

Participant Portal quick guide

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How to register an organisation

This section explains how to register an organisation in URF.

Quick steps

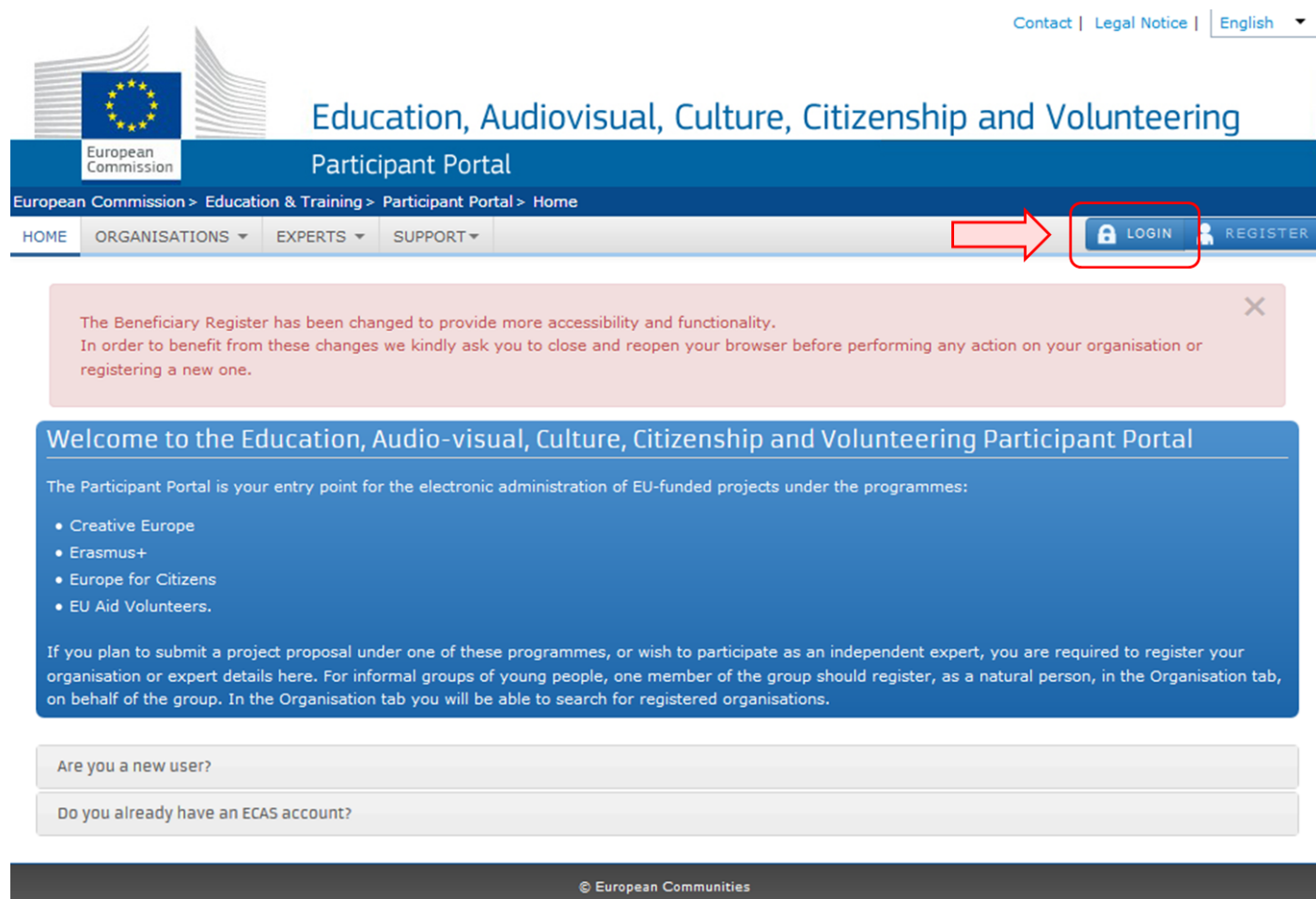
- 1 Login to URF using your ECAS account.
 - 1.1 Change domain to external and log-in.
- 2 Register for an ECAS account if you don't have one.
- 3 Register your organisation.
 - 3.1 Go to "Organisations" and then select "Register".
 - 3.2 Click on "Register Organisation".
 - 3.3 Click on "Next".
 - 3.4 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**.



Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering

European Commission Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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.

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. 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?

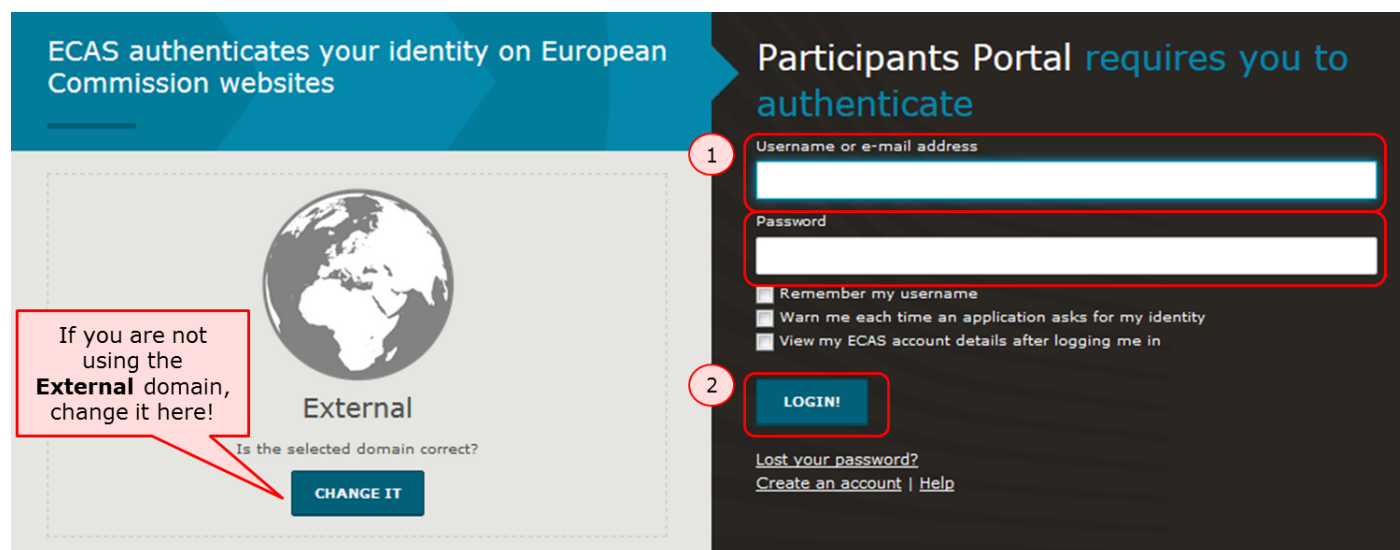
Do you already have an ECAS account?

© 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!**.



ECAS authenticates your identity on European Commission websites

Participants Portal requires you to authenticate

1 Username or e-mail address

2 Password

Remember my username

Warn me each time an application asks for my identity

View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)

[Create an account](#) | [Help](#)

