

URF (Portal za sudionike) - kratki vodič

Kliknite za sadržaj

- [Kako registrirati organizaciju](#)
- [Što učiniti ako već postoji slična organizacija](#)
- [Kako priložiti dokument](#)

Kako registrirati organizaciju

U ovom se dijelu objašnjava kako registrirati organizaciju na [Portal za sudionike](#).

Brzi koraci

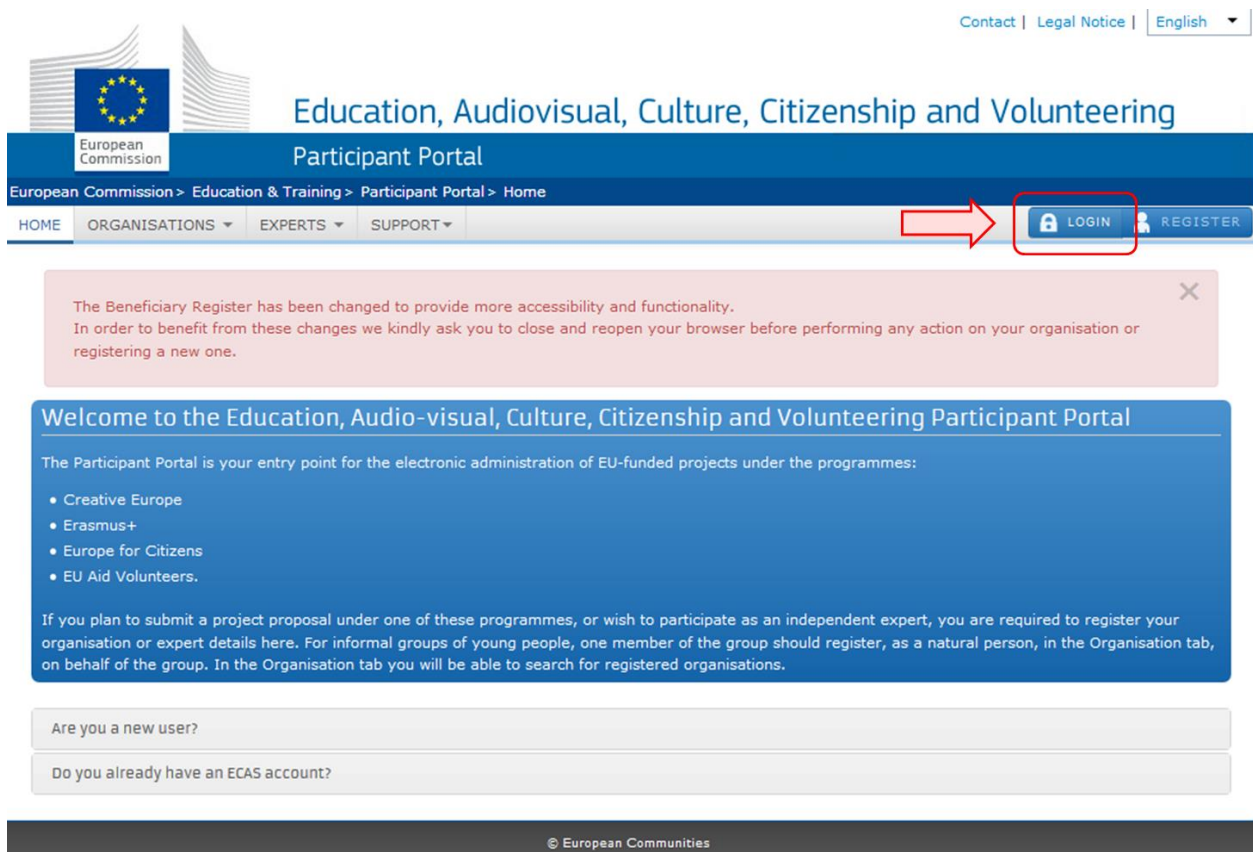
- 1 [Prijavite se na Portal za sudionike koristeći Vaš ECAS račun](#)
 - 1.1 [Promijenite domenu u external i prijavite se](#)
- 2 [Ako to još niste učinili, otvorite ECAS račun.](#)
- 3 [Registrirajte svoju organizaciju](#)
 - 3.1 [U kartici Organisations odaberite Register](#)
 - 3.2 [Kliknite na Register Organisation](#)
 - 3.3 [Kliknite na Next](#)
 - 3.4 [Unesite podatke o organizaciji u kartici Identification i kliknite Next](#)
 - 3.5 [Ispunite podatke u kartici Organisation](#)
 - 3.6 [Ispunite kontaktne podatke i kliknite Next](#)
 - 3.7 [Pregledajte sažetak unesenih podataka](#)
 - 3.8 [Dodijeljen Vam je deveteroznamenasti PIC broj](#)

Detaljni koraci

Koraci

Prijavite se na Portal za sudionike koristeći Vaš ECAS račun

Otvorite [Portal za sudionike](#) i kliknite na **LOGIN**.



