

Upute za prijavitelje Erasmus+ programa: Registracija ustanova

UVOD

URF (Unique Registration Facility) je online sučelje koje omogućuje registraciju potencijalnih prijavitelja europskih programa, među kojima je i Erasmus+.

URF sučelje omogućuje prijaviteljima dvije aktivnosti:

- **registraciju ustanove** (registracija Vaše ustanove ili registracija u ime neke druge ustanove)
- **ažuriranje podataka ustanove**

Registracija se obavlja pomoću URF registracijskog sučelja koji na vrlo jednostavan način vodi prijavitelja korak po korak kroz unos svih potrebnih podataka za registraciju ustanove. Također, URF sučelje može prepoznati ukoliko je registracija za Vašu ustanovu već napravljena. Ažuriranje podataka o Vašoj ustanovi moguće je u dijelu portala koji sadrži detalje ustanove.

Vašu ustanovu dovoljno je registrirati jednom - URF će Vam dodijeliti jedinstveni PIC broj (**Participant Identification Code**) koji ćete koristiti za svu buduću komunikaciju s Europskom komisijom.

Za proces registracije potreban je ECAS račun (European Commission Authentication System). ECAS omogućuje pristup raznovrsnim infomacijskim sustavima Europske komisije koristeći isto korisničko ime i lozinku. Ukoliko već imate ECAS račun, nema potrebe iznova ga otvarati.

Kontakt i podrška:

Za tehnička pitanja povezana s URF sučeljem obratite se na e-mail adresu: EC-RESEARCH-IT-HELPDESK@ec.europa.eu

Za sva pitanja koja se tiču aktivnosti programa Erasmus+ koje su u nadležnosti nacionalnih agencija, obratite se Agenciji za mobilnost i programe EU.

Za sva pitanja koja se tiču aktivnosti programa Erasmus+ u nadležnosti Izvršne agencije za obrazovanje, kulturu i audiovizualnu politiku, obratite se na e-mail adresu: EACEA-PORTAL-ERASMUSPLUS@ec.europa.eu

Ovaj priručnik prikazuje najvažnije značajke URF registracijskog sučelja (korake registracije dodavanje dokumenata, ažuriranje podataka o ustanovi). Za detaljnije upute pogledajte priručnik na engleskom jeziku na [mrežnim stranicama](#) Agencije za mobilnost i programe EU.

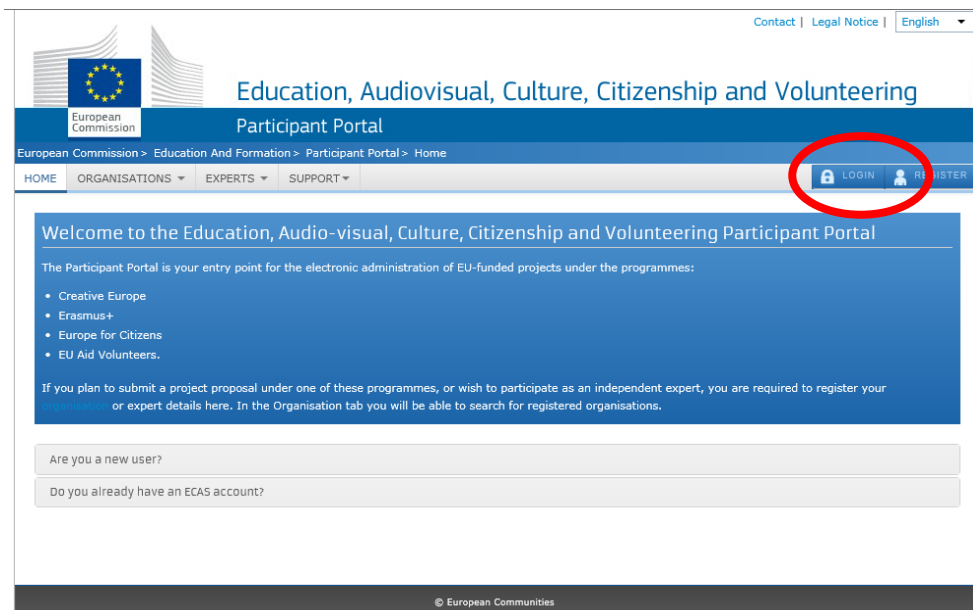
REGISTRACIJA (Korak po korak sa slikovnim prikazima)

Pristupite portalu putem sljedeće poveznice:

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

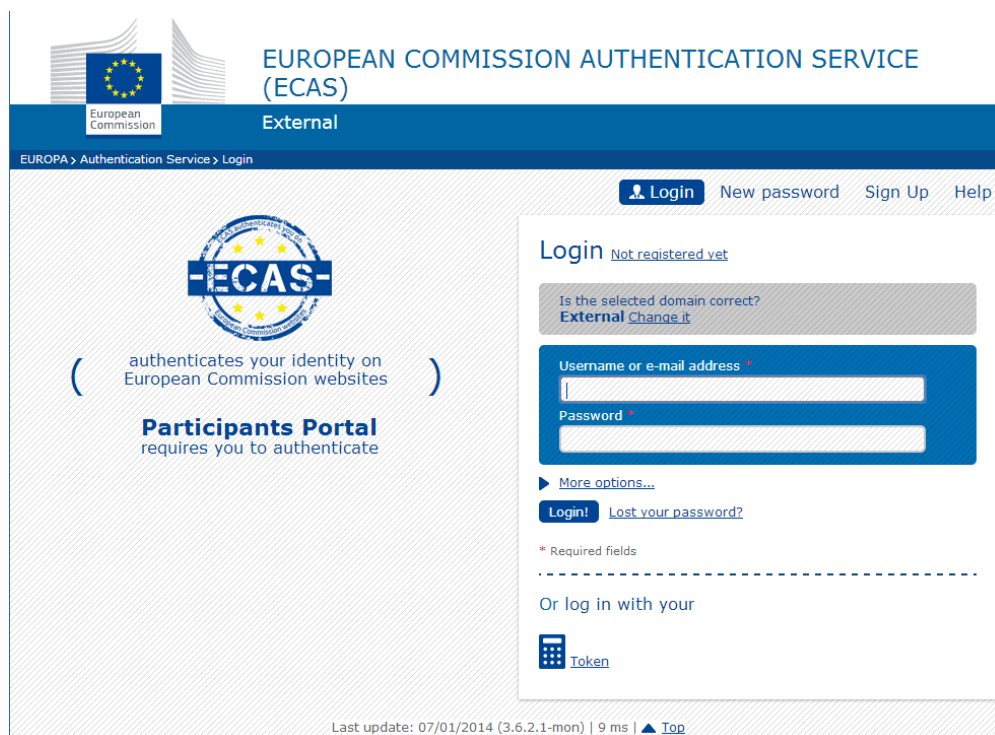
Na portalu, kliknite *Login* kako biste pristupili ECAS računu. (Prikaz 1)

Prikaz 1



The screenshot shows the homepage of the Participant Portal. At the top, there are links for 'Contact', 'Legal Notice', and 'English'. The main header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this, a navigation bar contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. The 'LOGIN' button, which includes a lock icon, is circled in red. The main content area welcomes users and lists programs like Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. It also includes a registration prompt and two buttons: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer contains '© European Communities'.