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

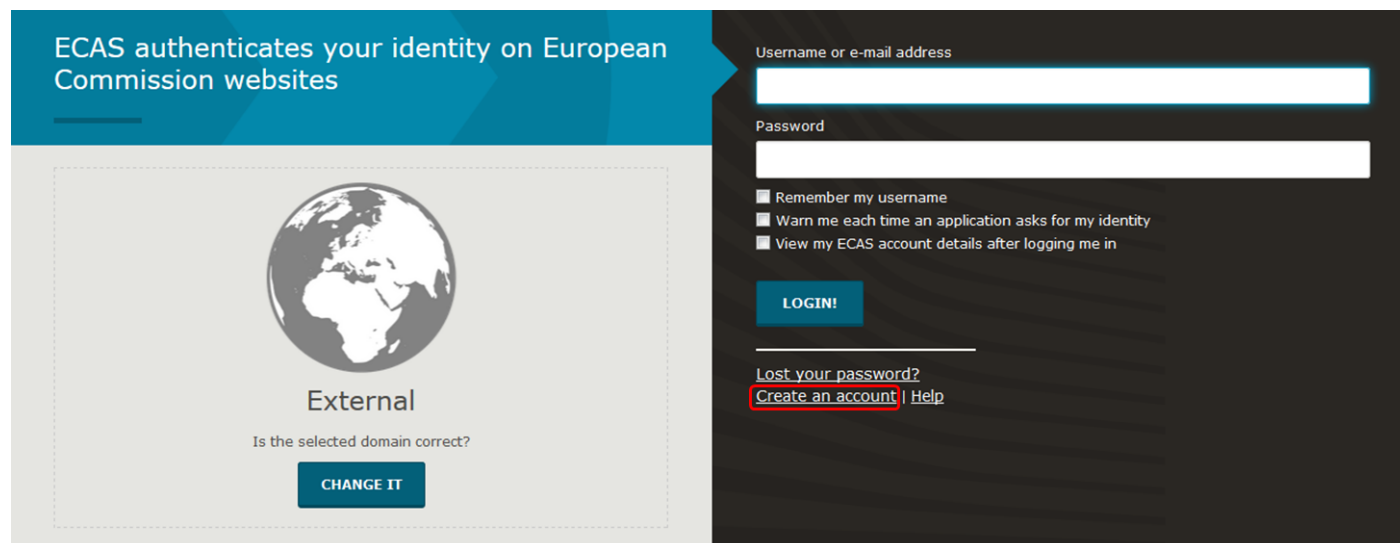
External

Is the selected domain correct?

CHANGE IT

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.



ECAS authenticates your identity on European Commission websites

External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

Remember my username

Warn me each time an application asks for my identity

View my ECAS account details after logging me in

LOGIN!

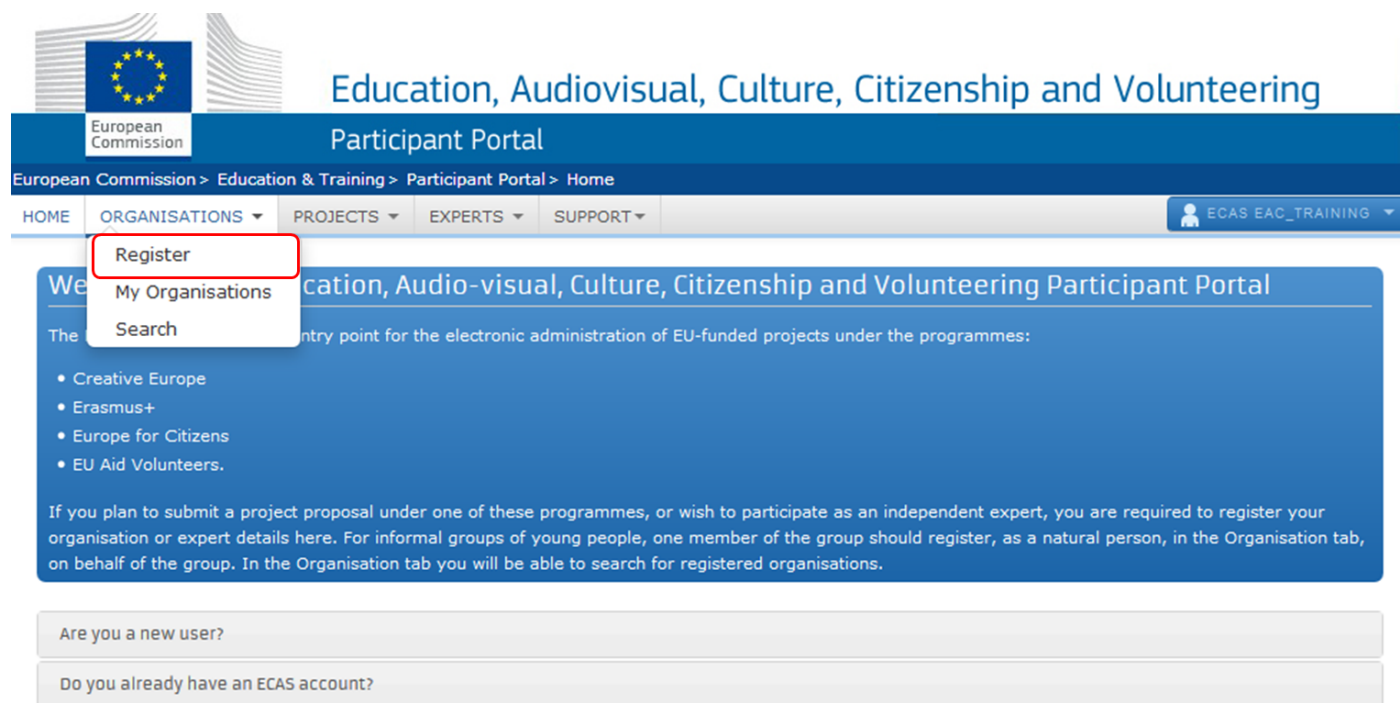
[Lost your password?](#)