The screenshot shows the top part of the Participant Portal website. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown set to 'English'. The main header features the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header is a navigation menu with 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. To the right of the menu are 'LOGIN' and 'REGISTER' buttons. A red arrow points to the 'LOGIN' button, which is also highlighted with a red box. Below the navigation is a pink notification box with a close button (X) and text: 'The Beneficiary Register has been changed to provide more accessibility and functionality. In order to benefit from these changes we kindly ask you to close and reopen your browser before performing any action on your organisation or registering a new one.' Below the notification is a blue box with the heading 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and text: '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.' Below this is a section with two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'. At the bottom of the page is a dark grey footer with the text '© European Communities'.

Promijenite domenu u External i prijavite se

U novom prozoru od Vas će se tražiti podaci Vašeg ECAS račun za prijavu. Ispravna domena za prijavitelje je **External**. Ako je trebatae promijeniti, kliknite na **CHANGE IT** i odaberite je iz

padajućeg izbornika. Unesite Vaše **ECAS korisničko ime** ili Vašu adresu pošte i Vašu **ECAS lozinku**. Nakon toga kliknite na **LOGIN**.

ECAS authenticates your identity on European Commission websites

Participants Portal requires you to authenticate

1

Username or e-mail address

Password

2

LOGIN!

Lost your password?
Create an account | Help

If you are not using the **External** domain, change it here!

External

Is the selected domain correct?

CHANGE IT

Ako to još niste učinili, otvorite ECAS račun

Za otvaranje novog ECAS računa kliknite najprije na **Login**, zatim na **Create an account** i slijedite upute.

ECAS authenticates your identity on European Commission websites

Username or e-mail address

Password

LOGIN!

Lost your password?
Create an account | Help

External

Is the selected domain correct?

CHANGE IT

Registrijte svoju organizaciju

U kartici **Organisations** odaberite **Register**

Nakon što ste se prijavili, iz padajućeg izbornika u kartici **ORGANISATIONS** odaberite **Register**.

European Commission

Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT ECAS EAC_TRAINING

Register
My Organisations
Search

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

The main 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. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. 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?

Kliknite na Register Organisation

Kako biste nastavili s procesom registracije, kliknite na **REGISTER ORGANISATION**.

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.

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

Kliknite na Next

U novom prozoru otvorit će se poruka dobrodošlice s kratkim objašnjenjem procesa registracije. Kako biste započeli s registracijom, kliknite na **Next** > u donjem desnom kutu ekrana. Proces registracije moguće je u bilo kojem trenutku zaustaviti i nastaviti kasnije. Sustav će automatski sačuvati unesene podatke dok ne završite s registracijom, a najkasnije do godine dana od zadnje izvršene promjene.

Education and training
Participant portal - Beneficiary registration

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

- ✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Next >

Unesite podatke o organizaciji u kartici Identification i kliknite na Next

Kako biste nastavili s procesom registracije, ispunite obavezna polja u kartici **Identification** i kliknite na **Next** > u donjem desnom kutu ekrana. Za više informacija o pojedinim poljima možete kliknuti na plave ikone.

Identification

Please fill in 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.

Legal name *

Establishment/Registration country *

Registration number

VAT number *

Website

Reveal more info by clicking on the icons!



B-Co

Belgium (BE)

Registration number

12345678

VAT number not applicable

The format should be www.homepage.domain - for example, www.mycomp

Save

< Prev **Next** >

Ispunite podatke u kartici Organisation

U kartici **Organisation** ispunite informacije o službenom nazivu i pravnom status, podacima za registraciju i službenoj adresi. Kako biste nastavili s procesom registracije, kliknite na **Next** > u donjem desnom kutu ekrana.

