

# Participant Portal quick guide

- ▼ Click to expand the table of contents ...
- How to register an organisation
  - What to do if a similar organisation is found
  - How to add a document

## How to register an organisation

This section explains how to register an organisation in URF.

### Quick steps

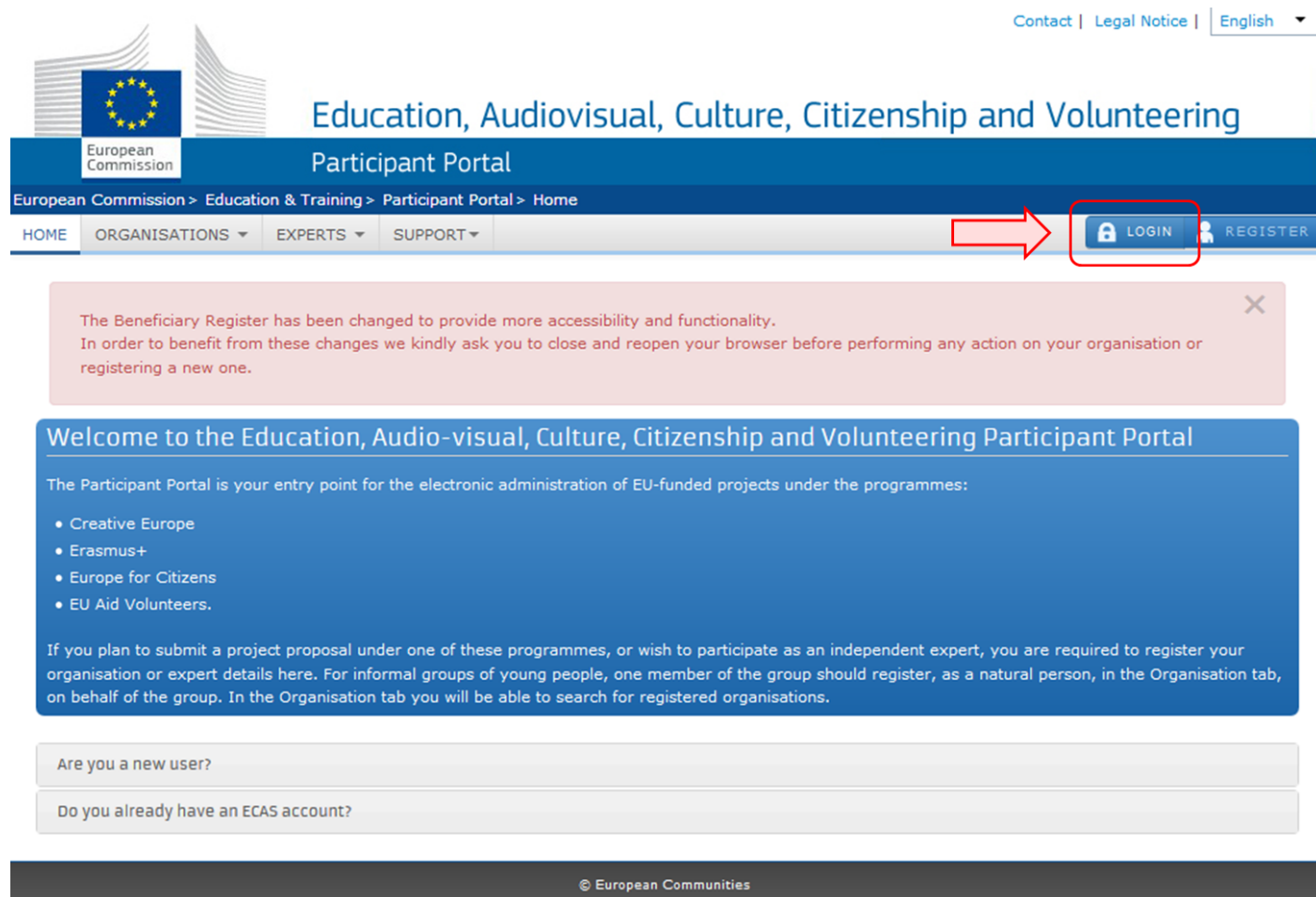
- 1 Login to URF using your ECAS account.
- 1.1 Change domain to external and log-in.
- 2 Register for an ECAS account if you don't have one.
- 3 Register your organisation.
- 3.1 Go to "Organisations" and then select "Register".
- 3.2 Click on "Register Organisation".
- 3.3 Click on "Next".
- 3.4 Fill in the organisation's "Identification" details and click on "Next".
- 3.5 Complete the "Organisation" details.
- 3.6 Fill in "Contact" details and click on "Next".
- 3.7 Review the summary of details entered.
- 3.8 The 9 digit Participant Identification Code (PIC) is displayed.