[Create an account](#) | [Help](#)

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.



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

We welcome you to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is the 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?

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** Organisation Contact Summary Success


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 *  B-Co

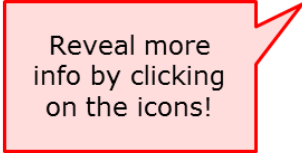
Establishment/Registration country *  Belgium (BE)


Registration number  *Registration number*


VAT number *  12345678

VAT number not applicable

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





 Save  **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

< Prev Next >

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.

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 *



EAC-TRAINING-14@ec.europa.eu

Gender *

 Female Male

Last name *

EAC_TRAINING

First name *

ECAS

[Change personal information](#)

Address

Use the existing organisation's address?

 Yes No

Country *

Belgium (BE)

Region/county

--Select one--

Street name and number *

Koning Albert II-Laan 1

P.O. box



Postal code



1234

City *

Brussels

Check **Yes** if you wish to copy the details!

Phones

Use the existing organisation's phone numbers?

 Yes No

Main phone *



+3212345678

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.

Welcome

Identification

Organisation

Contact

Summary

Success

Organisation data

Legal name and status

Registration data

Legal Address

Contact information

Contact person

Address

Phones

Print summary

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









Edit

Legal name and status

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

Edit the details if necessary!

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

< 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





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](#)

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

🏠 Test SA
🌐 Belgium - 998476000

Click on the tabs to expand details!

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.

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

< Prev Next >

"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.

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	VAT number	National registration number	Status	PIC
Koning Albert II-Laan 1, 1234, Brussels	12345678		Declared	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.

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.

2
Contact Organisation ↗

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

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

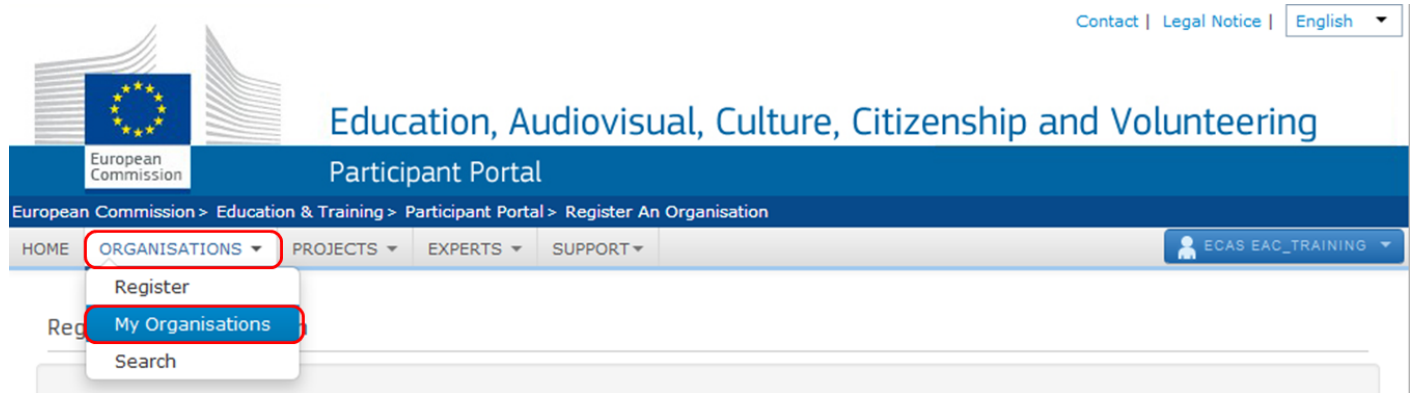
- 1 Click on "My Organisations".
- 2 Click on "MO" icon to modify.
- 3 Add a document in the "Documents" section.
 - 3.1 Click on "Add document".
 - 3.2 Select a file to upload.
 - 3.3 Close browser window - no need to click on "Submit changes".

