

ALTA DE LA INSTITUCIÓN EN EL URF Y OBTENCIÓN DEL PIC

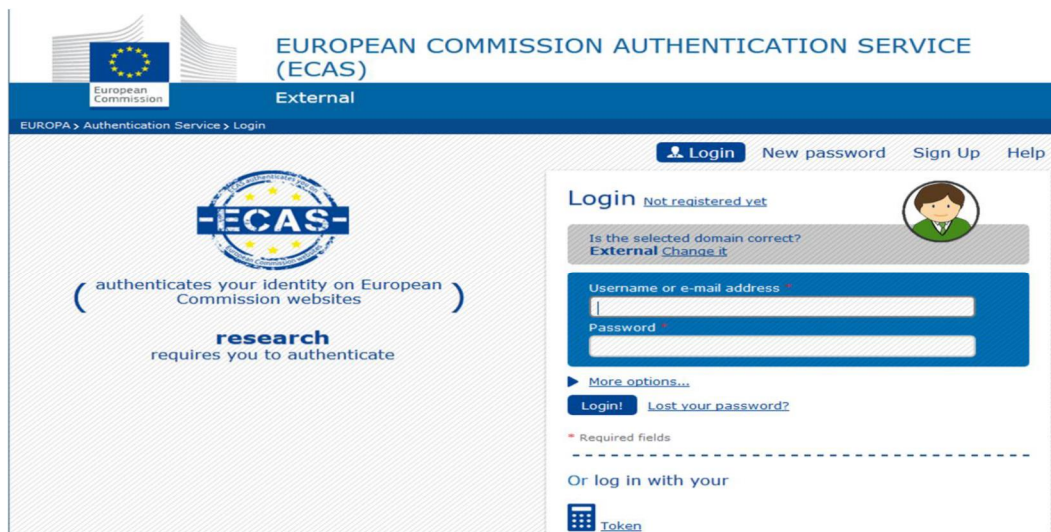
Para la obtención del código PIC, hay que realizar los siguientes pasos:

- a) Acceder al formulario de registro en el Portal del participante

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

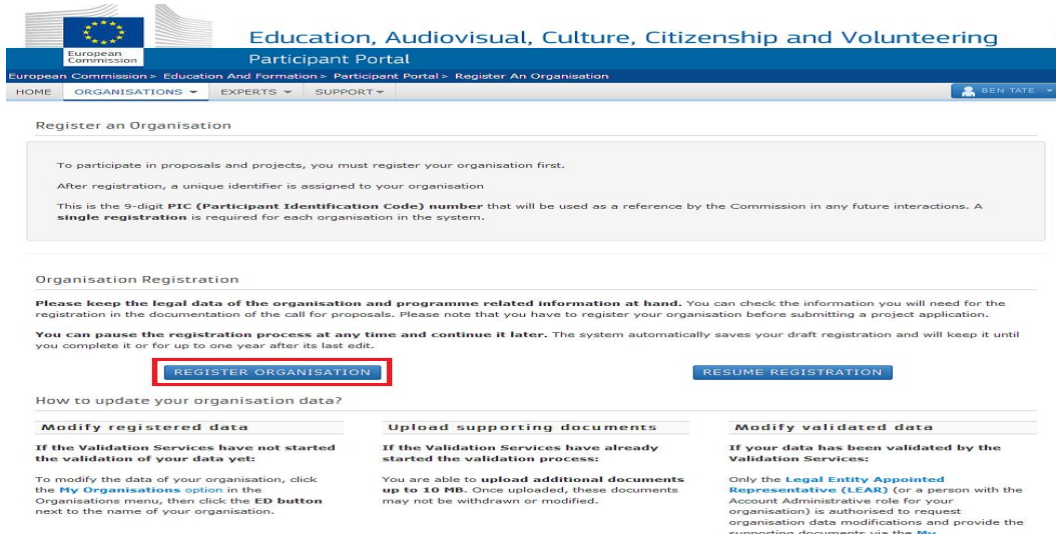


- b) Al seleccionar "login" la página le redirige a la cuenta ECAS, donde se han de introducir las claves de usuario y contraseña de su institución.