Prikaz 2

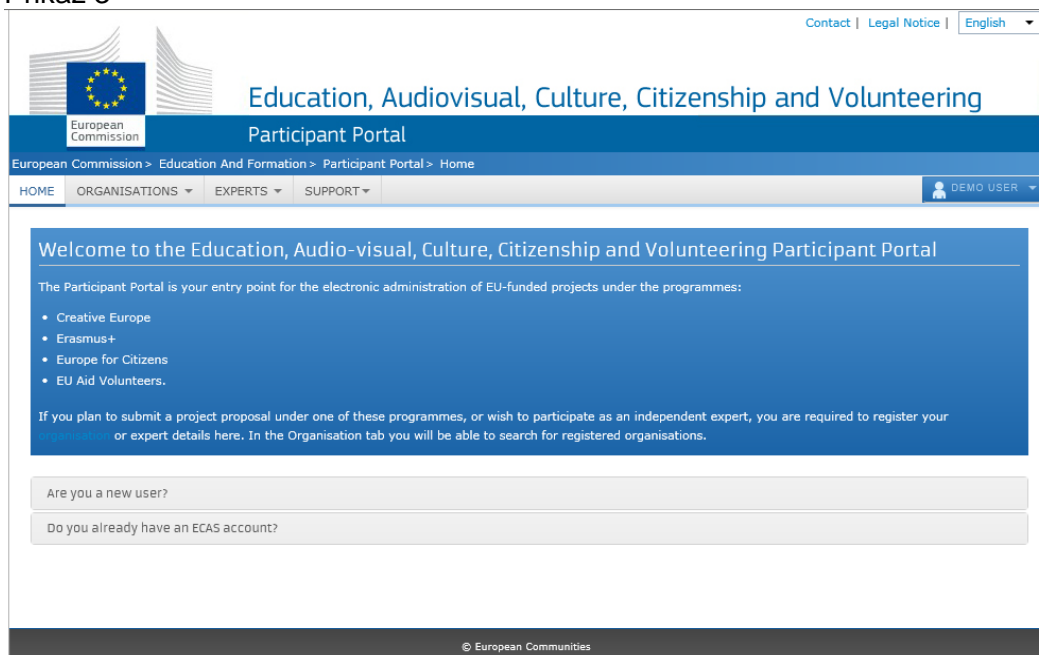


The screenshot shows the ECAS login page. The header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there are links for 'Login', 'New password', 'Sign Up', and 'Help'. The main content area features the ECAS logo and the text '(authenticates your identity on European Commission websites) Participants Portal requires you to authenticate'. On the right, there is a login form with fields for 'Username or e-mail address' and 'Password'. Below the form, there are links for 'More options...', 'Login!', and 'Lost your password?'. A note indicates '* Required fields'. At the bottom, there is a section for 'Or log in with your' and a 'Token' button. The footer contains 'Last update: 07/01/2014 (3.6.2.1-mon) | 9 ms | ▲ Top'.

Ukoliko imate otvoren ECAS račun, ovdje upišite svoje korisničko ime i lozinku. Ako dosad niste otvorili ECAS račun, učinite to u ovoj fazi. Detaljne upute za otvaranje ECAS računa nalaze se [ovdje](#).

Nakon upisa ECAS podataka, bit ćete preusmjereni na Prikaz 3 (Vaše ime bit će prikazano u desnom gornjem kutu portala).

Prikaz 3



Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT DEMO USER

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

Sad možete započeti s procesom registracije Vaše ustanove. Kliknite na karticu *Organisations* i odaberite *Register* (Prikaz 4)

Prikaz 4



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT IVANA DIDAK

Register

My Organisations

Search

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.

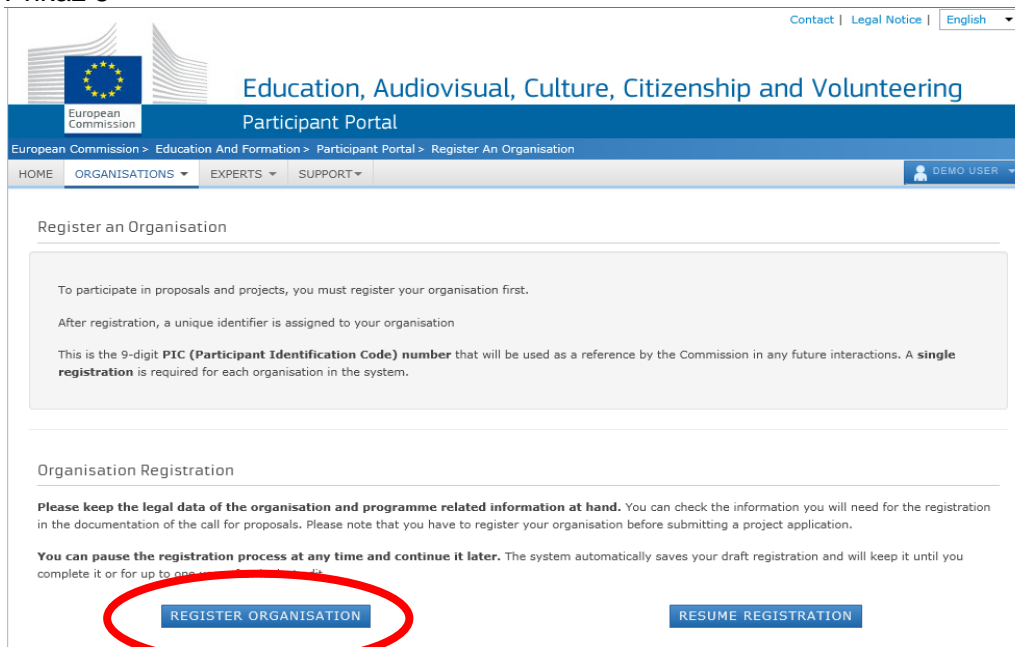
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation 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?

Zatim kliknite REGISTER ORGANISATION. (Prikaz 5)

Prikaz 5



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.

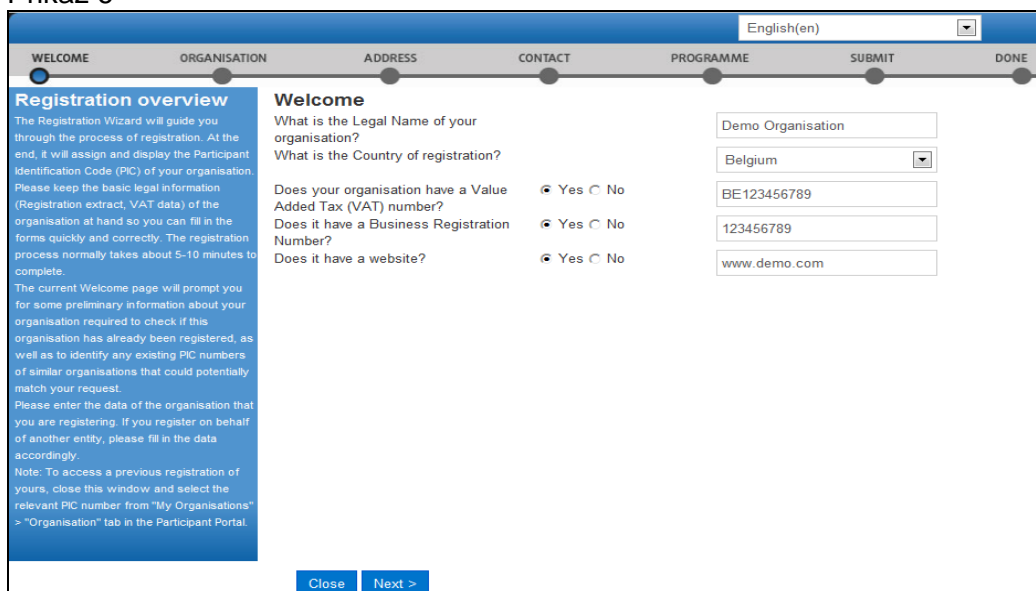
You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year.

REGISTER ORGANISATION RESUME REGISTRATION

Otvorit će se početna stranica registracijskog sučelja gdje se od Vas traži upis službenog naziva ustanove, države registracije, PDV broja, službenog broja upisa u registar i mrežne stranice ustanove. (Prikaz 6)

VAŽNO: upis naziva ustanove ne dopušta unos dijakritičkih znakova, stoga naziv unesite bez č, ć, đ, š, ž znakova. Value Added Tax (VAT) number je PDV identifikacijski broj. U Republici Hrvatskoj PDV broj sadrži OIB uz predznak HR. Business Registration Number je službeni broj upisa u registar.

