

Léargas PIC Guide 2015



- To apply for any EU grant programme, you first need to register your organisation online and obtain a Participant Identification Code (PIC). PICs are assigned centrally, not by the National Agency (Léargas).
- Any Sending or Receiving Organisation which will be named in the application form requires a PIC. It is not possible to be a partner in an application without a PIC, as the code must be entered into the grant application form.
- PIC registration is through the EU's "Participant Portal". Initial registration takes ten minutes. You will then need to upload documents to validate your registration.
- Registration requirements vary depending on your organisation type, so please read this guide carefully!

1: Accessing the Participant Portal



Go to <http://ec.europa.eu/education/participants/portal>

The screenshot shows the homepage of the European Commission's Participant Portal. At the top, there is a header with the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a navigation bar with links for 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. To the right of the navigation bar are 'LOGIN' and 'REGISTER' buttons. The main content area has a blue background with the text 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal'. It explains that the portal is the entry point for the electronic administration of EU-funded projects under various programmes: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. It also states that users must register their organisation or expert details here. At the bottom, there are two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'.

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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

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

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

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. 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?

2: Checking for existing registration



Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT

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

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- 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?



Education, Audiovisual and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Organisations

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

CHARIS HUGHES

Search a registered organisation and PIC

3 search results for [Leargas](#)

LEARGAS - THE EXCHANGE BUREAU LBG

DUBLIN, IE
VAT :
VALIDATED

PIC 949479360 CO

Leargas TEST VET 2

Dublin, IE
VAT :
DECLARED

PIC 948453488 CO

LFox Leargas

Dublin, IE
VAT :
DECLARED

PIC 947017500 CO

TABLE VIEW SEARCH CRITERIA

© European Communities

If your search returns a "Validated" result, your organisation is already registered. Note the PIC and use it in your application. There is no need to re-register.

3: Logging in to Participant Portal



Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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

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

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

If you plan to submit a project proposal under one of these programmes, or wish to participate as an individual or organisation or expert details here. For informal groups of young people, one member of the group should register 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?

3a: Creating an ECAS account



ECAS is the European Commission Authentication Service and is used to access European Commission websites. Go to <https://webgate.ec.europa.eu/cas/> to create an account.

European Commission

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

IntraComm > Authentication Service > Where Are You From?

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have an account composed of a username and 7 digits. If you aren't sure, select the "I don't know?" option for help.

Click 'external'.


European Commission
European Commission, Executive Agencies.

External
Partners, Researchers, Citizens.

I have an account w + 7 digits.
Special external accounts.


I don't know?
More information about this screen.



 **EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)**

EUROPA > Authentication Service > Login

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](#)

Click 'create an account' and follow the instructions.

4: Beginning PIC registration



Education, Audiovisual, Culture, Citizenship and Volunteering

European Commission

Participant Portal

HOME ORGANISATIONS EXPERTS

Register

My Organisations

Search

When you have logged in with your ECAS details, your name will be displayed screen right.

Now, click 'organisations' and then 'register'.

SVEND RECHNAGEL

Volunteering Participant Portal

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 Commission

Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT SVEND RECHNAGEL

Register an Organisation

To participate in proposals and projects, you need to register your organisation in the system. After registration, a unique identifier is assigned to your organisation. This is the 9-digit **PIC (Participant Identifier)**. A **single registration** is required for each organisation.

Please keep the legal data of the organisation in the documentation of the call for proposals.

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.

Click 'Register organisation'.

If you have to stop at any time in the registration process, you can save your details and click 'Resume registration' when you begin again.

REGISTER ORGANISATION

RESUME REGISTRATION

How to update your organisation data?

5: Entering your organisation's details



Enter your VAT and/or Business Registration numbers here. If your organisation does not have these, click 'no'.

Registration of an organisation - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urffsecure/welcome.do?locale=en&source=EAC&tidet=ST-3590095-Ksr399q3CjapPTgAES3zelWghvJ7odAkkyVJMkr5oxUtzND4qqqvGBI8DqA6DXzp3aCdykmmYohYfnag9GFC-zGb7phj4Ee1KpAU1OeOw

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 existing, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

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

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

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

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?