Podría darse el caso, si no se han conectado a la cuenta ECAS en los últimos meses, que la aplicación le solicite modificar su contraseña; en ese caso, introduzca su nueva contraseña.

- c) Una vez introducidas las claves de usuario y contraseña, la propia cuenta ECAS le redirige al Portal del participante donde tendrá que ir introduciendo los datos que le sean solicitados. (Se han de cumplimentar obligatoriamente aquellos campos marcados con asterisco.)
- d) Seleccionar “REGISTER ORGANISATION”



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT BEN TAYE

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 after its last edit.

REGISTER ORGANISATION RESUME REGISTRATION

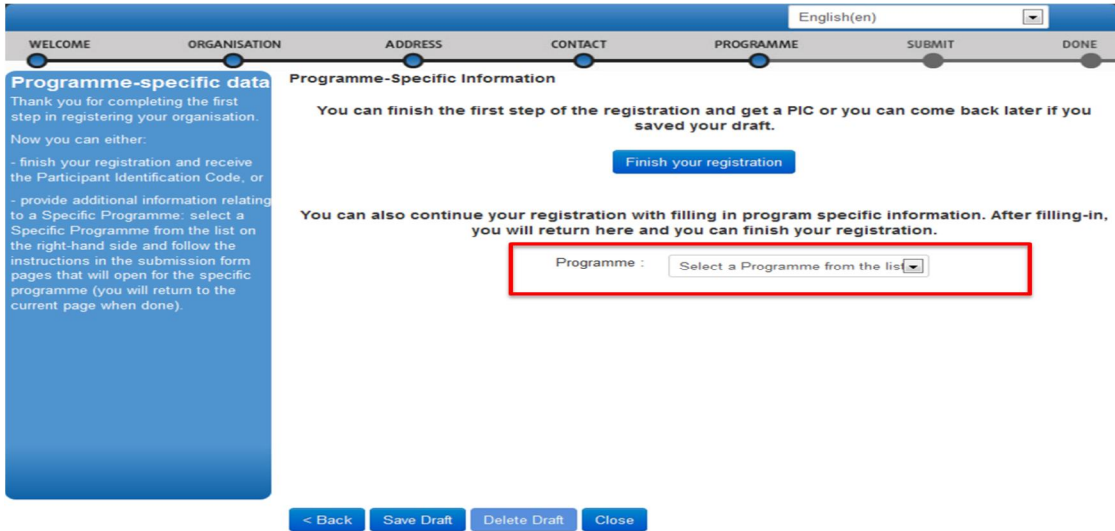
How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p>If the Validation Services have not started the validation of your data yet:</p> <p>To modify the data of your organisation, click the MY Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.</p>	<p>If the Validation Services have already started the validation process:</p> <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	<p>If your data has been validated by the Validation Services:</p> <p>Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My</p>

- e) Cumplimentar las siguientes pantallas con los datos que se solicitan. Los campos señalados con asterisco son obligatorios.