Prikaz 6



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? Demo Organisation

What is the Country of registration? Belgium

Does your organisation have a Value Added Tax (VAT) number? Yes No BE123456789


Does it have a Business Registration Number? Yes No 123456789

Does it have a website? Yes No www.demo.com

Close Next >

U ovoj fazi registracije, ukoliko upišete podatke za ustanovu koja je već registrirana na portalu, dobit ćete poruku koja Vas obavještava da je ustanova već registrirana te joj je dodijeljen PIC broj. (Prikaz 7)

Prikaz 7



The following organisations were found based on your search criteria:

Next steps
1. Click 'More details' if the data found corresponds to the data of your organisation.
2. Click 'Next' to continue the registration process for the new entity in case the data found does not correspond to the data of your organisation.

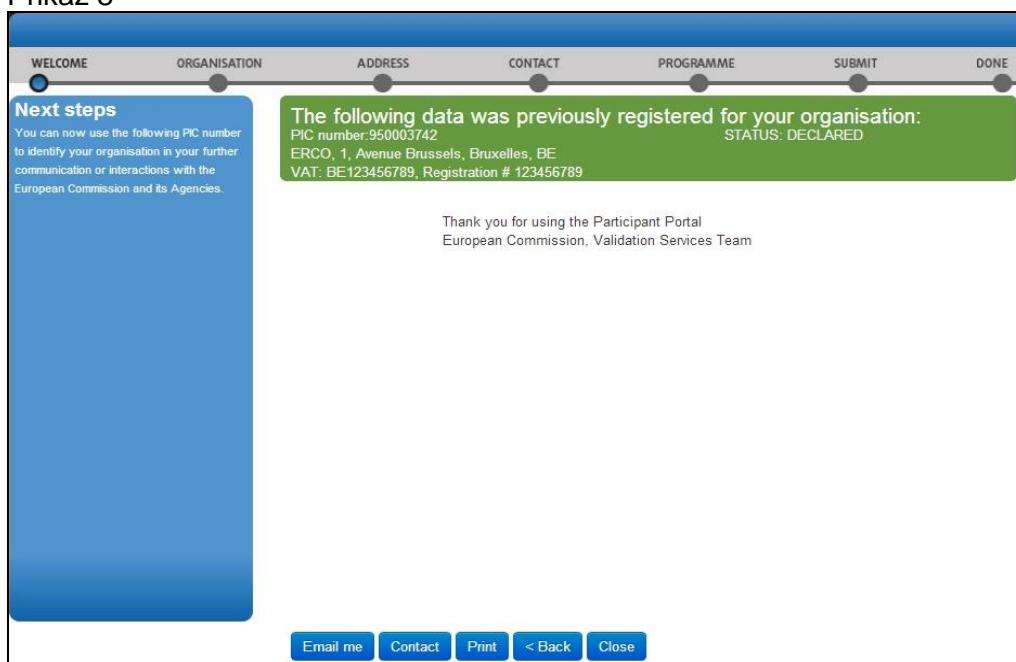
ERCO
Avenue Brussels 1, 1234, Bruxelles
PIC: 950003742, VAT: BE123456789, National registration number: 123456789
Status: **DECLARED**

[More details](#)

[Close](#) [Next >](#)

Ukoliko se ne radi o Vašoj ustanovi, nastavite s procesom registracije klikom na ikonu *Next*. Ako su prikazani podaci Vaše ustanove, znači da joj je već dodijeljen PIC broj. Klikom na ikonu *More Details* provjerite odgovaraju li upisani podaci Vašoj ustanovi. (Prikaz 8)

Prikaz 8



WELCOME 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.

The following data was previously registered for your organisation:
PIC number: 950003742 STATUS: DECLARED
ERCO, 1, Avenue Brussels, Bruxelles, BE
VAT: BE123456789, Registration # 123456789

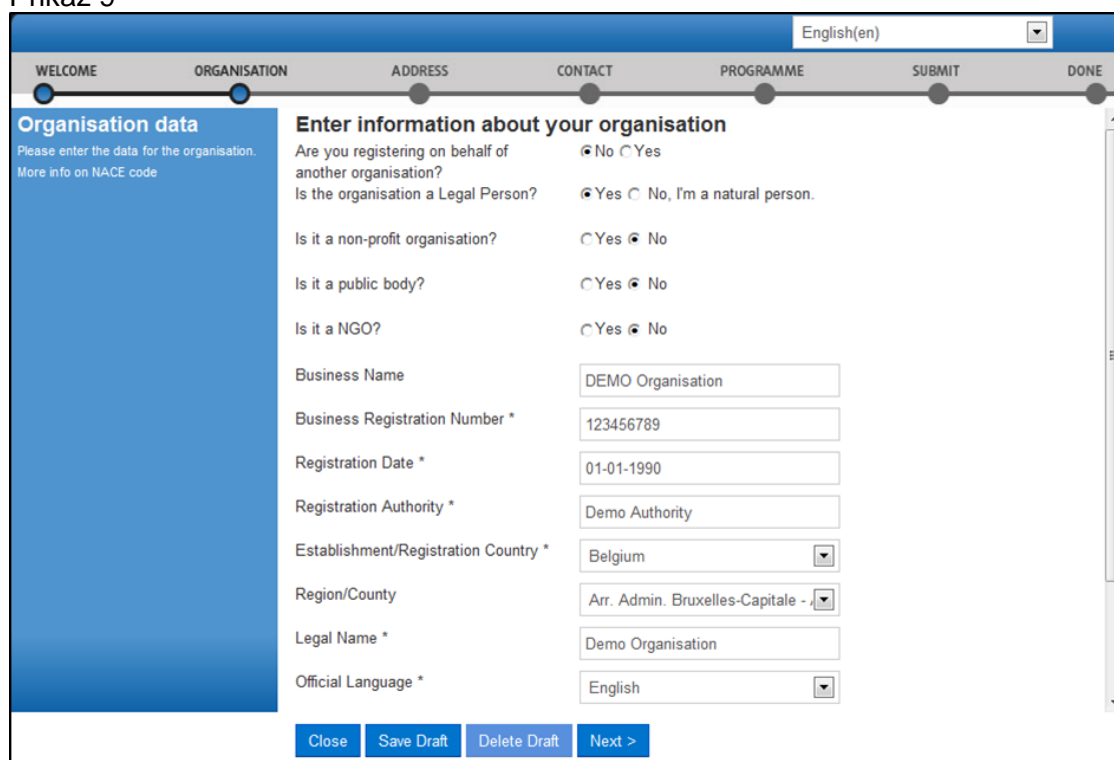
Thank you for using the Participant Portal
European Commission, Validation Services Team

[Email me](#) [Contact](#) [Print](#) [< Back](#) [Close](#)

Na ovom koraku, klikom na *Contact* možete poslati e-mail kontakt osobi za pronađenu ustanovu kako biste provjerili možete li koristiti PIC broj te ustanove.

Ukoliko ustanova ne postoji na URF sučelju, nakon klika na *Next* vidjet ćete Prikaz 9 gdje ćete upisati podatke o Vašoj ustanovi.

