



(Reasonably) Quick PIC Guide


- **To apply for any EU grant programme, you first need to register your organisation online on the new "Participant Portal" and receive a Participant Identification Code (PIC). These are assigned centrally, not by the NA.**
- **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 having a PIC, as it must be quoted on all grant applications.**
- **The initial process takes 10 minutes to complete. After receiving your PIC, you will be asked to upload documents to 'validate' your registration.**



Participant Portal:

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

NB: First, use the search facility to see if your organisation is already registered and has a PIC. If so, you can use that PIC for your application and do not need to re-register. If registered, you will need to check internally to see who is managing your organisation's details.



Step One: **Obtaining a PIC**

ECAS: <https://webgate.ec.europa.eu/cas/>

To use the Participant Portal, you must first have an ECAS account. ECAS is the central access system for the European Commission's various online tools.

You will already have an ECAS account if you filed an online report in LPP or YIA e.g through the Mobility Tool.



(authenticates your identity on European Commission websites)

Participants Portal
requires you to authenticate

Always choose
'external' when
logging in.

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

► [More options...](#)

Login! [Lost your password?](#)

* Required fields

Or log in with your

If you don't have an ECAS account, click "not registered yet" or "sign up" and follow the steps.

Our UK colleagues have uploaded an instruction video:

<http://www.erasmusplus.org.uk/news/video-resource/ecas-registration>

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


Filer Rediger Vis Favoritter Funktioner Hjælp

Dette site er: SIKKERT Underret os

Favoritter 360 AUB AER Carlson CIRCABC FIVU Intranet Google IMT Leo Mob LLP YR Mobility Tool mTID Rap4Leo Rejsud Study Visits Translator

Outlook UI: Bankk Europass Mobility To... Kontakt St... CVR http://ec... Alt om tilsk... Home ...

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 expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab. 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

Internet 125%

Click "Login" and use your ECAS login details. You can now register your organisation and obtain your PIC.

https://ec.europa.eu/education/participants/portal/desktop/en/home.html

Filer Rediger Vis Favoritter Funktioner Hjælp

360 AUB AER Carlson CIRCABC FIVU Intranet Google IMT Leo Mob LLP YR Mobility Tool mTID Rap4Leo Rejsud Study Visits - Translator

Outlook ... UI: Bank ... Europas ... Mobility ... Kontakt ... CVR http://e... Kontakt ... http://e... Hom... x

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal

HOME ORGANISATIONS EXPERTS SUPPORT

Register
My Organisations
Search

Click "Organisations" and then "Register" from the drop-down menu.

SVEND RECHNA GEL

Your log in name will be displayed here

We welcome you to the Education, Audiovisual, 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
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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 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 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

Register an Organisation - Education Participant Portal - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html

Filter Rediger Vis Favoritter Funktioner Hjælp

Favoritter 360 AUB AER Carlson CIRCABC FIVU Intranet Google IMT Leo Mob LLP YR Mobility Tool mTID Rap4Leo Rejsud Study Visits - Translator

Outlook - ... UI: Bank... Europass ... Mobility To... Kontakt St... CVR http://ec... Alt om tilsk... Regist...

Contact | Legal Notice | English

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 must register your organisation.

After registration, a unique identifier is assigned to your organisation.

This is the 9-digit **PIC (Participant Identification Code)** which you will use in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and use it consistently in the documentation of the call for proposals. Please ensure that the information you will need for the registration is up to date when applying a project application.

You can pause the registration process at any time and return to your draft registration and will keep it until you complete it or for up to one year after its last edit.

If you are registering your organisation for the first time, click "Register organisation".

If you have already started the process and saved your details, click "Resume registration".

REGISTER ORGANISATION

RESUME REGISTRATION

How to update your organisation data?

Internet 125%

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

https://ec.europa.eu/research/participants/urfi/secure/welcome.do?locale=en&source=EAC&ticket=ST-3590095-Ksr399q3CjapPTgAE53zeIWGhvJJ7odAkjyVJMKvr5oxUtzND4qqqvGBI8DqA6DXzpJaCdxymnYohYfnzg8GFC-zGb7phj4Ee1KpAUIOeOw

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.

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? ☒ Yes ☐ No

Does it have a Business Registration Number? ☒ Yes ☐ No

Does it have a website? ☒ Yes ☐ No

Isen for Videregående Uddannelse

Denmark

DK 34042012

34042012

fivu.dk

Enter your VAT and/or Business Registration numbers here.

- Schools should enter their roll number as Business Registration Number.
- If your organisation does not have these, click "no".

Close Next >

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

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the required data for the organisation.

If you are registering on behalf of another organisation, please enter the details of the organisation. If you are registering on behalf of a natural person, please enter the details of the person.

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

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 the organisation a non-profit organisation? ☒ Yes ☐ No

Is the organisation a public body? ☒ Yes ☐ No

Is the organisation a NGO? ☐ Yes ☒ No

Business Name: FIVU

Business Registration Number *: 34042012

Registration Date *: 03-10-2011

Registration Authority *: Erhvervs- og selskabsstyrelsen

Establishment/Registration Country *: Denmark

Region/County: Hovedstaden

Legal Name *: Styrelsen for Videregående Uddannels

Official Language *: Danish

Close Save Draft Delete Draft Next >

Udført Internet 125%

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. Contact Person who will be responsible for the process of validation of the data.