Does it have a Business Registration Number?

Does it have a website?

Isen for Videregående Uddannelse

Denmark

DK 34042012

34042012

fivu.dk

Yes No

Yes No

Yes No

Close Next >



"Is the organisation a Legal Person?":
All formal organisations (e.g. ETBs, businesses) should click 'Yes'. Only informal groups of young people should click "No, I'm a natural person".

If you do not have a Business Registration Number, enter 'N/A' and today's date.

Registration of an organisation - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urff/secure/organization.do

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data
Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Enter information about your organisation

Are you registering on behalf of another organisation? ☒ No ☐ Yes

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

Is it a non-profit organisation? ☒ Yes ☐ No

Is it a public body? ☒ Yes ☐ No

Is it a NGO? ☐ Yes ☒ No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

Close Save Draft Delete Draft Next >



Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/organization/back.do

WELCOME

Organisation data
Please enter the required data for the organisation you are registering.

If you are registering on behalf of an organisation, click 'Yes' on the prompt at the top of the page. The Participant Identification Number (PIN) will be assigned at the end of the process and will be associated with the organisation, so please provide the relevant information. The Contact Person who will be responsible for providing supporting documentation during the process of validation of the organisation.

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.

AN TUDARAS UM ARD OIDEACHAID SHELBOURNE ROAD BROOKLANDS PIC: 999563370, VAT: IE0085228K Status: VALIDATED	More details
AN TUDARAS UM ARD OIDEACHAID SHELBOURNE ROAD BROOKLANDS PIC: 999563370, VAT: IE0085228K Status: VALIDATED	More details
AN TUDARAS UM ARD OIDEACHAID SHELBOURNE ROAD BROOKLANDS PIC: 999563370, VAT: IE0085228K Status: VALIDATED	More details
AN TUDARAS UM ARD OIDEACHAID SHELBOURNE ROAD BROOKLANDS PIC: 999563370, VAT: IE0085228K Status: VALIDATED	More details

[View all search results](#)

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

At this stage, the Participant Portal may pick up a similarity to an organisation which is already registered. If this data corresponds to your organisation, click 'more details' and record your PIC. You will not need to continue the registration process.

If it does not correspond to your organisation, click 'next' to continue.



Phone numbers
must be entered in
the format +353
(area code without
0) (number) e.g.
+353 1 555 1234

Registration of an organisation - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urfi/secure/address.do

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

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

Enter Legal Address information

Address

Street Name and Number * Bredgade 43

P.O. Box

Postal Code 1260

CEDEX (France only)

City * København

Region/County I lovedstaden

Country * Denmark

Phones

Main Phone * +45 7231 7800

Fax +45 7231 7801

Secondary Phone

Internet Address

Internet web address / website livu.dk

* Mandatory data

Close Save Draft Delete Draft < Back Next >

6: Entering contact details



Enter the name and e-mail address of the contact person i.e. the person dealing with the European project.

Select yes if the contact person's address is the same as the organisation's address.

Registration of an organisation - Windows Internet Explorer provided by Statens IT
https://ec.europa.eu/research/participants/urfi/secure/contact.do

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

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

Enter contact information

Contact

Title: mr

Position in the organisation: International rådgiver

Department: internationale uddannelsesprogrammer

Professional E-mail *: sr@iu.dk

Gender *: ☒ Male ☐ Female

Last Name *: RECHNAGEL

First Name *: Svend

Address
Use the existing Legal Person's address? ☒ Yes ☐ No

Street Name and Number *: Bredgade 43

P.O. Box:

Postal Code: 1260

CEDEX (France only):

City *: København

Close Save Draft Delete Draft < Back Next >

NB: You must scroll down the page and complete all information in the contact section!



That's it! Initial registration is complete. Click 'finish your registration' to continue.