Welcome

Identification

Organisation

Contact

Summary

Success

Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

Legal name *



B-Co

Describe the legal status of your organisation by selecting the appropriate options

Legal status

 a natural person a legal person non-profit for profit private entity public body NGO

Registration data

Establishment/Registration country *



Belgium (BE)

Registration number



Registration date



Registration date dd-MM-yyyy



Save Saved at: 16:30:15 26/01/2016

< Prev

Next >

Ispunite kontaktne podatke i kliknite na Next

Ispunite podatke u kartici **Contact**. Ove će se informacije koristiti za kontaktiranje i obavještanje o daljnjim koracima. Obratite pažnju da već postojeću adresu i telefonske brojeve unesene u karticu **Organisation** možete kopirati odabirom opcije **Yes**. Kako biste nastavili s procesom registracije, kliknite na **Next** > u donjem desnom kutu ekrana.

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation **Contact** Summary Success

Contact information

Until the [LEAR of the organisation](#) has not been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Registrant role](#) on the Participant Portal.

Contact person

Is ECAS EAC_TRAINING the contact person? Yes No

Title

Position in the organisation

Department

Professional e-mail *

Gender * Female Male

Last name *

First name *

[Change personal information](#)

Address

Use the existing organisation's address? Yes No

Country *

Region/county

Street name and number *

P.O. box

Postal code

City *

Phones

Use the existing organisation's phone numbers? Yes No

Main phone *

[Save](#) Saved at: 17:45:08 26/01/2016 [< Prev](#) [Next >](#)

Pregledajte sažetak unesenih podataka

U kartici **Summary** pregledajte unesene podatke i kliknite na **Edit** ako želite nešto promijeniti. Nakon što ste sve pregledali, kliknite na **Submit** u donjem desnom kutu ekrana kako biste zaključili process registracije.

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact **Summary** Success

All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.

Organisation

Legal name and status

Legal name		B-Co
Legal status		a legal person
		for profit
		private entity
		NOT a NGO

Registration data

Establishment/Registration country		Belgium
Registration number		
Registration date		
Registration authority		
Legal form		CONSORTIUM
VAT number		12345678
Business name		
Official language		English

Legal Address

Region/county		
Street name and number		Koning Albert II-Laan 1
P.O. Box		

Print summary

Edit

Edit the details if necessary!

< Prev **Submit**

Dodijeljen Vam je deveteroznamenasti PIC broj

U novom prozoru pojavit će se informacija da je registracija završena i sustav će Vam dodijeliti **PIC broj** Vaše organizacije. Sada možete podnijeti prijavu koristeći PIC broj koji Vam je dodijeljen.

Welcome

Identification

Organisation

Contact

Summary

Success



Registration completed

You have successfully registered your Legal Entity.
Your PIC number is:

923129407

Your **PIC number** is provided here!

What's next?

You will shortly receive an email confirming your registration.

Go to the Participant Portal, section 'My Organisations' to:



Provide programme specific information*

If you apply for H2020, it is essential to fill in this information as it is used in proposal evaluations, e.g. deciding eligibility and funding rates.



Provide SME information*

If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.



Update your organisation data



Upload required documents and read/send messages to the European Commission

* Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes only can ignore this part.

[Continue to update](#) →

Što učiniti ako već postoji slična organizacija

Na ovoj ćete stranici saznati što učiniti ako Vas sustav tijekom procesa registracije obavijesti da u **registru korisnika** već postoji slična organizacija.

- [Analizirajte svoje podatke](#)
- [Nastavite ako nije relevantno](#)
- [Kontaktirajte organizaciju za korištenje PIC broja](#)

Analizirajte svoje podatke

Objašnjenje

Dok ispunjavate podatke u kartici **Identification**, sustav Vas može obavijestiti da slična organizacija već postoji u **registru korisnika**. Kliknite na plavo polje za više informacija o podacima organizacije.