### Detailed steps

Steps
-------

## Login to URF using your ECAS account.

Open the Participant Portal and click on **LOGIN**.

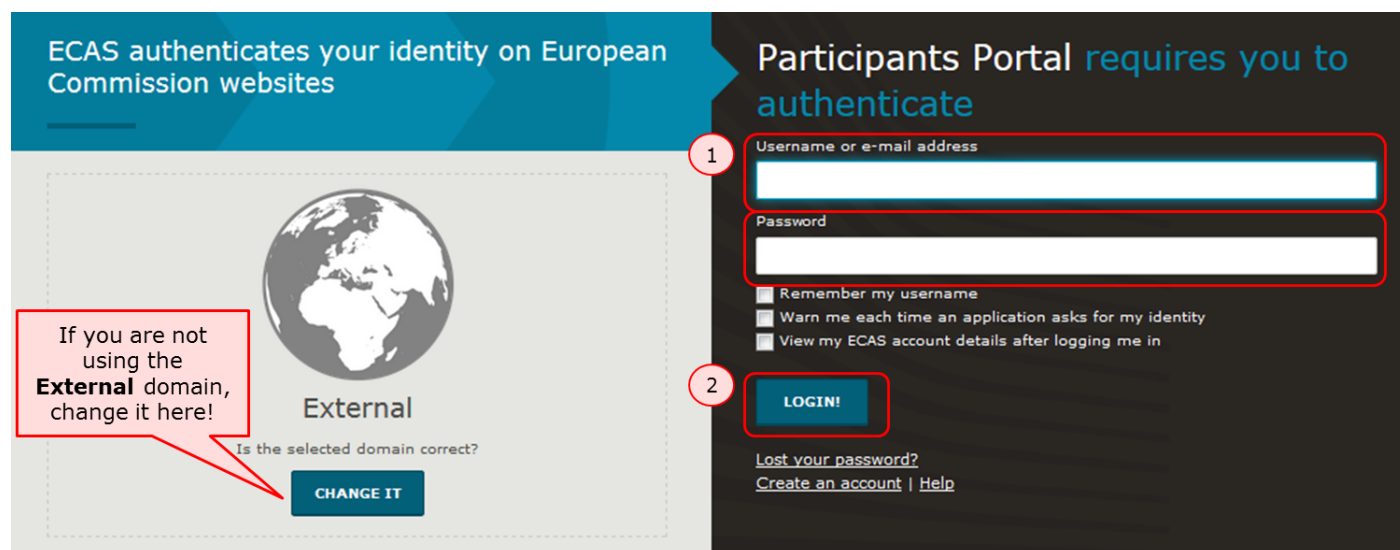


The screenshot shows the top of the European Commission Participant Portal. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown set to 'English'. The main header features the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Education & Training > Participant Portal > Home'. A navigation bar contains links for 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A red arrow points to the 'LOGIN' button, which is next to a 'REGISTER' button. Below the navigation bar, a pink message box states: '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.' The main content area has a blue header 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and text explaining the portal's purpose. It lists four programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. It also explains the registration requirements for project proposals. At the bottom of the main content area, there are two buttons: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer shows '© European Communities'.

## Change domain to external and log-in.

A new window will open asking you to authenticate your identity using your ECAS account. The correct domain for applicants to login is the **External** domain. If you have to change it, click the **CHANGE IT** button and select the right domain from the list.