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:

- provide SME data, or
- finish your registration.

Before finishing your registration, you can still provide information regarding your SME status.

Is your organisation a small/medium-sized enterprise (SME)?:

☐ Yes ☐ No

Finish your registration

Finish later < Back

Draft saved at: 17:01:10 26/05/2015

User manual



Review and verify all the information you have entered. You can edit your details if necessary.

Once it's correct, click 'confirm' to submit.

Registration summary - Windows Internet Explorer provided by Statens IT
https://ec.europa.eu/research/participants/uf/secure/registrationSummary.do

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 *	Denmark
Legal Name	Styrelsen for Videregående Uddannelse
Official Language *	Danish
Business Name	FIVU
Business Registration Number	34042012
VAT number	DK 34042012
NACE code	Education
Registration Date	2011-10-03
Registration Authority	Erhvervs- og selskabsstyrelsen
Legal Form	UNKNOWN

Legal Address information

Street Name and Number *	Bredgade 43
P.O. Box	

Print Save Draft Delete Draft Confirm



7: Recording your PIC

Your PIC is generated and displayed on screen.

Print and keep for your records.

If you misplace the PIC, you can find it again by clicking 'organisations' and 'search' on the front page of the Participant Portal.

Click 'close'.

Registration complete - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urff/secure/registrationFinished.do

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	Styrelsen for Videregående Uddannelse...
Legal Address	, Bredgade 43, København, Denmark
VAT	DK 34042012
Business Registration Number	34042012
EAC/EACEA - specific information	
Organisation type	Public authority (national)
Is it a Small Medium Enterprise (SME)?	No
Organisation description	

PIC number: 948910455

Thank you for using the Participant Portal

Print Close



That's it! Click 'yes' to finish.

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.

VAT Business Registration Number 125855

EAC/EACEA - specific information

Organisation type University higher education institutions

Is it a Small Medium Enterprise (SME)? No

Organisation description

PIC number: 949635336

Thank you for using the Participant Portal

Print Close

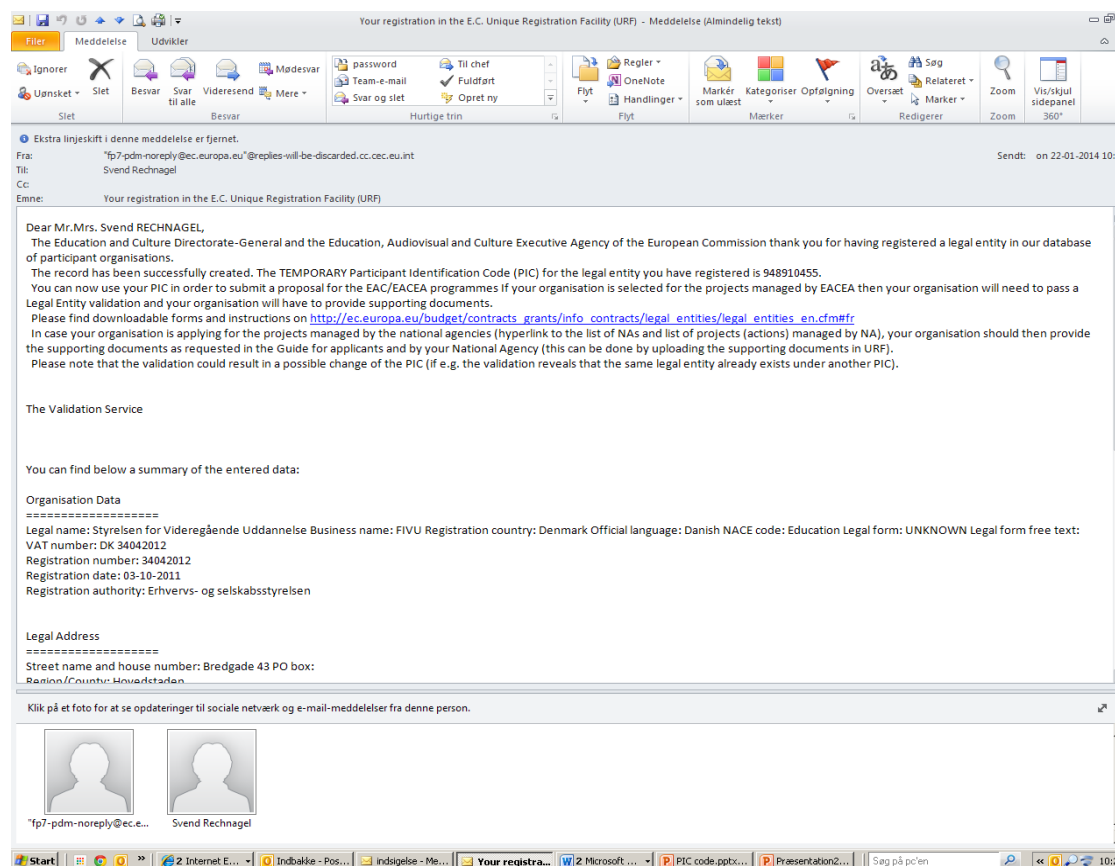
Do you really want to quit the self-registration wizard?