Prikaz 9



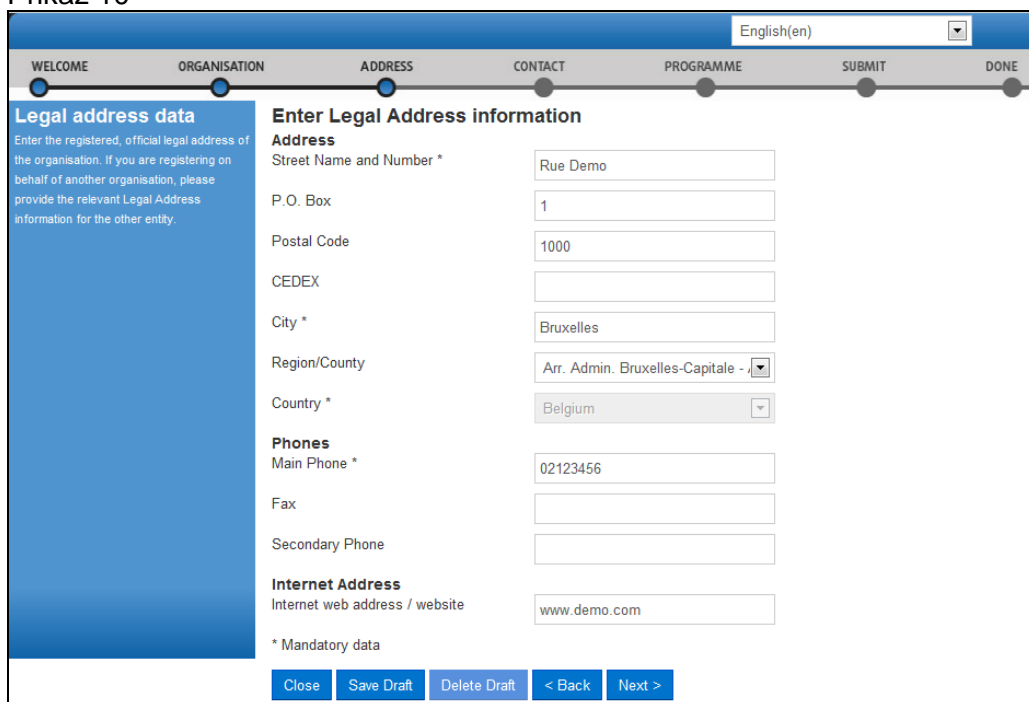
Prvo pitanje „*Are you registering on behalf of another organisation?*“ – Odaberite *Yes* ako proces registracije obavljate u ime neke organizacije (primjerice Vi ste projektni koordinator) odnosno *No* ukoliko registrirate ustanovu u kojoj ste zaposleni ili ste u bliskom poslovnom odnosu. Proces registracije je identičan bez obzira na odabir u okviru ovog pitanja. Jedina razlika je što ćete prilikom upisa podataka o kontaktu, ako se registrirate u ime druge ustanove, trebati upisati ime relevantne kontakt osobe iz ustanove koju registrirate.

U polju *Business name* možete unijeti naziv ustanove s dijakritičkim znakovima.

Kliknite na ikonu *Next* nakon unosa svih obveznih polja.

Sljedeći korak je upis podataka o službenoj adresi Vaše ustanove kao što je vidljivo na Prikazu 10.

Prikaz 10

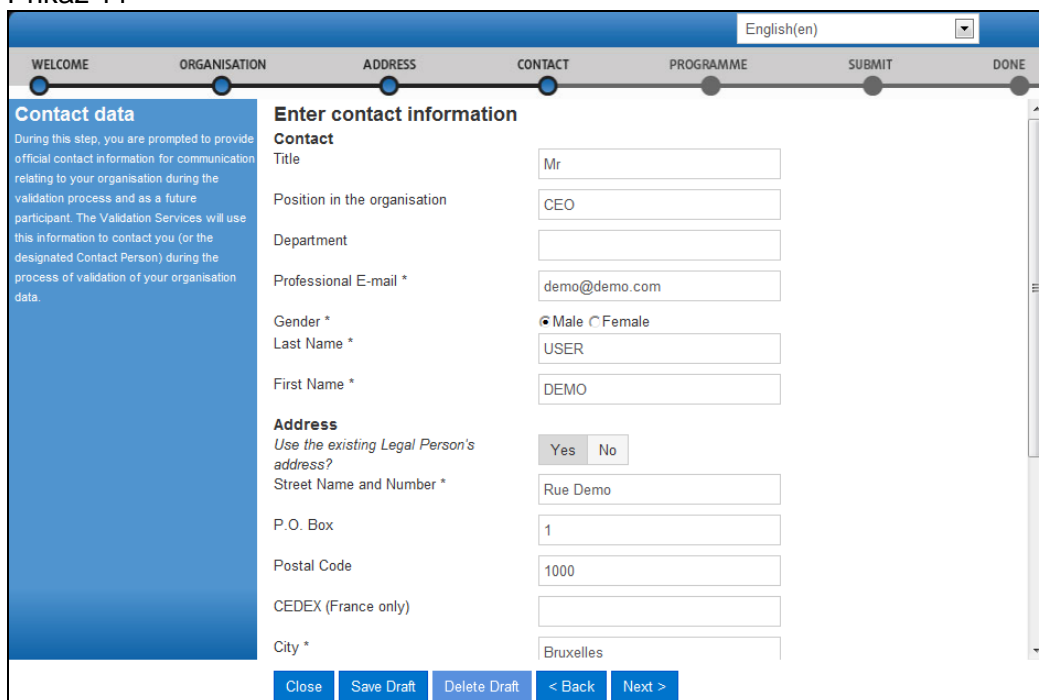


The screenshot shows a web form titled "Enter Legal Address information" with a progress bar at the top indicating the current step is "ADDRESS". The form is in English. On the left, a blue sidebar contains the heading "Legal address data" and a paragraph: "Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity." The main form area has the following fields: "Address" (Street Name and Number * with value "Rue Demo"), "P.O. Box" (value "1"), "Postal Code" (value "1000"), "CEDEX" (empty), "City *" (value "Bruxelles"), "Region/County" (dropdown menu with "Arr. Admin. Bruxelles-Capitale -" selected), "Country *" (dropdown menu with "Belgium" selected), "Phones" section with "Main Phone *" (value "02123456"), "Fax" (empty), and "Secondary Phone" (empty). Below this is the "Internet Address" section with "Internet web address / website" (value "www.demo.com"). A note at the bottom states "* Mandatory data". At the bottom of the form are buttons for "Close", "Save Draft", "Delete Draft", "< Back", and "Next >".

CEDEX broj nije primjenjiv za Hrvatsku, stoga ovo polje ostavite prazno. Telefonski broj upišite u obliku koji prikazuju upute vidljive klikom na polje telefonskog broja. Kliknite ikonu *Next* nakon unosa svih obveznih polja.

Na sljedećem koraku upisujete podatke o kontakt osobi za ustanovu. Osoba koja registrira ustanovu, automatski je upisana kao kontakt osoba. Ukoliko želite upisati neku drugu kontakt osobu, ovdje unesite njene podatke. (Prikaz 11)

Prikaz 11



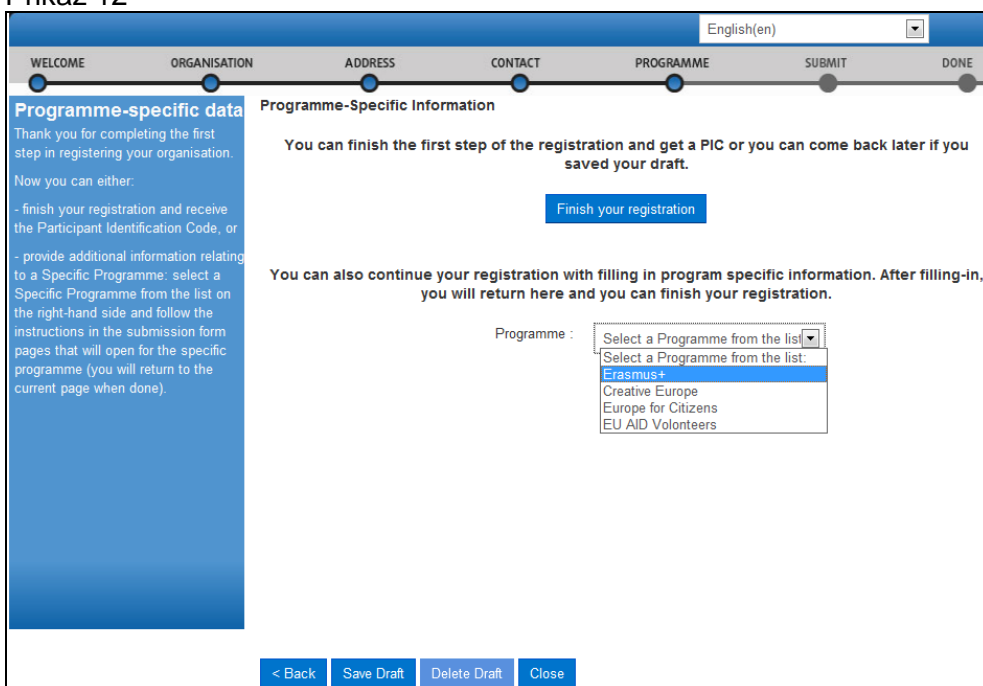
The screenshot shows a web form titled "Enter contact information" with a progress bar at the top indicating the current step is "CONTACT". The form is in English. On the left, a blue sidebar contains the heading "Contact data" and a paragraph: "During this step, you are prompted to provide official 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." The main form area has the following fields: "Contact" section with "Title" (value "Mr"), "Position in the organisation" (value "CEO"), "Department" (empty), "Professional E-mail *" (value "demo@demo.com"), "Gender *" (radio buttons for "Male" and "Female", with "Male" selected), "Last Name *" (value "USER"), and "First Name *" (value "DEMO"). Below this is the "Address" section with a question "Use the existing Legal Person's address?" (radio buttons for "Yes" and "No", with "No" selected), "Street Name and Number *" (value "Rue Demo"), "P.O. Box" (value "1"), "Postal Code" (value "1000"), "CEDEX (France only)" (empty), and "City *" (value "Bruxelles"). At the bottom of the form are buttons for "Close", "Save Draft", "Delete Draft", "< Back", and "Next >".