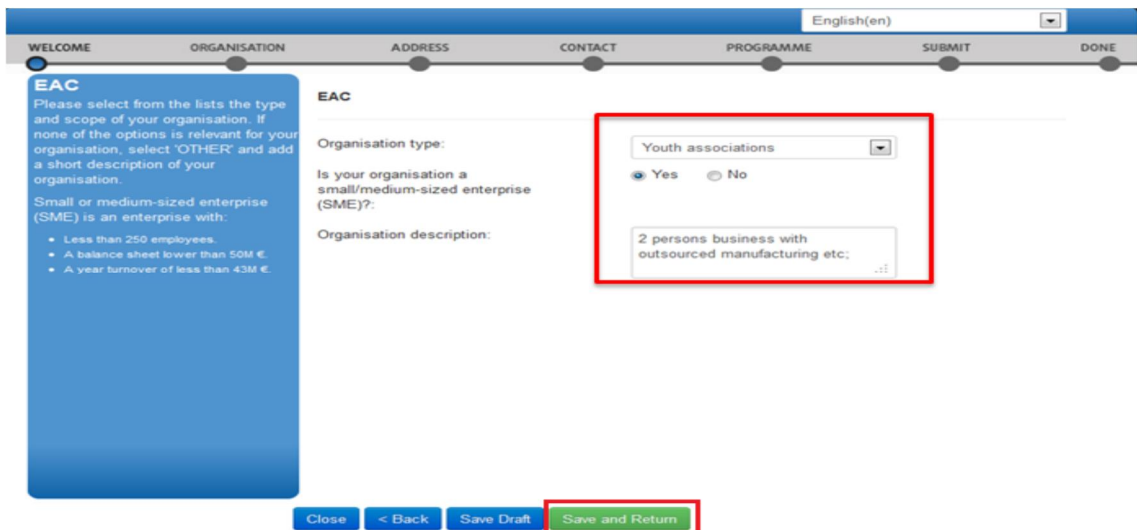
- Introducción del NIF/CIF de la institución (VAT number)
- Introducción del “Business Registration Number”
 - Universidades: código del Registro de Universidades, Centros y Títulos (RUCT) <https://www.educacion.gob.es/ruct/home>
 - Centros docentes: código del Registro Estatal de Centros Docentes no Universitarios <https://educacion.gob.es/centros/home.do>
 - Instituciones privadas: número de Registro de Sociedades
- La información del campo “Business name” y “Organisation type” no es obligatoria pero el omitirla puede generar problemas con el formulario posteriormente
 - Se recomienda poner la misma información que en el campo “Legal name” y no traducir al inglés el nombre de la institución
- Introducción de información de la institución:
 - Naturaleza de la institución: consultar la guía del usuario
 - Fecha de registro: fecha de creación de la institución según la disposición legal correspondiente
 - “NACE code”: seleccione “Education” en el desplegable
 - Indicar el número de teléfono sin espacios y precedido por +34 (la aplicación no admite otro formato)
 - Se deberá introducir el correo electrónico oficial de la institución

- **Antes de pulsar sobre “Finish your registration” es obligatorio seleccionar Erasmus + en el desplegable “Select a programme from the list”**



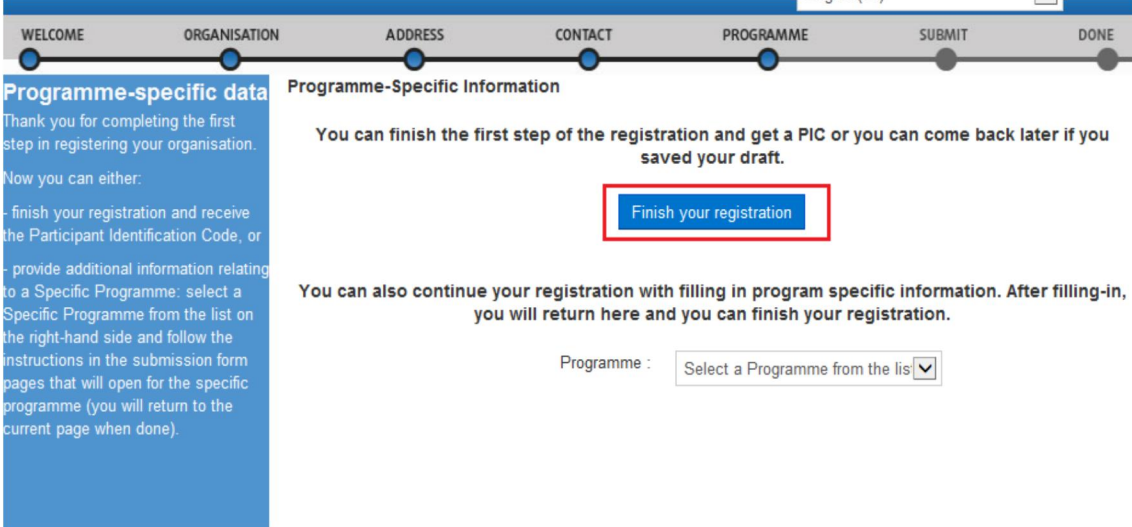
The screenshot shows the 'PROGRAMME' step of a registration process. A progress bar at the top indicates steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME (current), SUBMIT, and DONE. A language dropdown is set to 'English(en)'. On the left, a blue box titled 'Programme-specific data' provides instructions. The main content area, titled 'Programme-Specific Information', contains instructions and a 'Finish your registration' button. Below this, a red box highlights a dropdown menu labeled 'Programme : Select a Programme from the list'. At the bottom, there are buttons for '< Back', 'Save Draft', 'Delete Draft', and 'Close'.