Yes No



After registration, a confirmation email will be sent to the address of the registered contact person.

The e-mail contains a record of your PIC and a link to the EU forms required to validate your organisation's identity. However, you can access the forms without the link.



8: Supporting documentation required



- After initial registration, you must upload supporting documentation confirming your organisation's details so that your PIC can be validated.
- fb5 Documents required include two European Commission forms: the Legal Entity (FEL) form and Financial Identification form (see section 9 for details). You will need Adobe Acrobat Reader installed on your computer to work with these forms.
- The forms must be printed and signed by the legal representative of your organisation (usually the CEO or equivalent).
- Other required documentation depends on the type of organisation involved, so read this section carefully.

Slide 20

fb5

maybe add note such as 'go directly to Step 9 to see where to download these forms'

Fionnuala Broughan, 28/05/2015

Documents required – Public Entities



Public entities must submit:

- Completed Legal Entity (FEL) and Financial Identification forms with required stamps/signatures
- A copy of the resolution, law, decree, decision or any other official document establishing the organisation. This must be issued recently and no more than six months old.

Documents required – Private Companies



Private companies must submit:

- Completed Legal Entity (FEL) and Financial Identification forms with required stamps/signatures and
- A copy of the VAT registration (if applicable), including the VAT number
- An extract of registration (or equivalent e.g. Company Register, Official Journal) indicating the name, address and registration number of the organisation – must be issued recently and no more than six months old.

Private Companies requesting grants over €60,000 must also submit:

- Annual balance sheet for the last approved accounting period and
- Profit and Loss account for the last approved accounting period.

9: Completing the EC forms



Download the Legal Entity (FEL) & Financial Identification Forms from the European Commission website. Make sure you have installed Adobe Acrobat **Reader** (<https://get.adobe.com/reader>).

Legal Entity (FEL) Form:

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

Financial Identification Form:

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



On each link, scroll down to the "en" (English) section.

For the Legal Entity (FEL) form, click on the correct document for your organisation type (Individual, Private Companies or Public Entities).

ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#r

Most Visited Getting Started Pin It Suggested Sites Web Slice Gallery

- JURISTISCHE PERSON
- ÖFFENTLICH-RECHTLICHE EINREICHUNG
- el Δήλωση για την προστασία της ιδιωτικής ζωής στο πλαίσιο της επικύρωσης των νομικών οντοτήτων και των τραπεζικών λογαριασμών
 - ΦΥΣΙΚΟ ΠΡΟΣΩΠΟ
 - ΙΔΙΩΤΙΚΗ ΕΤΑΙΡΕΙΑ
 - ΟΝΤΟΤΗΤΑ ΔΗΜΟΣΙΟΥ ΔΙΚΑΙΟΥ
- en Privacy Statement for Legal Entity and Bank Account Validation
 - INDIVIDUAL
 - PRIVATE COMPANIES
 - PUBLIC ENTITIES
- es Declaración de privacidad para la validación de entidades legales y cuentas bancarias
 - PERSONA FÍSICA
 - SOCIEDAD PRIVADA
 - ENTIDAD PÚBLICA
- et Isikuandmete kaitse juriidilise isiku ja pangakonto kinnitamise puhul
 - FÜÜSILINE ISIK
 - ERAÕIGUSLIK ÄRIÜHING
 - AVALIK-ÕIGUSLIK ISIK
- fr Déclaration sur la politique en matière de respect de la vie privée concernant la validation des entités légales et des comptes bancaires
 - PERSONNE PHYSIQUE
 - SOCIÉTÉ PRIVÉE
 - ENTITÉ DE DROIT PUBLIC
- hr Izjava o zaštiti podataka u vezi s potvrđivanjem pravnih subjekata i bankovnih računa
 - POJEDINAC
 - TRGOVAČKO DRUŠTVO
 - JAVNI SUBJEKT



After you open the form, if you see 'Fill & Sign' in Adobe Reader you can complete the form on your computer. If you don't see this option, print the form and fill it in by hand.

legEnt_public_en.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 173% [Icons]


This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Fill & Sign Comment

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
- Send or Collect Signatures
- Work with Certificates



LEGAL ENTITY

PRIVACY STATEMENT http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PUBLIC LAW BODY ①

OFFICIAL NAME ②

[Three input fields for official name]



For Private Companies, the Legal Entity (FEL) form must be signed by the 'authorised representative' i.e. the legal signatory of your organisation.

For Public Entities, the Legal Entity (FEL) form must be signed and stamped by the authorised representative.

SCAN AND SAVE THE COMPLETED FORM FOR UPLOAD.

DATE	
------	--

SIGNATURE OF AUTHORISED REPRESENTATIVE

STAMP

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)



The Financial Identification form must be signed and dated by the account holder. A recent bank statement OR bank signature are also required. SCAN AND SAVE THE COMPLETED FORM FOR UPLOAD.