The screenshot shows the 'Beneficiary Register' interface. At the top, there is a navigation bar with tabs: 'Welcome', 'Identification' (highlighted with a red box), 'Organisation', 'Contact', 'Summary', and 'Success'. Below the navigation bar, a message states: 'The following organisations are already existing in the Beneficiary Register'. A sub-message says: 'If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.' There are three organization cards. The first card shows 'B-Co' and 'Belgium - 923139786'. The second card shows 'B-Co' and 'Belgium - 923129407' with expanded details: Address (Koning Albert II-Laan 1, 1234, Brussels), VAT number (12345678), National registration number, Status (Declared), and PIC (923129407). A 'Use this PIC' button is visible at the bottom right of the second card. The third card shows 'Test SA' and 'Belgium - 998476000'. A red speech bubble points to the 'Use this PIC' button with the text: 'Click on the tabs to expand details!'. At the bottom, there is a checkbox: 'None of the organisations above corresponds to B-Co and I want to proceed with the registration of B-Co.'

Nastavite ako nije relevantno

Objašnjenje

Ako nijedna od navedenih organizacija nije Vaša, odaberite odgovarajuću kućicu i kliknite na **Next** > za nastavak procesa registracije.

The screenshot shows the 'Identification' step of the registration process. The breadcrumb trail is: European Commission > Education And Training > Participant Portal > Beneficiary Register. The progress bar shows 'Identification' as the current step, followed by 'Organisation', 'Contact', 'Summary', and 'Success'. The main heading is 'The following organisations are already existing in the Beneficiary Register'. Below this, there is a list of three existing organizations, each with a home icon and a globe icon:

- B-Co, Belgium - 923139786
- B-Co, Belgium - 923129407
- Test SA, Belgium - 998476000

Below the list, there is a checkbox labeled 'None of the organisations above corresponds to B-Co and I want to proceed with the registration of B-Co.' This checkbox is circled with a red '1'. At the bottom right, there is a 'Next >' button, also circled with a red '2'. The footer shows a 'Save' button and the text 'Saved at: 11:16:49 27/01/2016'.

Kontaktirajte organizaciju za korištenje PIC broja

Objašnjenje

Ako prepoznajete da se radi o Vašoj organizaciji, za nastavak kliknite na **Use this PIC**. Otvorit će Vam se novi prozor i ako vidite da su podaci točni i da promjene nisu potrebne, možete nastaviti koristiti taj PIC broj u prijavnom obrascu. Ako su potrebne promjene, izvršiti ih može jedino kontakt osoba iz Vaše organizacije (or the LEAR in some cases). Kako biste potvrdili tko

je ovlaštena osoba u Vašoj organizaciji i osigurati da je priložena najnovija dokumentacija, kliknite na **Contact Organisation**. Nakon toga otvorit će se novi prozor (**Send message**), u kojem ćete moći poslati poruku kontakt osobi organizacije. Navedenu osobu možete kontaktirati i drugim dostupnim kanalima. Imajte na umu da Vas sustav neće obavijestiti ako je kontakt osoba napustila organizaciju ili ako adresa povezana s kontaktnim detaljima nije točna. U tom Vam slučaju preporučamo da kontaktirate Vašu Nacionalnu agenciju, koja će Vas obavijestiti o kontaktnim detaljima Vaše organizacije s Portala za sudionike.

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

The following organisations are already existing in the Beneficiary Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

B-Co				
Belgium - 923139786				
B-Co				
Belgium - 923129407				
Address Koning Albert II-Laan 1, 1234, Brussels	VAT number 12345678	National registration number	Status Declared	PIC 923129407 1
Use this PIC				
Test SA				
Belgium - 998476000				

None of the organisations above corresponds to B-Co and I want to proceed with the registration of B-Co.

Welcome

Identification

Organisation

Contact

Summary

Success

Use this PIC

B-Co

PIC: 923129407

VAT number: 12345678

Address: Koning Albert II-Laan 1, 1234, Brussels

Country: Belgium

You recognised the organisation above as the one you are registering. If you would like to verify if it is the correct PIC for you to use, you can send a message to the Contact person/ LEAR of the organisation.

Contact Organisation ↗

2

To go back to the list of previously registered organisations, click the "PREV" button.

Click on **<Prev** to view the list of the similar organisations again!

< Prev

Welcome

Identification

Organisation

Contact

Summary

Success

Use this PIC

B-Co

PIC: 923129407

VAT number: 12345678

Address: Koning Albert II-Laan 1, 1234, Brussels

Country: Belgium

From EAC-TRAINING-14@ec.europa.eu
Subject Registration of 923129407 - B-Co
To B-Co
Message

Dear organisation,
I write you on behalf of B-Co.

