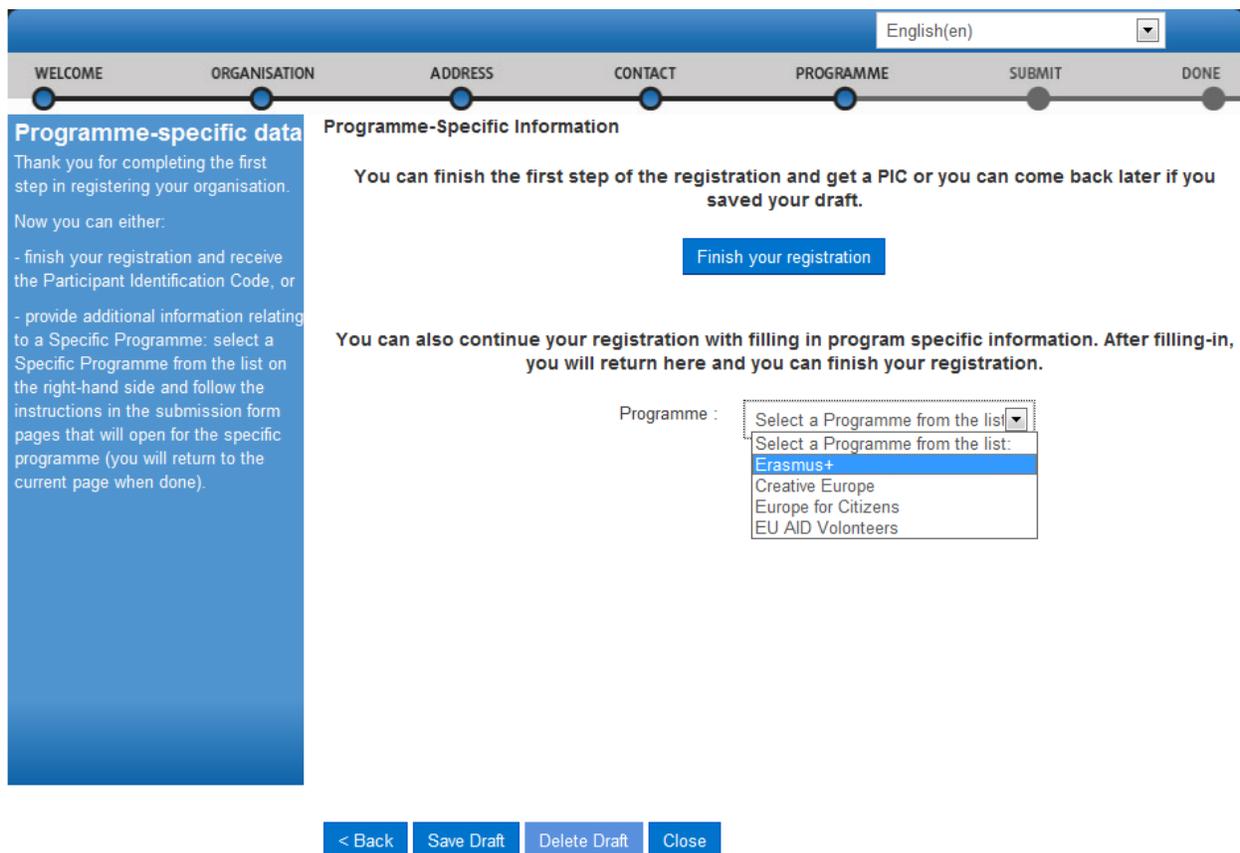
c. Specify the 'Secondary phone' number of the Contact Person. Use the following format, without any spaces: +CCCNXXXXXXXXXXXXxBBBBB : international code -C- (1-3 digits, no zeros) followed by your phone number -N- (max 14 digits), followed by extension -B- ("x" char + max 5 digits; optional).

10. Click  to proceed to the next step.

Registration Wizard: PROGRAMME-Specific Data

On the **PROGRAMME** page of the Registration Wizard, you have completed the first part of the registration process.

Please note before clicking on "Finish your registration" you must provide programme-specific information about your organisation related to ERASMUS+.



English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Erasmus+
Creative Europe
Europe for Citizens
EU AID Volunteers

[< Back](#) [Save Draft](#) [Delete Draft](#) [Close](#)

In the case of "Erasmus+" and once the programme selection is chosen, you will see a page similar to presented below.

English(en) ▾

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type: ▾

Is your organisation a small/medium-sized enterprise (SME)?: Yes No

Organisation description:

[Close](#) [< Back](#) [Save Draft](#) [Save and Return](#)

Select your organisation type from the list provided. If none of the options is relevant for your organisation, select "OTHER" and add a short description of your organisation in the "Organisation description" field.

Once you finish, click [Save and Return](#) to continue to the previous page.

Next, click [Finish your registration](#) to see a summary of your organisation you are registering.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Registration Wizard: SUBMIT (Summary)

On the SUBMIT page, you can review and verify all the data that you have submitted during the registration process.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation information	
Establishment/Registration Country *	Belgium
Legal Name	Demo Organisation
Official Language *	English
Business Name	DEMO Organisation
Business Registration Number	123456789
VAT number	BE123456789
NACE code	Computer programming, consultancy and related activities
Registration Date	1990-01-01
Registration Authority	Demo Authority
Legal Form	UNKNOWN
Legal Address information	
Street Name and Number *	Rue Demo
P.O. Box	1

Perform one of the following actions:

- To print a summary of your data, click Print.
- To suspend the verification of the data, click Save Draft to save a registration draft. Then the data is saved and the pop-up is closed.
- To delete your saved registration draft (if any), click Delete Draft.
- If you find a mistake or you want to make a correction for any other reason, click the relevant button on the top of the page (Organisation, Address, Contact or Programme) to go to the respective page that needs some of its data modified.
- When you check all your data and ensure that it is correct and consistent, click to submit the information.