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement,

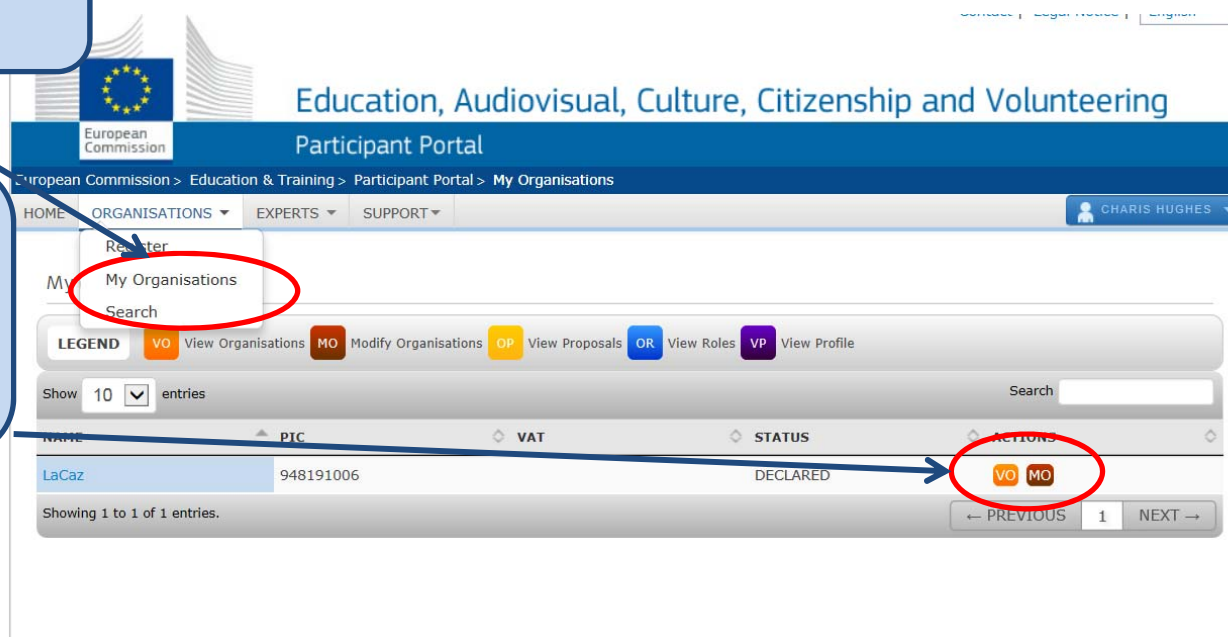
10: Uploading your documents



When you have assembled all the necessary documents, log in to the Participant Portal to upload them.

Click 'organisations' and then 'my organisations'.

Next to your organisation name, click 'MO' (for 'modify organisation').





The screenshot shows the 'Documents' tab selected in the top navigation bar. A yellow message box states: 'No documents have been submitted for this organisation yet. To add a supporting document, click the 'Add new document' button above.' The 'Add a new document' button is circled in red. A blue arrow points from the 'Browse...' button in the 'File' field to the third instruction box. The 'Browse...' button is also circled in red. The 'Submit for processing' button is visible at the bottom of the form.

1. Click the 'Documents' tab
2. Click 'Add a new document'.
3. Click 'browse' to locate the saved documents on your computer's hard drive.



fb6

Messages Documents Organisation Legal Address Contact Person LEAR

Documents [Add a new document](#)

4. Choose the document type you are uploading from the drop down menu.
NB: The Legal Entity (FEL) form is listed as 'FEL Form (*organisation type*)'.

5. Click 'Submit for processing' to upload to the validation service.

File [Browse...](#)

Document Type ▼

Description

Original Language ☐

[Submit for processing](#)

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

Slide 30

fb6

can they upload only one document at a time?

Fionnuala Broughan, 28/05/2015



Messages Documents Organisation Legal Address Contact Person LEAR

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).

Filter

	Sort v
FICHE IDENTIFICATION FINANCIERE.docx	RECEIVED
Archive	
2014-01-10	
FICHE ENTITE LEGALE.docx	RECEIVED
FEL Form public entity	
2014-01-10	
EXTRAIT REPERTOIRE SIREN.pdf	REPLACED
Registration Document	
2014-01-10	