Kliknite ikonu *Next* nakon unosa svih obveznih polja.

Unosom podataka o kontakt osobi došli ste do završnog dijela registracije.

Ovdje možete odabrati *Finish your registration* kako biste dobili PIC broj ili prvo unijeti podatke o programu za koji se prijavljujete (Erasmus+). Preporučujemo da odmah odaberete iz padajućeg izbornika Erasmus+ i odgovorite na 3 dodatna pitanja (Prikaz 13) budući da se jedno od pitanja o programu povlači u prijavni obrazac. Ukoliko ne odgovorite na pitanja u ovoj fazi registracije, morat ćete ih naknadno upisati. Nakon popunjavanja detalja o programu, sustav će Vas vratiti na ovu stranicu gdje možete završiti registraciju. (Prikaz 12).

Prikaz 12



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](#)

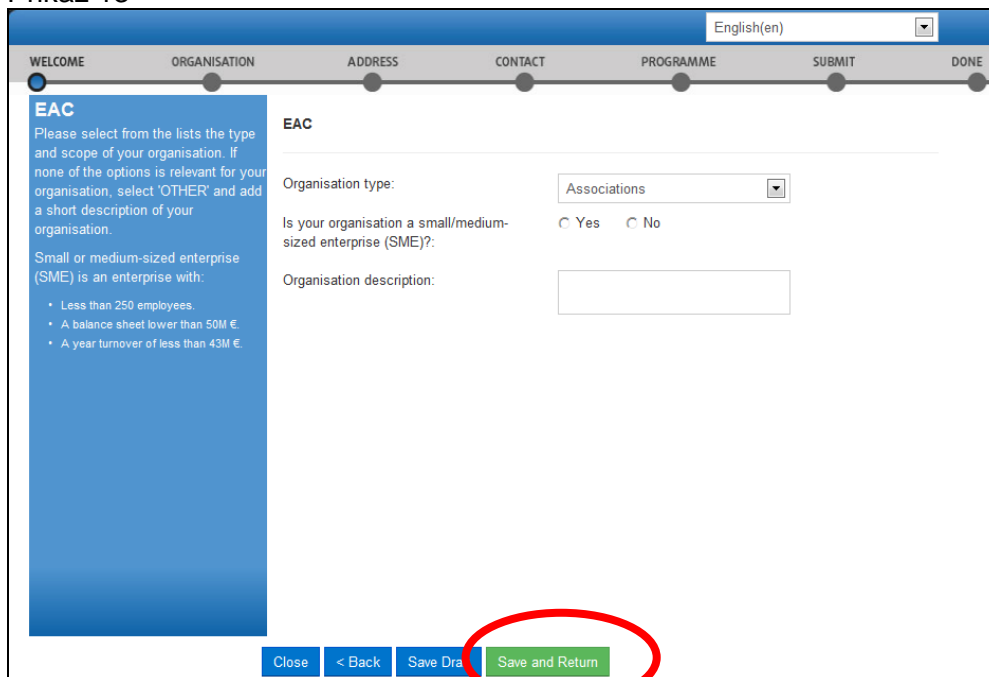
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

- Select a Programme from the list:
- Erasmus+
- Creative Europe
- Europe for Citizens
- EU AID Volunteers

< Back Save Draft Delete Draft Close

Prikaz 13



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: Associations

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

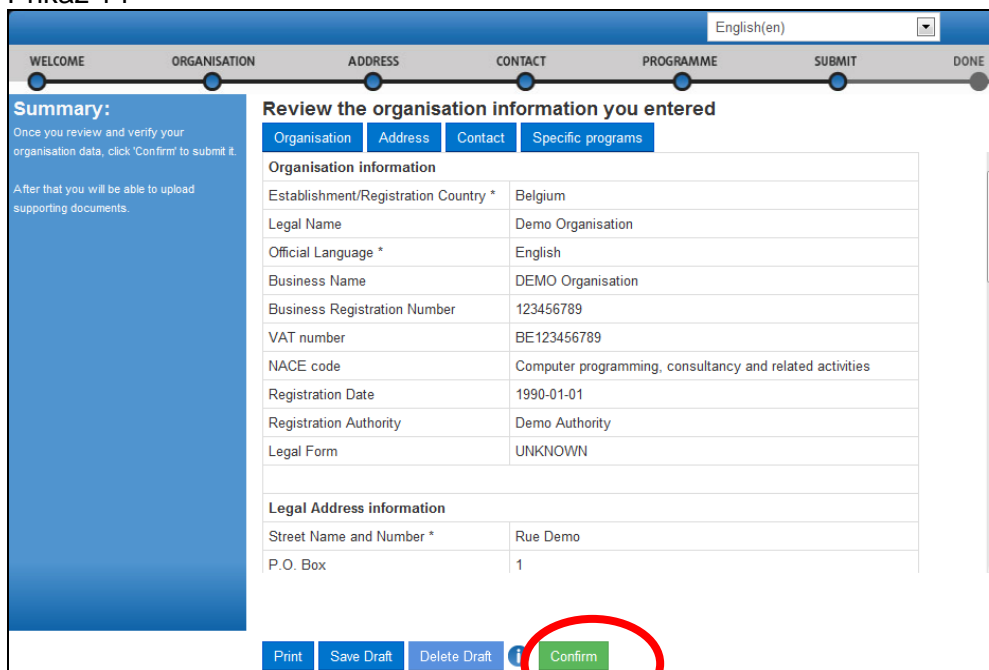
Organisation description:

Close < Back Save Draft **Save and Return**

Nakon što odgovorite na ova 3 pitanja, kliknite *Save and Return*, a zatim *Finish your registration*. Prikazat će se sažetak Vaše registracije. U ovoj fazi možete ispraviti eventualno pogrešno unesene podatke klikom na ikonu *Organisation*, *Address*, *Contact* ili *Programme* ovisno o dijelu registracije gdje ste naišli na pogrešku.