Detailed steps

Steps

Click on "My Organisations".

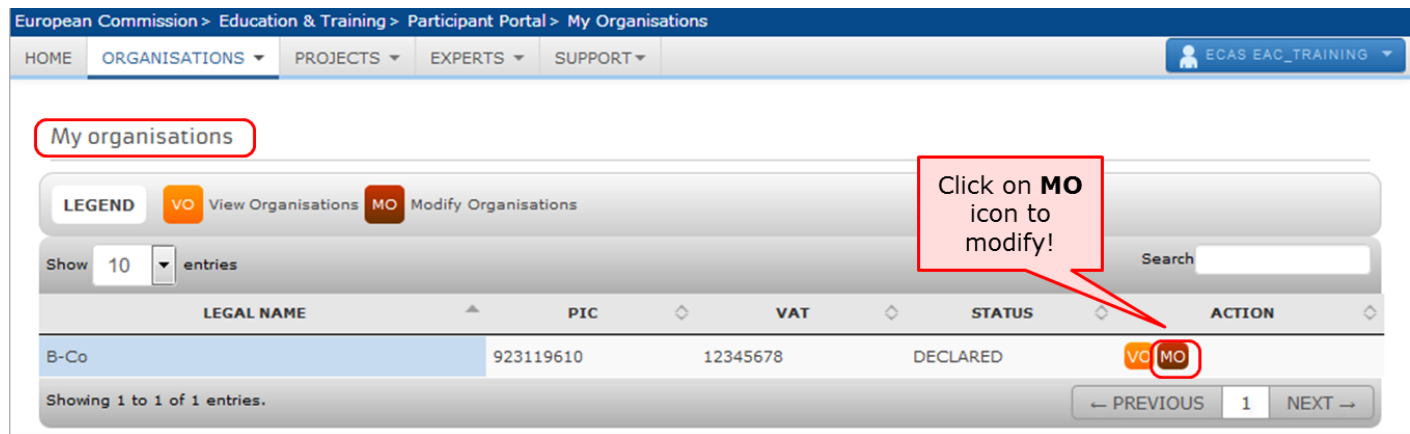
After the organisation is registered, you can modify the organisation's details at any stage. From the **Participant's Portal** homepage, click on **My Organisations** in the **ORGANISATIONS** drop-down menu.



The screenshot shows the top navigation bar of the Participant Portal. The breadcrumb trail is "European Commission > Education & Training > Participant Portal > Register An Organisation". The main navigation menu includes "HOME", "ORGANISATIONS", "PROJECTS", "EXPERTS", and "SUPPORT". The "ORGANISATIONS" dropdown menu is open, showing "Register", "My Organisations", and "Search". The user profile "ECAS EAC_TRAINING" is visible in the top right corner.

Click on "MO" icon to modify.