- **Es obligatorio cumplimentar el campo “Organisation type”. En caso contrario, no se podrá cumplimentar el formulario de solicitud.**
- Finalmente, pulse sobre “Save and Return”



The screenshot shows the 'EAC' step of the registration process. The progress bar at the top is the same as in the previous screenshot. A language dropdown is set to 'English(en)'. On the left, a blue box titled 'EAC' provides instructions. The main content area, titled 'EAC', contains a form with the following fields: 'Organisation type:' with a dropdown menu set to 'Youth associations'; 'Is your organisation a small/medium-sized enterprise (SME)?:' with radio buttons for 'Yes' (selected) and 'No'; and 'Organisation description:' with a text area containing '2 persons business with outsourced manufacturing etc.'. A red box highlights the 'Youth associations' dropdown and the 'Yes' radio button. At the bottom, there are buttons for 'Close', '< Back', 'Save Draft', and 'Save and Return' (highlighted with a red box).

- Se vuelve a la pantalla anterior y se pulsa sobre “Finish your registration”



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

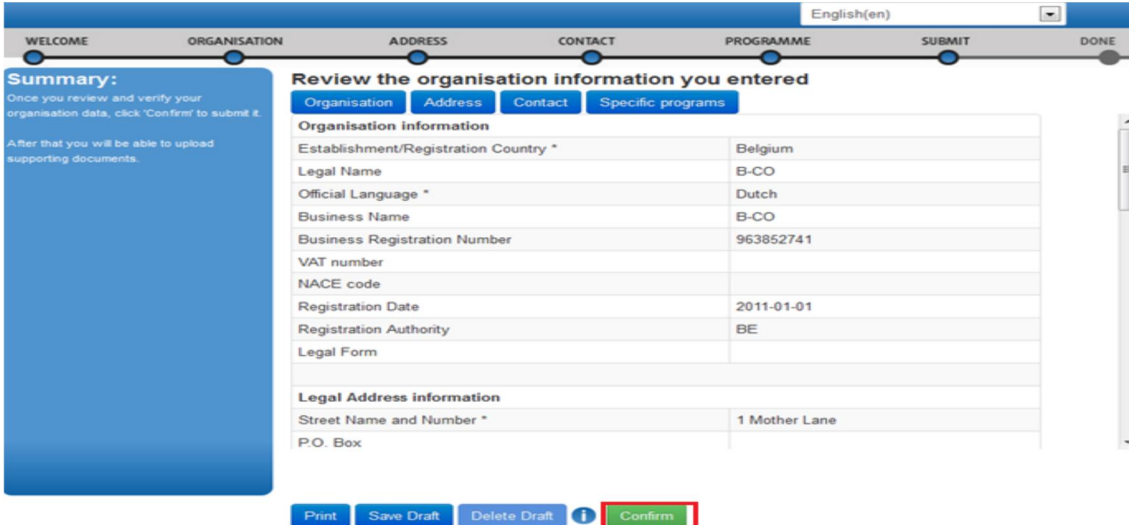
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

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 :

- Revise la información proporcionada y pulse sobre “Confirm”



Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

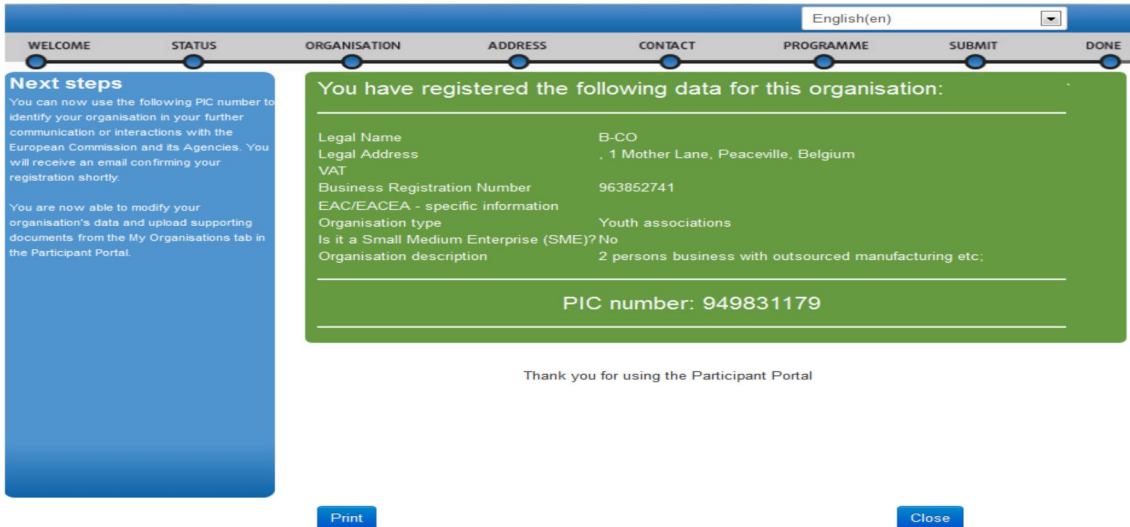
Review the organisation information you entered

Organisation Address Contact Specific programs

Organisation information	
Establishment/Registration Country *	Belgium
Legal Name	B-CO
Official Language *	Dutch
Business Name	B-CO
Business Registration Number	963852741
VAT number	
NACE code	
Registration Date	2011-01-01
Registration Authority	BE
Legal Form	
Legal Address information	
Street Name and Number *	1 Mother Lane
P.O. Box	

Print Save Draft Delete Draft **Confirm**

- Hecho esto, se obtiene automáticamente el PIC



The screenshot shows a web interface for the Participant Portal. At the top, there is a navigation bar with tabs: WELCOME, STATUS, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The 'SUBMIT' tab is active. Below the navigation bar, there are two main panels. The left panel, titled 'Next steps', contains text about using the PIC number for communication and modifying data. The right panel, titled 'You have registered the following data for this organisation:', displays the following information:

Legal Name	B-CO
Legal Address	. 1 Mother Lane, Peaceville, Belgium
VAT	
Business Registration Number	963852741
EAC/EACEA - specific information	
Organisation type	Youth associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	2 persons business with outsourced manufacturing etc.

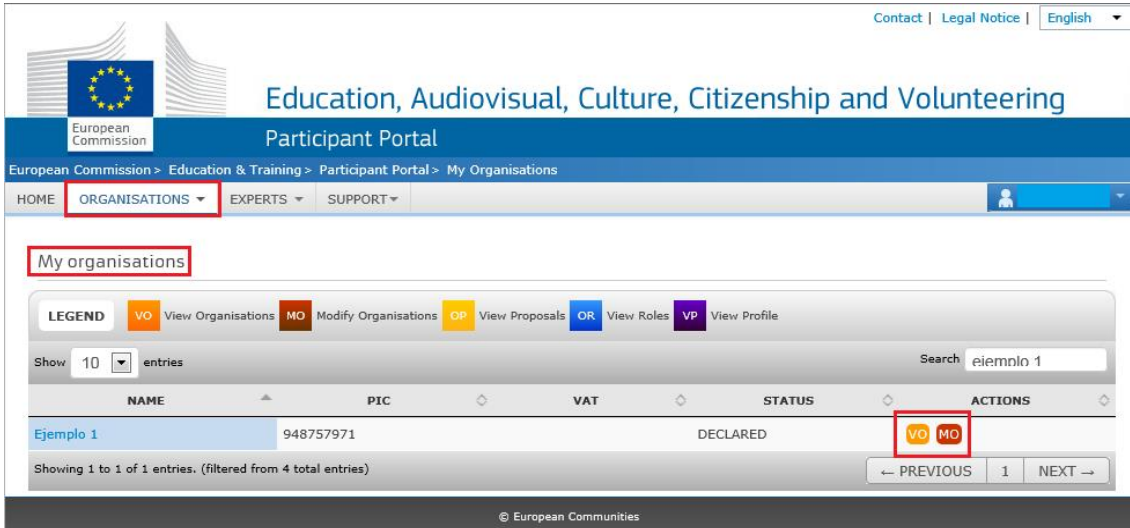
Below the table, the PIC number is displayed: PIC number: 949831179. At the bottom of the page, there are 'Print' and 'Close' buttons.