Kad provjerite sve podatke, kliknite ikonu *Confirm*. (Prikaz 14)

Prikaz 14



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 Address Contact Specific programs

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

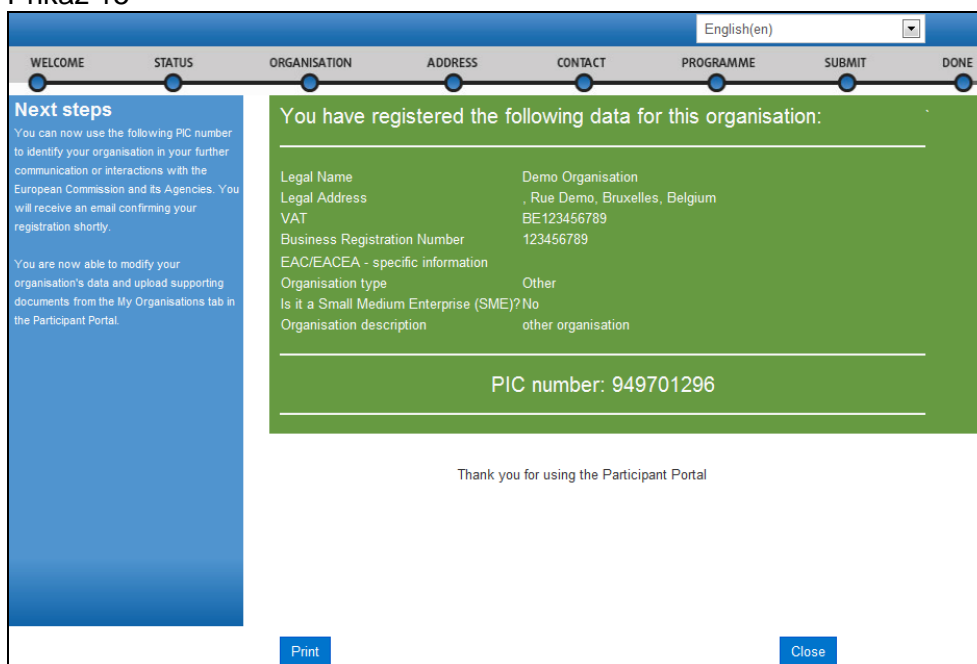
Legal Address information

Street Name and Number *	Rue Demo
P.O. Box	1

Print Save Draft Delete Draft **Confirm**

Posljednja registracijska stranica sadrži PIC broj u zelenom kvadratu, kao na primjeru 15:

Prikaz 15



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

Istovremeno, registracijski sustav će poslati e-mail o PIC broju i podacima ustanove na e-mail adresu kontakt osobe.

DODAVANJE DOKUMENTA

Prijavitelji Erasmus+ programa obvezni su nakon dobivanja PIC broja, a najkasnije do trenutka podnošenja prijave, dodati dokumente o pravnoj osobi te financijskoj identifikaciji.

Dokumente možete preuzeti na sljedećoj poveznici:

Pravna osoba:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financijska identifikacija:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Ovisno o pravnom obliku Vaše ustanove, odabrat ćete jedan od ponuđenih pravnih obrazaca: Pojedinac, Trgovačko društvo ili Javni subjekt. Obrazac financijske identifikacije identičan je za sve ustanove.

Ukoliko u prijavnom obrascu potražujete iznos financijske potpore koji premašuje 60 000 EUR, a prijavu podnosi privatna ustanova, potrebno je dodati i račun dobiti i gubitka te bilancu za posljednju dostupnu godinu.

Tko dodaje dokumente putem URF alata?

Ustanove koje se registriraju na portalu dijelimo na prijavitelje i partnere u projektu.

Svi prijavitelji obvezni su dodati dokumente o pravnoj osobi i financijskoj identifikaciji kao i popratne dokumente u slučaju privatnih ustanova koje se prijavljuju za financijsku potporu koja premašuje 60 000 EUR.


Ukoliko projekt prijavljuje konzorcij, sve ustanove članice konzorcija obvezne su unijeti navedene dokumente.

Ustanove koje se u prijavnom obrascu navode kao partneri dodaju dokumente samo u slučaju KA2 aktivnosti Strateška partnerstva i KA1 aktivnosti (Mladi). Partneri u preostalim aktivnostima KA1 i aktivnosti KA3 obvezni su samo registrirati se radi dobivanja PIC broja.

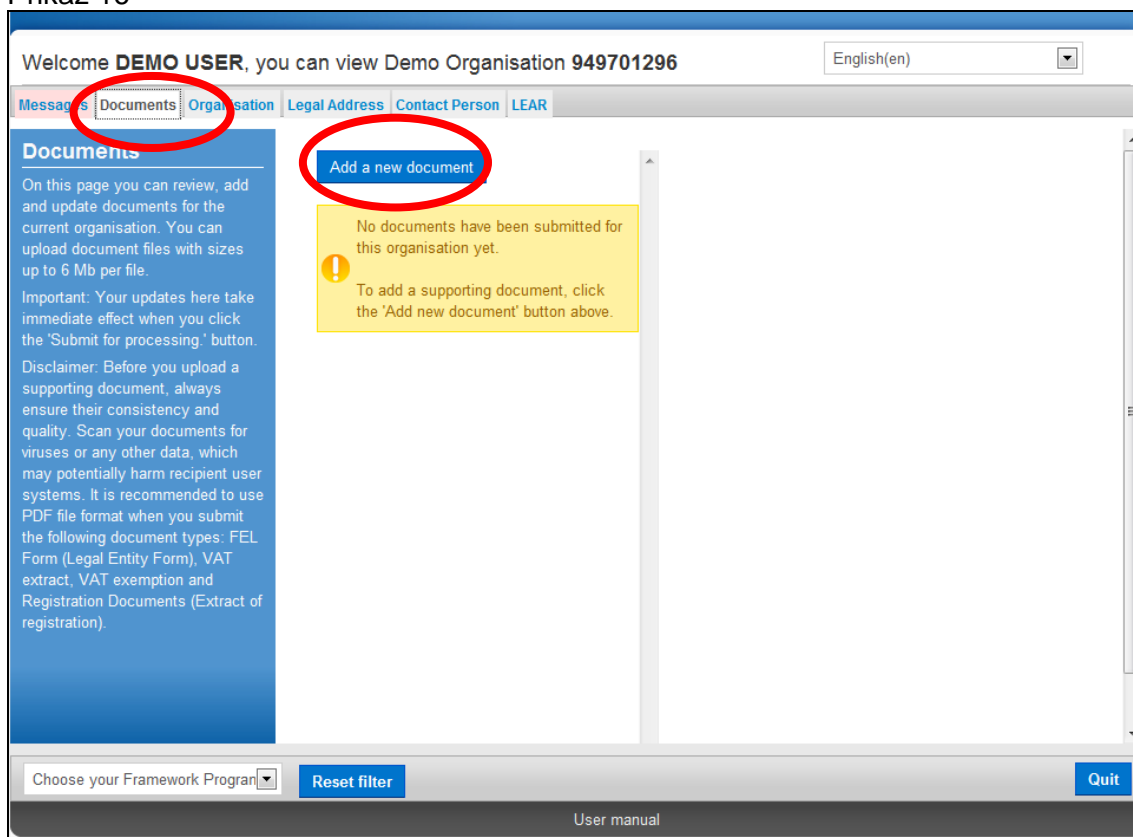
Kako dodati dokumente na portal?

Na portalu možete dodati dokumente (najbolje u PDF obliku) do maksimalne veličine 6 MB po dokumentu.

Na početnoj stranici portala kliknite *Organisations* i odaberite *My organisations*. Nakon toga

kliknite na ikonu  u retku gdje je naveden naziv ustanove koju ste registrirali. Otvorit će se stranica kao na Prikazu 16. Kliknite *Documents* i zatim *Add a new document*.

Prikaz 16



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

Messag 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.