Kind regards,
ECAS EAC_TRAINING

3

Send message

Cancel

< Prev

Kako priložiti dokument

Ovdje objašnjeni koraci otvorit će isti prozor za ažuriranje podataka o organizaciji kao da ste odabrali **Continue to update** nakon registriranja organizacije.

Brzi koraci

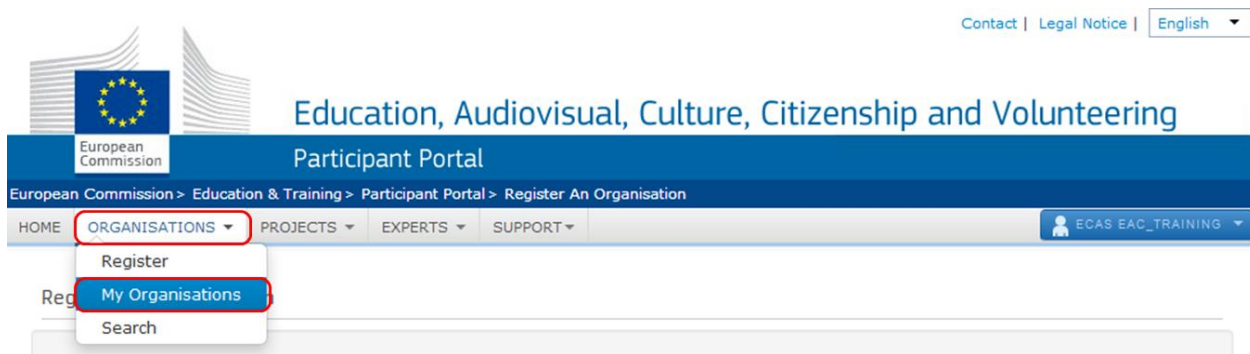
- 1 [Kliknite na My Organisations.](#)
- 2 [Za izmjene kliknite na ikonu MO.](#)
- 3 [Dodajte dokument u dijelu Documents.](#)
 - 3.1 [Kliknite na Add document.](#)
 - 3.2 [Odaberite datoteku koju želite priložiti.](#)
 - 3.3 [Zatvorite pretraživač, nije potrebno kliknuti na Submit changes.](#)

Detaljni koraci

Koraci

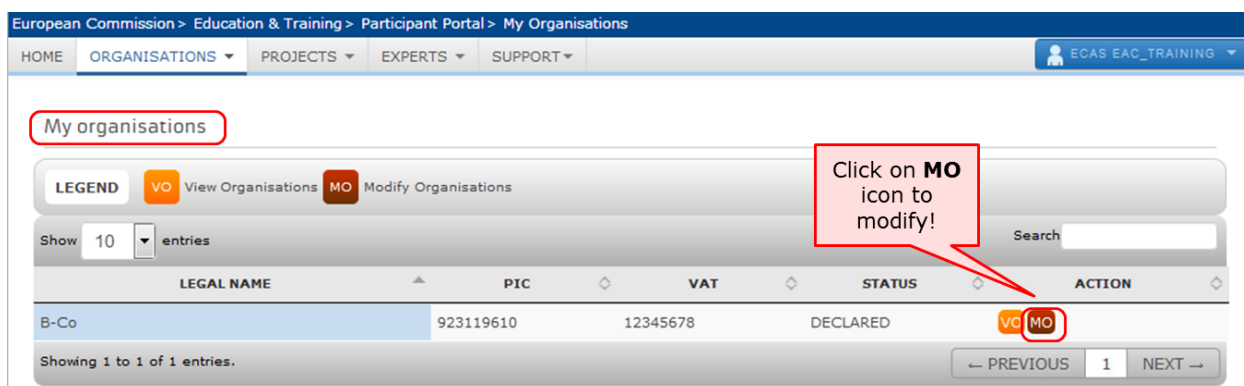
Kliknite na My Organisations

Nakon što je organizacija registrirana, u bilo kojem trenutku možete mijenjati podatke. Na početnoj stranici [Portala za sudionike](#), u kartici **ORGANISATIONS** kliknite na **My Organisations**.



Za izmjene kliknite na ikonu MO

Nakon što Vam se otvori prozor **My organisations**, kliknite na ikonu **MO** kako biste izmijenili podatke o organizaciji i priložili dodatnu dokumentaciju.