Últimos pasos:

En el momento del registro, deben subirse al Portal del Participante los siguientes documentos:

- ficha de Entidades Legales, puede descargarlo desde:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- ficha de Identificación Financiera, puede descargarlo desde:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

- f) Una vez obtenido el código PIC, puede comprobar y modificar los datos de su organización a través del Portal del Participante



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT

My organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search ejemplo 1

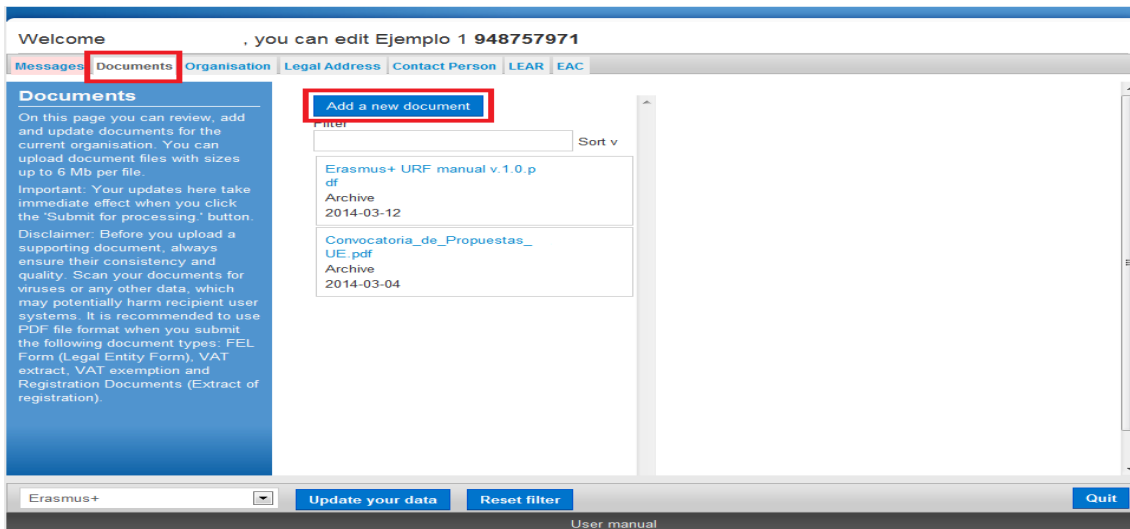
NAME	PIC	VAT	STATUS	ACTIONS
Ejemplo 1	948757971		DECLARED	VO MO

Showing 1 to 1 of 1 entries. (filtered from 4 total entries)

← PREVIOUS 1 NEXT →

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- Adjunte los documentos requeridos