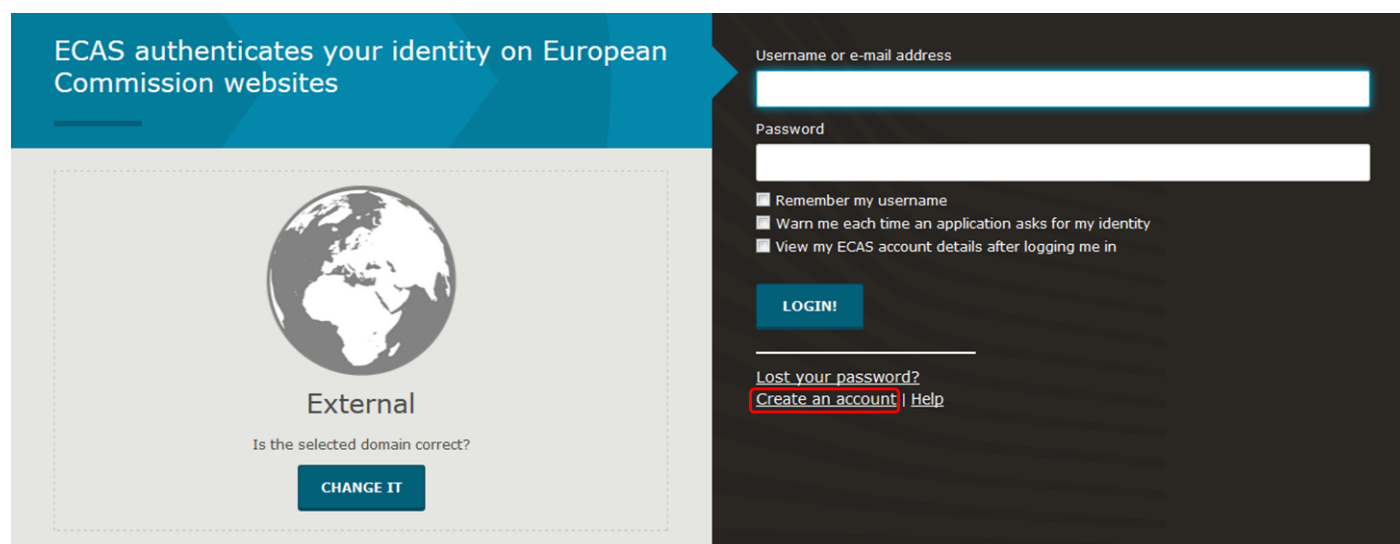
Enter your **ECAS Username** or your e-mail address and your **ECAS Password**. Then click on **LOGIN!**.



The screenshot shows the ECAS authentication window. On the left, a blue banner reads 'ECAS authenticates your identity on European Commission websites'. Below it, a globe icon is shown with the word 'External' underneath. A red callout box points to the 'External' domain with the text: 'If you are not using the External domain, change it here!'. Below the globe, it asks 'Is the selected domain correct?' and has a 'CHANGE IT' button. On the right, the main login area has a dark background with the text 'Participants Portal requires you to authenticate'. It contains two input fields: 'Username or e-mail address' (labeled with a red circle 1) and 'Password'. Below these are three checkboxes: 'Remember my username', 'Warn me each time an application asks for my identity', and 'View my ECAS account details after logging me in'. A red circle 2 points to the 'LOGIN!' button. At the bottom, there are links for 'Lost your password?', 'Create an account', and 'Help'.

## Register for an ECAS account if you don't have one.

To create a new ECAS account, click on **Login** as shown above and then on **Create an account** and follow the instructions.



## Register your organisation.

### Go to "Organisations" and then select "Register".

Once you have logged-in, click on **Register** in the **ORGANISATIONS** drop-down menu in order to register your organisation.



## Click on "Register Organisation".

Click on **REGISTER ORGANISATION** in order to proceed with the registration.

## 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

### Click on "Next".

A new window tab opens displaying a **Welcome** message and brief explanation of the registration process. Click on **Next >** at the bottom right of the screen in order to start the registration.

Note that 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.



## 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 >

Fill in the organisation's "Identification" details and click on "Next".

Fill in the mandatory fields in the **Identification** screen and click on **Next >** at the bottom right of the screen in order to proceed to the next step.

You can click on the blue **i** icons in order to reveal more information about the fields.

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

Welcome

Identification

OrganisationContactSummarySuccess

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

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 >

Complete the "Organisation" details.

In the **Organisation** screen fill in the information regarding the **Legal name and status**, **Registration data** and **Legal Address**.

Click on **Next >** at the bottom right of the screen in order to proceed to the next step.

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

&lt; Prev

Next &gt;

### Fill in "Contact" details and click on "Next".

Fill in the details in the **Contact** screen. These details will be used to contact and send notifications about the actions to be done.