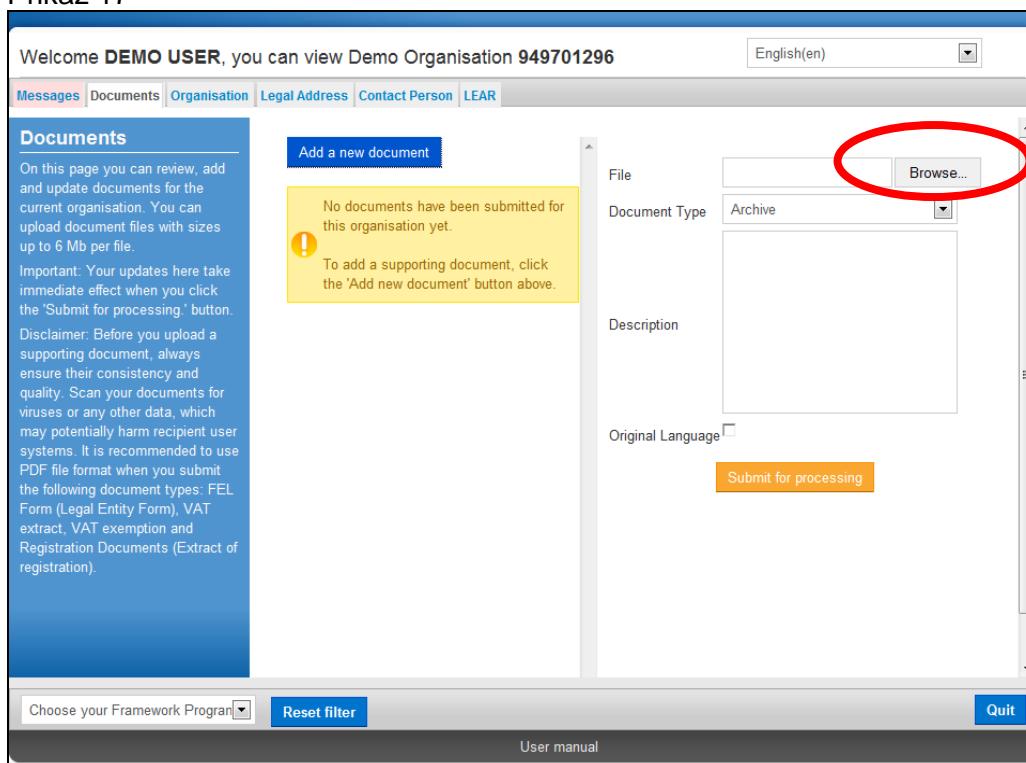
To add a supporting document, click the 'Add new document' button above.

Choose your Framework Program

User manual

Klikom na *Add a new document* ponudit će se opcija dodavanja dokumenta s Vašeg računala – *Browse*. Preporučuje se koristiti PDF oblik dokumenta. Također, potrebno je odabrati vrstu dokumenta (*Document Type*) iz padajućeg izbornika. Ukoliko Vaš dokument ne pripada ponuđenim vrstama, odaberite *Other*. Zatim unesite kratki opis dokumenta (primjerice *scan Legal Entity form*) i označite klikom kućicu *Original Language* ako je dokument na jeziku Vaše ustanove odnosno države. Na kraju kliknite ikonu *Submit for processing*. (Prikaz 17)

Prikaz 17



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.

File **Browse...**

Document Type Archive

Description

Original Language

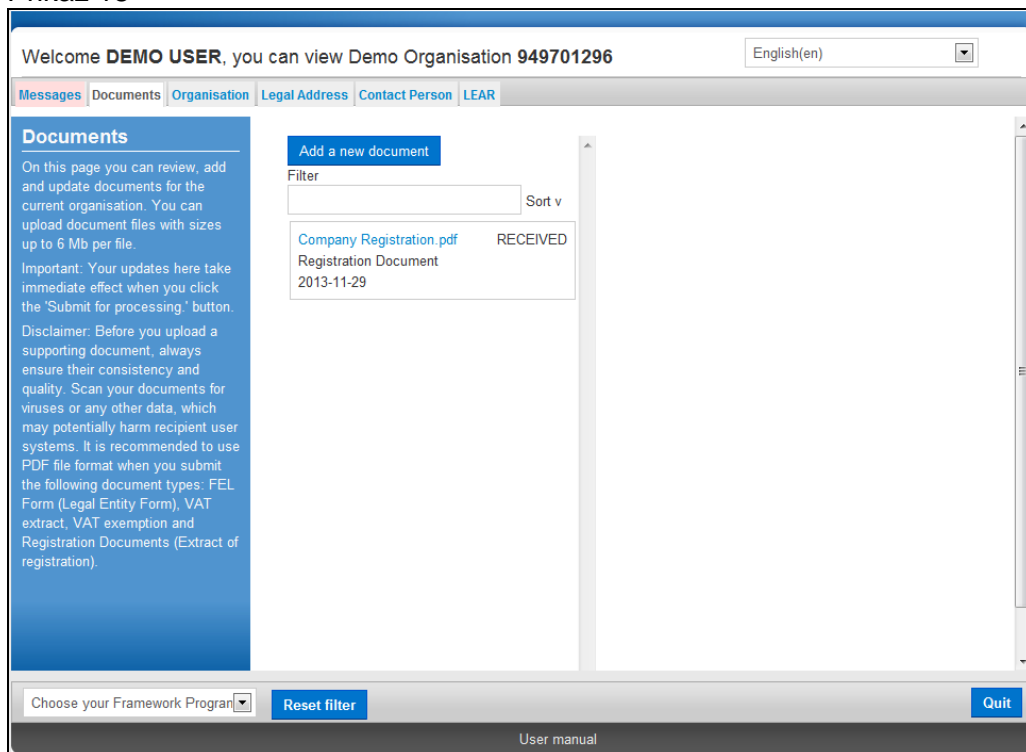
Submit for processing

Choose your Framework Program Reset filter **Quit**

User manual

Nakon klika *Submit for processing* odabrani dokument s Vašeg računala dodan je na portal. Ukoliko želite dodati novi dokument kliknite *Add new document* i ponovite postupak ili kliknite *Quit* za izlazak s portala. (Prikaz 18)

Prikaz 18



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

Filter Sort v

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

Choose your Framework Program Reset filter **Quit**

User manual

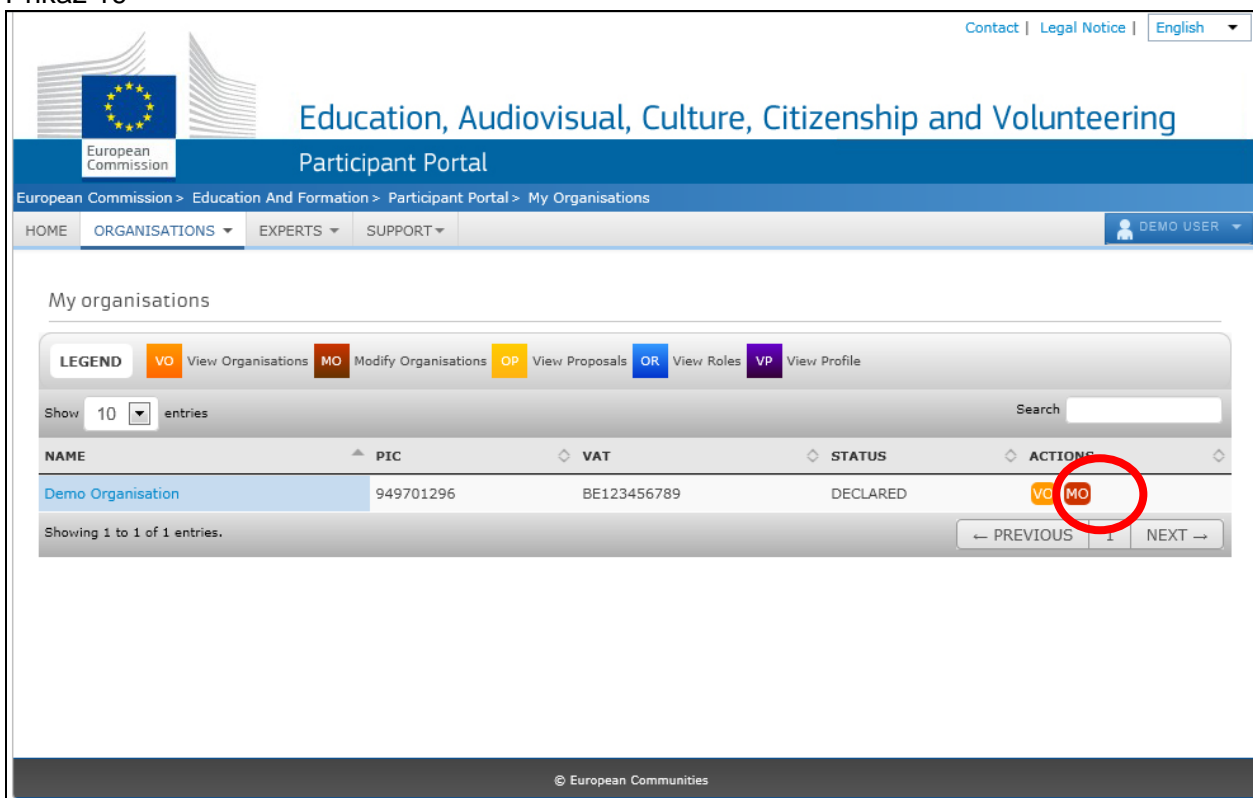
AŽURIRANJE PODATAKA O USTANOVU

Za ažuriranje podataka o registriranoj ustanovi, pristupite portalu putem poveznice: <https://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

Samo osoba koja je registrirala ustanovu može ažurirati podatke o ustanovi. Kako ne biste ovisili samo o jednoj osobi, preporuča se da osoba koja je registrirala ustanovu doda još jednu kontakt osobu za ustanovu.