Dodajte dokument u dijelu Documents

U novoj kartici otvorit će se prozor u kojem ćete moći vidjeti i mijenjati podatke o Vašoj organizaciji. Možete kliknuti na **Documents** u gornjem lijevom kutu ekrana ili iz izbornika ručno odabrati odjeljak **Documents**.

Activities

Organisation

LEAR

SME

Messages

Documents

Submit changes

Activities







You don't have activities

 HOW TO

Organisation

Organisation data

Registration information

Legal name *		<input type="text" value="B-Co"/>	
Business name		<input type="text" value="Business name"/>	
<i>Describe the legal status of your organisation by selecting the appropriate options</i>			
Legal status		<input type="radio"/> a natural person	<input checked="" type="radio"/> a legal person
		<input type="radio"/> non-profit	<input checked="" type="radio"/> for profit
		<input checked="" type="radio"/> private entity	<input type="radio"/> public body

Kliknite na Add document

Imajte na umu da je maksimalna dopuštena veličina datoteka 6MB.

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

You don't have documents to display



Add document

Odaberite datoteku koju želite priložiti

Otvorit će se prozor koji će Vam omogućiti da odaberete datoteku. Nakon odabira datoteke, iz padajućeg izbornika odaberite vrstu dokumenta. Također možete dodati opis i odabirom odgovarajuće kućice specificirati da je dokument priložen na originalnom jeziku. Nakon toga, kliknite na **Submit for processing**. Imajte na umu da jednom priložena datoteka ne može biti povučena ili izmijenjena, ali moguće je dodati novu verziju istog dokumenta. Također imajte na umu da hyperlink **Find out more on how to submit a document** nije posve relevantan za organizacije koje bi htjele prijaviti projekt u okviru programa Creative Europe, Erasmus+, Europe for Citizens or EU Aid Volunteers, tako da nije preporučljivo kliknuti na isti.

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Add document

Select a file *
Document type *
Description
Original language

Browse... Document.docx
Registration Document
My description.

Cancel Submit for processing

Dokument je priložen i status mu je **Sent**. Možete kliknuti na oznaku **Document type** (u primjeru niže tip je **Registration Document**) kako biste dobili više informacija o dokumentu ili kako biste podneseni dokument zamijenili novom verzijom. Možete zatvoriti pretraživač.

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Registration Document 27-01-2016 Sent

Click on the tab to expand details!

Add document

Zatvorite pretraživač, nije potrebno kliknuti na **Submit changes**

Priloženi dokument je sačuvan i u ovom prozoru više nije potrebno unositi nikakve dodatne informacije. Obavezna polja koja se tiču kontaktnih podataka (**LEAR**, tj. imenovani predstavnik pravnog zastupnika) ne moraju biti ispunjena ako podnosite prijavu za projekt u okviru programa Erasmus+ Nacionalnoj agenciji. Također, za prilaganje dokumenta nije potrebno kliknuti na gumb **Submit Changes**. Pretraživač možete zatvoriti, a priloženi dokumenti bit će automatski

sačuvani. S druge strane, ako u okviru programa Erasmus+ namjeravate podnijeti prijavu Izvršnoj agenciji (centralizirani dio programa), taj je dio potrebno ispuniti i kliknuti na gumb **Submit changes**.

The screenshot shows a web form for entering LEAR information. The form is titled "LEAR" and includes a sidebar with navigation options: Activities, Organisation (Organisation data, Legal Address, Contact information), LEAR, SME, Messages, and Documents. A "Submit changes" button is located in the sidebar. The main form area contains the following fields:

- Title
- Position in the organisation
- Department in the organisation
- Professional e-mail *
- Gender *
- Last name *
- First name *
- Use the existing organisation's address? (radio buttons for Yes/No)
- Country *
- Region/county
- Street name and number *
- P.O. Box
- Postal code
- City *
- Use the existing Organisation's phone numbers? (radio buttons for Yes/No)
- Main phone *
- Fax
- Secondary phone

Annotations on the form include:

- A red box around the "LEAR" title.
- A red box around the "Submit changes" button with a callout: "No need to click the button **Submit Changes!**".
- A red box around the "Professional e-mail" field with a callout: "Mandatory fields **don't** have to be completed!".

Below the form, there is a note: "Enter information about the Legal Entity Appointed Representative (LEAR) of the Organisation. Besides providing the data here, you must send to the Commission the signed [LEAR appointment letter and other requested forms](#) available on the Participant Portal."