Note that you can copy the existing organisation's address and phone numbers as entered in the **Organisation** screen by checking the **Yes** box.

New organisations registered in EU countries and other countries included in the list, will not be able to register without providing a valid Post Code.

For these specific countries, only Postal Codes respecting a specific format will be accepted. Whenever a Regular expression is not foreseen (countries not included in the list) also empty Post Codes are accepted.

Only Post Code for "Legal address" of the organisation are mandatory.

No direct relationship is enforced between Post Code and Region it is the responsibility of the registering organisation to insure coherence.

Click on **Next >** at the bottom right of the screen in order to proceed to the next step.

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/country

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 28/01/2016 [< Prev](#) [Next >](#)

**Review the summary of details entered.**

A **Summary** screen will open. Review the information provided and click on **Edit** if any changes should be introduced.

Once you have reviewed the details, click on **Submit** at the bottom right of the screen in order to complete your registration.

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](#)

The 9 digit Participant Identification Code (PIC) is displayed.

A **Success** screen will open informing that the registration has been completed and the system will provide you with your organisation's **PIC number**. Now you are ready to submit your application using the generated PIC.



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

WelcomeIdentificationOrganisationContactSummarySuccess

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 ➔

## What to do if a similar organisation is found

This page explains how to proceed if during the registration process the system notifies you that a similar organisation already exists in the **Beneficiary Register**.

- Analyse your data.
- Proceed if not relevant.
- "Contact Organisation" to use PIC.

### Analyse your data.

#### Explanation and illustration

At the **Identification** step of your registration process you might get notified that a similar organisation already exists in the **Beneficiary Register**. Click on the blue tabs in order to expand the details and analyse the organisation data.

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

Use this PIC

Click on the  
tabs to expand  
details!

 Test SA Belgium - 998476000

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

### Proceed if not relevant.

#### Explanation and illustration

If none of the organisations listed corresponds to your organisation, check the box below the list and click on the **Next >** in order to proceed with the registration as normal.

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 Test SA Belgium - 998476000

1

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

2



Save

Saved at: 11:16:49 27/01/2016

&lt; Prev

Next &gt;

### "Contact Organisation" to use PIC.

#### Explanation and illustration

If you recognise the organisation as yours, first click on the **Use this PIC** in order to proceed. A **Use this PIC** window will open.

If your organisation data is correct and no modifications are needed you can already use the PIC number in the application form you may want to submit. If modifications are needed, only the contact person of your organisation (or the LEAR in some cases) can do them.

To verify, who is responsible within your organisation, and to ensure that the latest documentation can be updated to the PIC details, click on **Contact Organisation**. This will open the **Send message** window, allowing you to write a message to the contact person of the organisation. You may also seek this contact person inside your organisation by any other means at your disposal through internal channels.

Please note, if the contact person has left the organisation or if the email address associated to the contact details is incorrect, the system will not notify you. In this case it is advisable to contact your local [National Agency](#). They will be able to inform you of the contact details for your organisation in URF.

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!

&lt; Prev

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

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

## How to add a document

The steps explained here will open the same screen to update the organisation details as if you had selected to **Continue to update** after registering the organisation.

### Quick steps

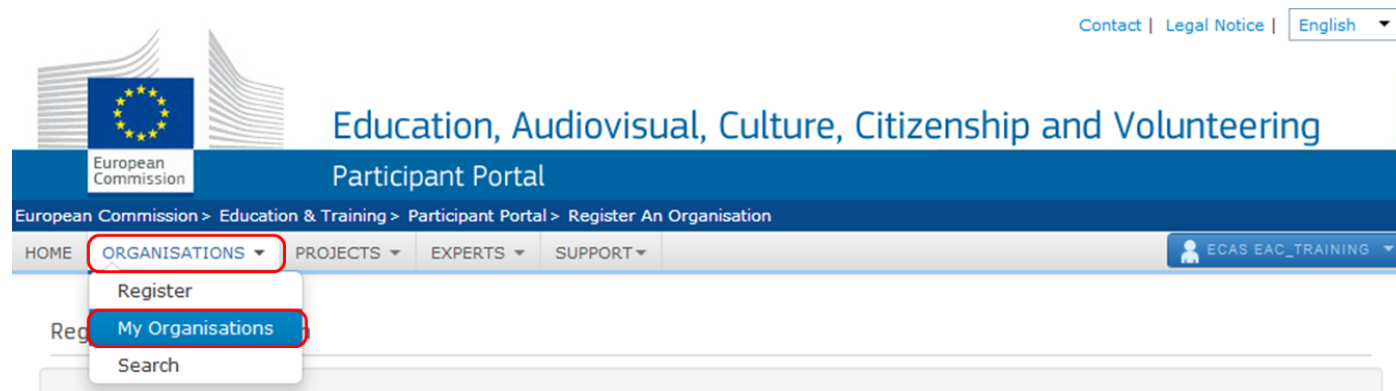
- 1 Click on "My Organisations".
- 2 Click on "MO" icon to modify.
- 3 Add a document in the "Documents" section.
  - 3.1 Click on "Add document".
  - 3.2 Select a file to upload.
  - 3.3 Close browser window - no need to click on "Submit changes".