Welcome , you can edit Ejemplo 1 948757971

Messages Documents Organisation Legal Address Contact Person LEAR EAC

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

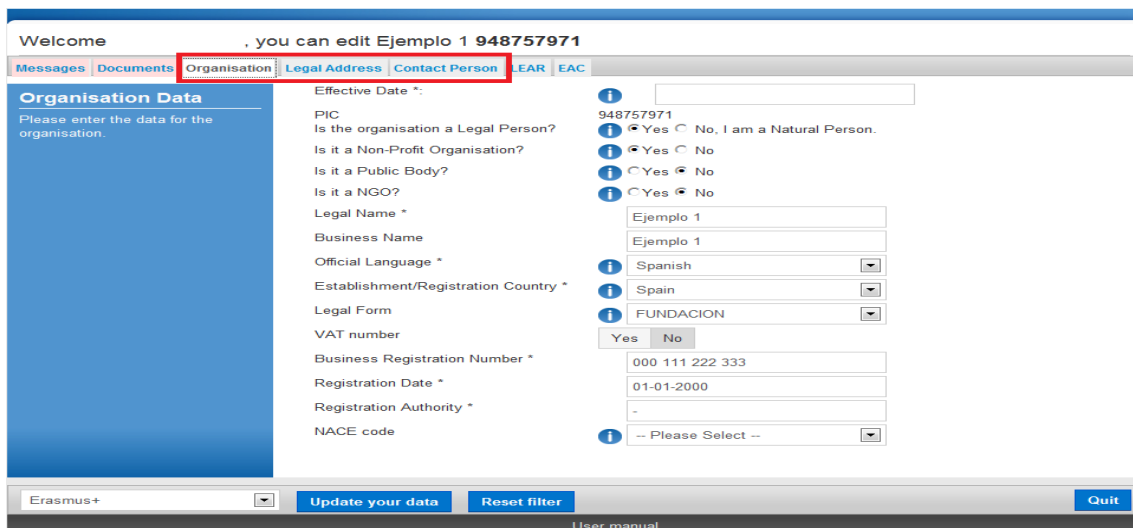
filter Sort v

Erasmus+ URF manual v.1.0.pdf	Archive	2014-03-12
Convocatoria_de_Propuestas_UE.pdf	Archive	2014-03-04

Erasmus+ Update your data Reset filter Quit

User manual

- Compruebe y, si es necesario, modifique los datos de su institución



Welcome , you can edit Ejemplo 1 948757971

Messages Documents Organisation Legal Address Contact Person LEAR EAC

Organisation Data

Please enter the data for the organisation.

Effective Date *

PIC 948757971

Is the organisation a Legal Person? Yes No, I am a Natural Person.

Is it a Non-Profit Organisation? Yes No

Is it a Public Body? Yes No

Is it a NGO? Yes No

Legal Name * Ejemplo 1

Business Name Ejemplo 1

Official Language * Spanish

Establishment/Registration Country * Spain

Legal Form FUNDACION

VAT number Yes No

Business Registration Number * 000 111 222 333

Registration Date * 01-01-2000

Registration Authority *

NACE code -- Please Select --

Erasmus+ Update your data Reset filter Quit

User manual

- Los datos requeridos en el apartado LEAR **sólo son obligatorios en las actividades centralizadas**

Welcome . you can edit Ejemplo 1 948757971

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

LEAR
Enter information about the LEAR of the organisation. The LEAR is responsible for maintaining the data of the organisation.
After LEAR nomination, the LEAR will be automatically invited and enabled to access the registered data on the Participant Portal.
To nominate a LEAR, please send the LEAR appointment form to the following email: REA-URF-VALIDATION@ec.europa.eu.
See details and access your LEAR appointment form from the EAQ section, § 3 Roles >>>The Legal Entity Appointed Representatives(LEARs) role >>> How can I appoint a LEAR?

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

First Name *

Last Name *

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

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Country * -- Enter your country --

Region/County -- Please Select --

Phones
Use the existing Legal Person's

Erasmus+ Update your data Reset filter Quit

User manual

En caso de surgir PROBLEMAS con:

- Si no han rellenado el tipo de organización porque finalizaron el registro antes de elegir el programa, no les aparecerá el tipo de organización en el formulario de solicitud. En este caso, deben acceder a su organización desde <http://ec.europa.eu/education/participants/portal/desktop/en/home.html> y seguir los siguientes pasos:
 - o Acceder a ORGANISATIONS -> My Organisations
 - o Acceder a la modificación de sus datos eligiendo MO en la organización correspondiente.
 - o Elegir el programa Erasmus+ en el selector de abajo a la izquierda. Cuando lo hagan, les aparecerá una pestaña llama "EAC" donde podrán rellenar el tipo de organización.
 - o Guardar el cambio pulsando en "Update your data".
 - o Cuando vuelvan a insertar el PIC en el Eform ya les aparecerá tipo de organización y podrán validarlo.
- La creación o la utilización de la cuenta ECAS, se deberá remitir un correo electrónico a FACEA-HELPDESK@ec.europa.eu
- Temas técnicos relacionados con el Sistema de Registro Único, se deberá remitir un correo electrónico a EC-RESEARCH-IT-HELPDESK@ec.europa.eu