Choose your Framework Program: [v] Reset filter

Quit

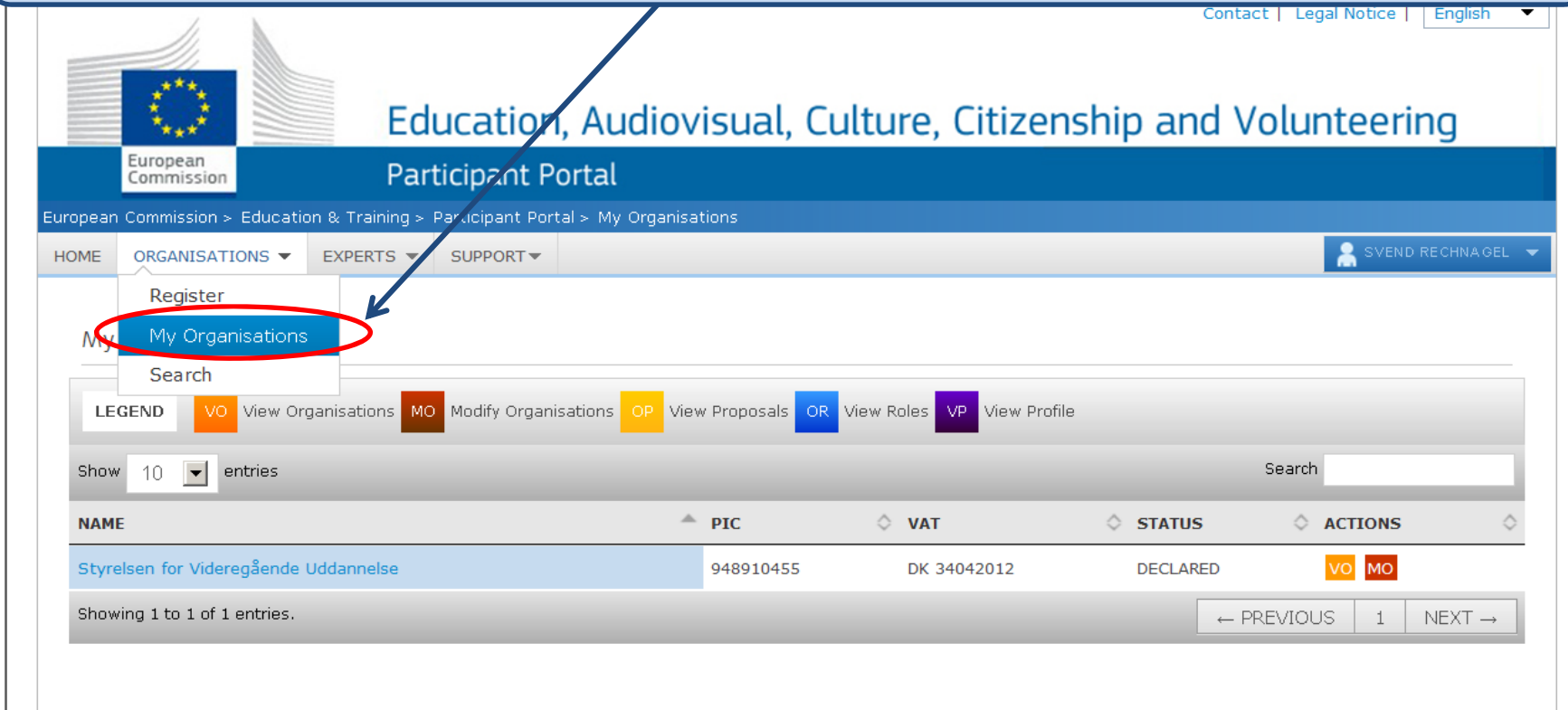
If you see 'received' here, your documents have been successfully uploaded and will be reviewed by the validation service.

Click 'quit' to exit.

11: Checking progress of validation



You can log back in to the Participant Portal at any time. Click 'my organisations' and 'VO (view organisations)' to review your information. You can check the progress of validation under the top menu 'documents' tab.



The screenshot shows the European Commission Participant Portal interface. The top navigation bar includes links for Contact, Legal Notice, and English. The main header displays the European Commission logo and the text "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal". Below this, a breadcrumb trail reads "European Commission > Education & Training > Participant Portal > My Organisations". The main menu has tabs for HOME, ORGANISATIONS, EXPERTS, and SUPPORT. The ORGANISATIONS tab is active, showing a dropdown menu with options: Register, My Organisations (highlighted with a red circle), and Search. Below the menu, a legend identifies color-coded buttons: VO (View Organisations), MO (Modify Organisations), OP (View Proposals), OR (View Roles), and VP (View Profile). A search bar and a "Show 10 entries" dropdown are present. The main content area displays a table with columns: NAME, PIC, VAT, STATUS, and ACTIONS. One entry is listed: "Styrelsen for Videregående Uddannelse" with PIC 948910455, VAT DK 34042012, and STATUS DECLARED. The ACTIONS column for this entry contains VO and MO buttons. At the bottom, it says "Showing 1 to 1 of 1 entries." and includes navigation buttons for PREVIOUS, 1, and NEXT.

12: Resources and Support



For more information on PICs, see p. 232 of the 2014 Erasmus+ Programme Guide:
<https://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html>

A User Manual is available at:
http://ec.europa.eu/research/participants/data/support/URF_USER_MANUAL.pdf

If you have a question related to your PIC application which is not addressed in this presentation or the User Manual, please contact:

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