### Detailed steps

#### Steps

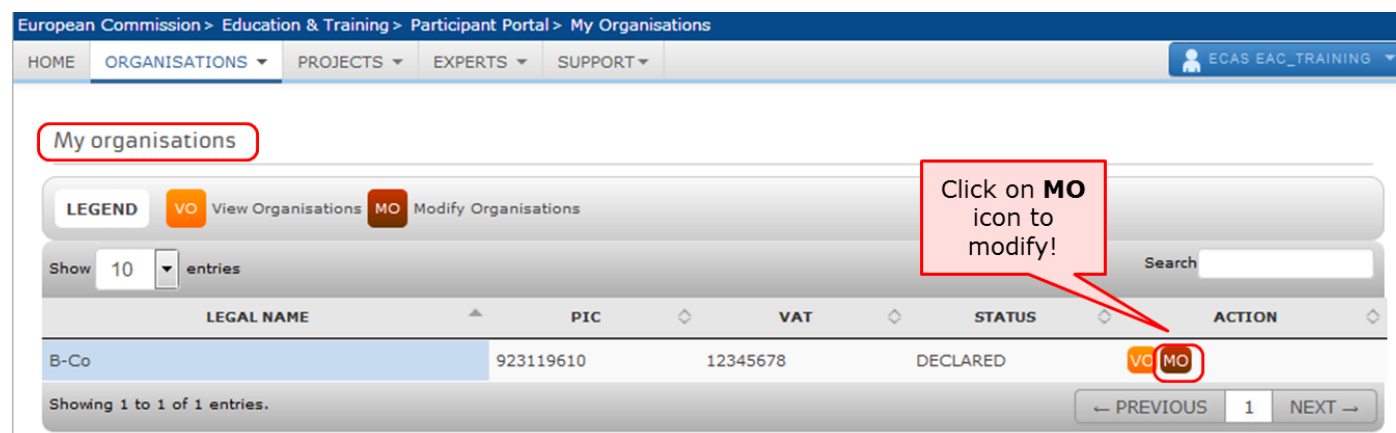
## Click on "My Organisations".

After the organisation is registered, you can modify the organisation's details at any stage. From the **Participant's Portal** homepage, click on **My Organisations** in the **ORGANISATIONS** drop-down menu.