When you submit your registration data, the Registration Wizard will display its final confirmation page (see **Figure below**) with the newly assigned PIC number of your organisation.

Registration Wizard: CONFIRMATION

The confirmation page shows a quick summary of your organisation legal data and displays your newly assigned PIC number - see **Figure below**:

English(en)

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Demo Organisation
Legal Address	, Rue Demo, Bruxelles, Belgium
VAT	BE123456789
Business Registration Number	123456789
EAC/EACEA - specific information	
Organisation type	Other
Is it a Small Medium Enterprise (SME)?	No
Organisation description	other organisation

PIC number: 949701296

Thank you for using the Participant Portal

Print Close

At this point URF will immediately send a confirmation e-mail containing the data you have submitted and the Participant Identification Code (PIC) of the organisation. The email will be sent to the emails of the registrant and to the Contact Person (using the Professional email provided in the Contact page).

Please note the "Main Contact Person" is the contact person provided during the registration of the organisation.

After receiving the PIC number, when you login your account and select “My organization” the interface look as bellow”

The screenshot displays the 'My organisations' section of the Participant Portal. At the top, there is a legend with buttons for 'View Organisations' (VO), 'Modify Organisations' (MO), 'View Proposals' (OP), 'View Roles' (OR), and 'View Profile' (VP). Below the legend, there is a search bar and a table of organisations. The table has columns for NAME, PIC, VAT, STATUS, and ACTIONS. One organisation is listed: 'Demo Organisation' with PIC 949701296, VAT BE123456789, and STATUS DECLARED. The ACTIONS column contains buttons for 'VO' and 'MO'. The page also shows 'Showing 1 to 1 of 1 entries.' and navigation buttons for 'PREVIOUS', '1', and 'NEXT'.

After registration, the institution must upload the supporting documents:

- 1. Legal entity**
- 2. Financial identification.**

The Legal entity form has to be filled in the **original language** of the institution. The form could be found at the following link:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

The financial identification form could be found to the following link:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The 'Organisation' tab page in the URF Update Panel will open by default. Click on MO to enter the window for adding the 2 documents: Legal entity and Financial identification.

To upload a document, go to the Documents tab, as shown in **Figure bellow**:

Welcome **DEMO USER**, you can view Demo Organisation **949701296** English(en) ▾

Messages **Documents** Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

! No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.

Choose your Framework Program ▾ **Reset filter** **Quit**

User manual

1. Click **Add new document** and the document properties pane will appear on the right-hand side of the page:

Welcome **DEMO USER**, you can view Demo Organisation 949701296 English(en) ▾

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

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Add a new document

! No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.

File **Browse...**

Document Type Archive ▾

Description

Original Language

Submit for processing

Choose your Framework Program ▾ **Reset filter** **Quit**

User manual

2. Click **Browse...** to browse for the file you want to upload.

3. Select the desired document file and click **Open** .

4. Select the Document Type from the drop-down list

Welcome **DEMO USER**, you can view Demo Organisation **949701296** English(en) ▾

Messages Documents **Organisation** Legal Address Contact Person LEAR

Documents

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Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File: s:\Company Registration.pdf Browse...

Document Type: Registration Document ▾

Description:

Original Language:

- Registration Document
- Cert. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity
- FEL form natural person
- FP7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note
- Other
- Profit Loss Accounts
- Registration Document
- SME Certificate
- SME Check List
- SME Validation Form
- SME Verification Form
- Staff Headcount
- State Guarantee
- Statutes
- Statutory Auditor's Report
- VAT Exemption
- VAT Extract
- Validation Printscreen

Choose your Framework Program ▾ Reset filter

Quit

User manual

Note: If your document does not fall under any of the types in the list, select type 'Other'. See section **DOCUMENT MANAGEMENT** for more information about document types.

Welcome **DEMO USER**, you can view Demo Organisation **949701296** English(en) ▾

Messages Documents **Organisation** Legal Address Contact Person LEAR

Documents

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Add a new document

No documents have been submitted for this organisation yet.
 ! To add a supporting document, click the 'Add new document' button above.

File: \Company Registration.pdf **Browse...**

Document Type: Registration Document ▾

Description: This is a scan or the registration document.

Original Language

Submit for processing

Choose your Framework Program ▾ **Reset filter** **Quit**

User manual

5. In the Description field (See **Figure** above), enter a description of the file – author, subject, content, and so on.

6. Check the 'Original language' box if the document is in the original language of the organisation (for example, the place of establishment of the organisation).

7. Finally, click **Submit for processing** to save your data and to upload your file.

Welcome **DEMO USER**, you can view Demo Organisation **949701296** English(en) ▾

Messages Documents **Organisation** Legal Address Contact Person LEAR

Documents

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[Add a new document](#)

Filter Sort v

Company Registration.pdf	RECEIVED
Registration Document	
2013-11-29	

Choose your Framework Program ▾ [Reset filter](#) [Quit](#)

User manual

Your document has been uploaded - in the document list area on the left-hand side of the page (See **Figure above**) for more information about document statuses.

8. Now you can:

- click [Add new document](#) to upload another document , or
- click [Quit](#) to exit the Documents Management Facility Panel .