Nakon unosa ECAS korisničkog imena i lozinke, otvorit će se početna stranica portala. Na početnoj stranici portala kliknite *Organisations* i odaberite *My organisations*. Zatim kliknite na ikonu MO u retku gdje je naveden naziv ustanove koju ste registrirali. (Prikaz 19)

Prikaz 19



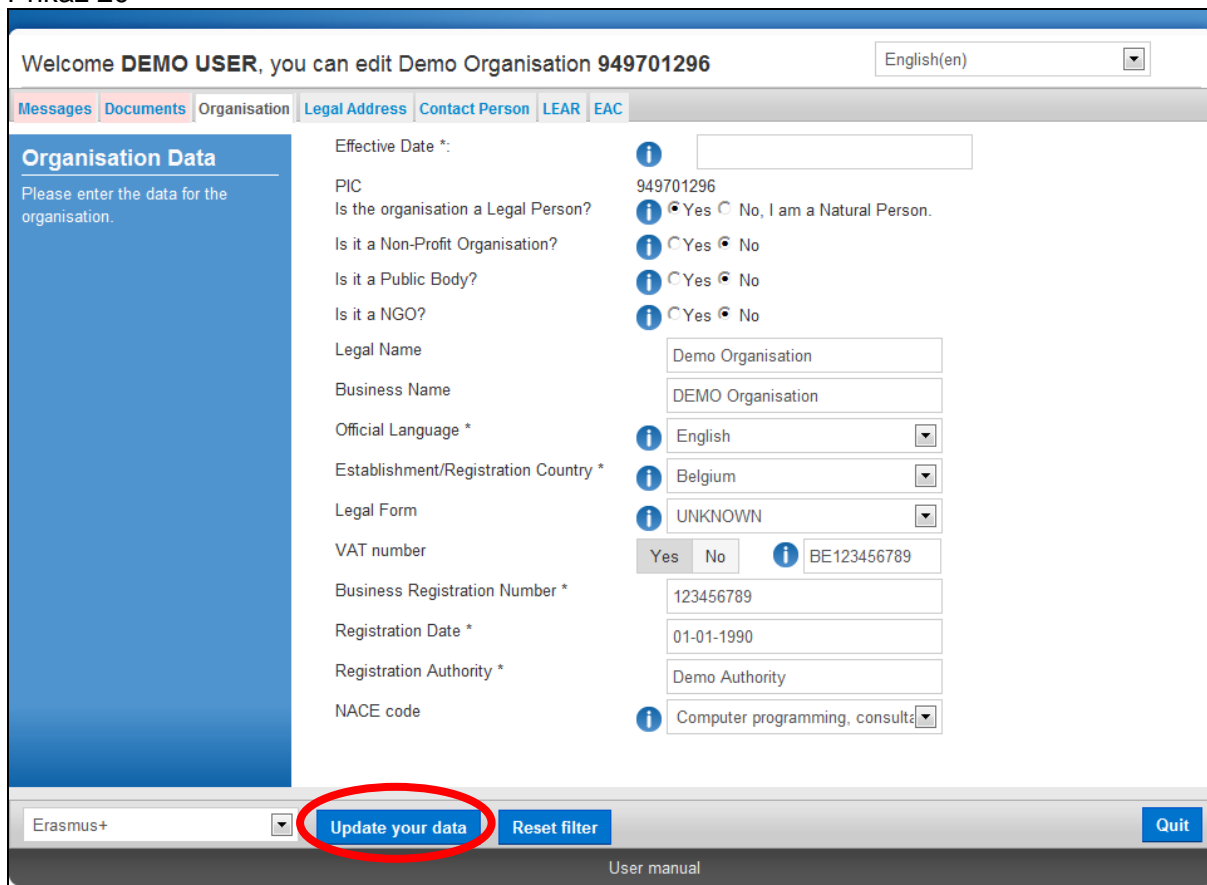
The screenshot displays the 'My organisations' section of the Participant Portal. At the top, there is a navigation bar with 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. Below this, a legend identifies icons for 'VO' (View Organisations), 'MO' (Modify Organisations), 'OP' (View Proposals), 'OR' (View Roles), and 'VP' (View Profile). A table lists the user's organizations, with the following data:

NAME	PIC	VAT	STATUS	ACTIONS
Demo Organisation	949701296	BE123456789	DECLARED	VO MO

The 'MO' icon in the ACTIONS column is circled in red. The page also shows 'Showing 1 to 1 of 1 entries.' and navigation buttons for 'PREVIOUS' and 'NEXT'.

Sad možete ažurirati podatke o Vašoj ustanovi, adresi, kontakt osobi i sl. Nakon izmjene podataka obavezno kliknite *Update your data*. (Prikaz 20)

Prikaz 20



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

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

Organisation Data

Please enter the data for the organisation.

Effective Date *	<input type="text"/>
PIC	949701296
Is the organisation a Legal Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No, I am a Natural Person.
Is it a Non-Profit Organisation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a Public Body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a NGO?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Name	<input type="text" value="Demo Organisation"/>
Business Name	<input type="text" value="DEMO Organisation"/>
Official Language *	<input type="text" value="English"/>
Establishment/Registration Country *	<input type="text" value="Belgium"/>
Legal Form	<input type="text" value="UNKNOWN"/>
VAT number	<input type="text" value="BE123456789"/>
Business Registration Number *	<input type="text" value="123456789"/>
Registration Date *	<input type="text" value="01-01-1990"/>
Registration Authority *	<input type="text" value="Demo Authority"/>
NACE code	<input type="text" value="Computer programming, consulta"/>

Erasmus+ **Update your data** **Reset filter** **Quit**

User manual

U slučaju da tijekom registracije niste odgovorili na tri dodatna pitanja o programu za koji se prijavljujete, to možete učiniti na sljedeći način - iz padajućeg izbornika u lijevom donjem kutu odaberite Erasmus+. Time će se automatski pojaviti dodatna kartica u gornjem dijelu stranice pod nazivom EAC. (Prikaz 21)

Prikaz 21

Welcome **Helen DOYLE**, you can edit B-CO 949831276

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

Organisation Data

Please enter the data for the organisation.

Effective Date *	<input type="text"/>
PIC	949831276
Is the organisation a Legal Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No, I am a Natural Person.
Is it a Non-Profit Organisation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a Public Body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a NGO?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Name	<input type="text" value="B-CO"/>
Business Name	<input type="text" value="B-CO"/>
Official Language *	<input type="text" value="Dutch"/>
Establishment/Registration Country *	<input type="text" value="Belgium"/>
Legal Form	<input type="text" value="ASSOCIATION"/>
VAT number	<input type="text" value="Yes"/> <input type="text" value="No"/>
Business Registration Number *	<input type="text" value="852741963"/>
Registration Date *	<input type="text" value="01-01-2011"/>
Registration Authority *	<input type="text" value="BE1"/>
NACE code	<input type="text" value="Manufacture of communication e"/>

Choose your Framework Program

User manual

Odgovorite na postavljena 3 pitanja i nakon toga kliknite *Update your data*. (Prikaz 22)

Prikaz 22

Welcome **Ivana DIDAK**, you can edit Test Sveuciliste 949689074

English(en)

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

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 €.

Organisation type:	<input type="text" value="University higher education instit"/>
Is your organisation a small/medium-sized enterprise (SME)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Organisation description:	<input type="text" value="test"/>

Erasmus+