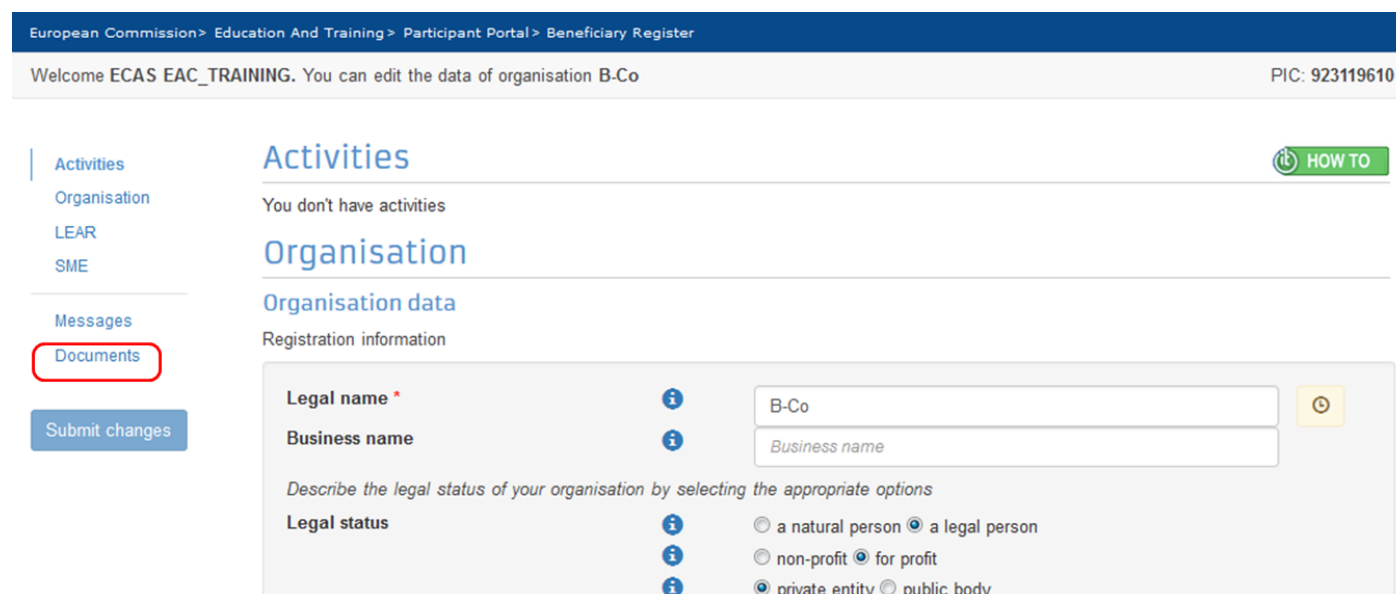
## Click on "MO" icon to modify.

**My organisations** screen will open. Click on the **MO** icon in order to **Modify Organisations** and upload additional supporting documents.



## Add a document in the "Documents" section.

The window will open in a new browser tab allowing you to view and modify the data of your organisation. You can either click on **Documents** at the top left corner of the screen or scroll down to the **Documents** section manually.



## Click on "Add document".

Note that the maximum allowed document size is 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

### Select a file to upload.

The section will expand allowing you to **Select a file**. Once selected, indicate the **Document type** from the drop-down list. You can also add a **Description** and check the box to specify that the document has been submitted in **Original language**. After that, click on **Submit for processing**. Note that once uploaded, the document type may not be withdrawn or modified but a new version of that type of document may be added.

Note that the hyperlink to **Find out more on how to submit a document** is not entirely relevant for organisations that would like to submit a project under one of the following programmes: Creative Europe, Erasmus+, Europe for Citizens or EU Aid Volunteers, therefore it is not recommended to click on the link.

## 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



Now the document has been submitted and will have a status **Sent**. You can click on the **Document type** label (in the example below the type is **Registration Document**) to expand the details of the document or to replace the submitted document with a new version.

No further actions are required and you can close the window session.

## 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

### Close browser window - no need to click on "Submit changes".

The document uploaded has been saved and no further information requires to be entered on this screen to complete this action.

The mandatory fields for the **LEAR** (Legal Entity Appointed Representative) contact details do not have to be completed if you are submitting your application for an Erasmus+ project to a National Agency and the **Submit Changes** button also do not have to be clicked in order for the document to be submitted. The browser window can be closed and the documents uploaded are saved without further actions.

However, if your intention is to apply for an Erasmus+ project to the EAC Executive Agency (centralised part of the Programme) then you need to fill this section and the click on **Submit changes**.

Activities

Organisation

Organisation data

Legal Address

Contact information

LEAR

SME

Messages

Documents

Submit changes

No need to click the button **Submit Changes**!

### LEAR

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.

Title

Position in the organisation

Department in the organisation

Professional e-mail \*

Gender \*

Last name \*

First name \*

Use the existing organisation's address?

Country \*

Region/country

Street name and number \*

P.O. Box

Postal code

City \*

Use the existing Organisation's phone numbers?

Main phone \*

Fax

Secondary phone

Title

Position in the organisation

Department in the organisation

Professional e-mail

☐ Yes ☒ No

--Select one--

--Select one--

Street name and number

P.O. Box

Postal code

City

☐ Yes ☒ No

Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

Mandatory fields **don't** have to be completed!