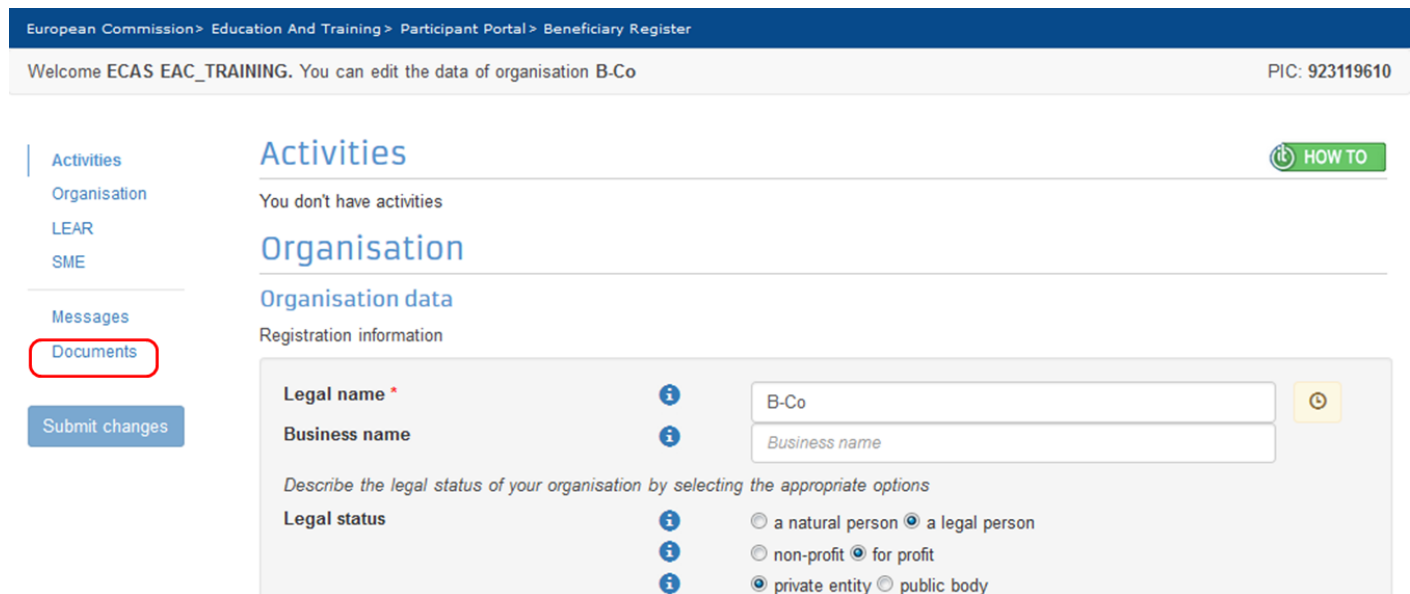
My organisations screen will open. Click on the **MO** icon in order to **Modify Organisations** and upload additional supporting documents.



The screenshot shows the "My organisations" screen. The breadcrumb trail is "European Commission > Education & Training > Participant Portal > My Organisations". The main navigation menu is the same as in the previous screenshot. The "My organisations" section has a legend with "VO View Organisations" and "MO Modify Organisations". Below the legend is a table with columns: LEGAL NAME, PIC, VAT, STATUS, and ACTION. The table contains one entry for "B-Co" with PIC 923119610 and VAT 12345678. The status is "DECLARED". In the ACTION column, there are two icons: "VO" and "MO". The "MO" icon is highlighted with a red box and a callout bubble that says "Click on MO icon to modify!".

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.



The screenshot shows the "Beneficiary Register" page. The breadcrumb trail is "European Commission > Education And Training > Participant Portal > Beneficiary Register". The page header says "Welcome ECAS EAC_TRAINING. You can edit the data of organisation B-Co" and "PIC: 923119610". The left sidebar has a menu with "Activities", "Organisation", "LEAR", "SME", "Messages", and "Documents" (highlighted with a red box). The main content area has a "HOW TO" button and sections for "Activities" (with the message "You don't have activities") and "Organisation". The "Organisation" section has a sub-section "Organisation data" with "Registration information". The "Legal name" field is "B-Co". The "Business name" field is "Business name". The "Legal status" section has radio buttons for "a natural person", "a legal person", "non-profit", "for profit", "private entity", and "public body".

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 *	<input type="button" value="Browse..."/> Document.docx
Document type *	Registration Document
Description	My description.
Original language	<input checked="" type="checkbox"/>




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

Add document

Click on the tab to expand details!

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**.

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	<input type="text"/>
Position in the organisation	<input type="text"/>
Department in the organisation	<input type="text"/>
Professional e-mail *	<input type="text"/>
Gender *	<input type="text"/>
Last name *	<input type="text"/>
First name *	<input type="text"/>
Use the existing organisation's address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Country *	--Select one--
Region/county	--Select one--
Street name and number *	<input type="text"/>
P.O. Box	<input type="text"/>
Postal code	<input type="text"/>
City *	<input type="text"/>
Use the existing Organisation's phone numbers?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Main phone *	<input type="text"/>
Fax	<input type="text"/>
Secondary phone	<input type="text"/>

Submit changes

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

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