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 OIDEACHAS
SHELBOURNE ROAD BROOKLAWN HOUSE , D4, DUBLIN 4
PIC: 999563370, VAT: IE0085228K, National registration number: N/A
Status: **VALIDATED**
[More details](#)

AN TUDARAS UM ARD OIDEACHAS
SHELBOURNE ROAD BROOKLAWN HOUSE , D4, DUBLIN 4
PIC: 999563370, VAT: IE0085228K, National registration number: N/A
Status: **VALIDATED**
[More details](#)

AN TUDARAS UM ARD OIDEACHAS
SHELBOURNE ROAD BROOKLAWN HOUSE , D4, DUBLIN 4
PIC: 999563370, VAT: IE0085228K, National registration number: N/A
Status: **VALIDATED**
[More details](#)

AN TUDARAS UM ARD OIDEACHAS
SHELBOURNE ROAD BROOKLAWN HOUSE , D4, DUBLIN 4
PIC: 999563370, VAT: IE0085228K, National registration number: N/A
Status: **VALIDATED**
[More details](#)

At this stage, the Participant Portal may pick up a similarity to an organisation which has already registered. If this data corresponds to your organisation, click "more data" to view 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 registration.

13 Click to add notes

Slide 8 of 16 "Kontortema"

80% 17:45 06/02/2014

Register an Organisation - Education Participant Portal - Mozilla Firefox
Registration of an organisation - Mozilla Firefox
https://ec.europa.eu/research/participants/urf/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.

Phone numbers must be entered in the format +353 (area code without 0) (number) e.g. +35315551234

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close Save Draft Delete Draft < Back Next >

How to update your organisation data?

15:14
03/03/2014

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

validation

The Val

to conta

Person

organis

Enter the name and e-mail address of the contact person in the organisation

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

EDEX (France only)

City *

København

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

NB: Scroll down to complete the contact information section

Close

Save Draft

Delete Draft

< Back

Next >

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 get a Participant Identification Number
- provide additional information to a Specific Programme from 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.

Before finishing your registration, you must use the button below to link to Erasmus+.

Finish your registration

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

Click "Erasmus+" on the drop down menu.

Programme :

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

< Back

Save Draft

Delete Draft

Close

English(en)

EAC

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 €.

NB: Read the list carefully and choose the organisation type most closely matching your own.

Click "Save and return".

EAC

Organisation type:

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

Organisation description:

Associations

Institutions/Establishment providing
Enterprises
Professional associations
Large enterprises (above 250 emp
Small and medium-sized enterpris
Social enterprises
Consultancy
Company or profit making body ac
Institution and organisation involve
Social partners and their organisat
Trade organisations
Chambers of commerce and indus
Foundation
Non profit organisations
Non-governmental organisations
Organisation active in the field of v
European network / Platform of par
Other
Informal group of young people
Other
Public body
European Grouping of Territorial C
Public authority (local)
Public authority (national)
Public authority (regional)
Cultural organisations
Library
Hospital
Museum
Prison

Close

< Back

Save Draft

Save and Return

Registration summary - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urfi/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	

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

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

Print Save Draft Delete Draft i Confirm

Registration complete - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/research/participants/urf/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.

That's it! This is your organisation's PIC. Print and keep for your records.

If you misplace the PIC, you can search for it again through the Participant Portal.

Your information is saved and you can now click "close".

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

Internet 125%

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.

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

Yes

No

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

Click "yes" to finish.



Step Two:

**Uploading Supporting Documents
to Validate your Organisation's
Identity**



Documents Required

For Individuals:

- Completed FEL & financial identification forms with required stamps/signatures
and
- A legible photocopy of your passport identification page (you must be over 18)



Documents Required

For Public Entities:

- Completed FEL & Financial Identification forms with required stamps/signatures
and
- A copy of the resolution, law, decree, decision or any other official document establishing the organisation.



Documents Required

For Private Companies:

- Completed FEL & Financial Identification forms with required stamps/signatures and
- A copy of the VAT registration, 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.

Private Companies requesting grants over €60,000 need additional documents for the financial capacity check:

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

Your registration in the E.C. Unique Registration Facility (URF) - Meddelelse (Almindelig tekst)

Ekstra linjeskift i denne meddelelse er fjernet.

"fp7-pdm-noreply@ec.europa.eu"@replies-will-be-discarded.cc.cec.eu.int
Svend Rechnagel

ie: Your registration in the E.C. Unique Registration Facility (URF)

Dear Mr./Mrs. Svend RECHNAGEL,
The Education and Culture Directorate-General and the Education, Audiovisual and Culture Executive Agency of the European Commission thank you for having registered a legal entity in our database of participant organisations.
The record has been successfully created. The TEMPORARY Participant Identification Code (PIC) for the legal entity you have registered is 948910455.
You can now use your PIC in order to submit a proposal for the EAC/EACEA programmes. If your organisation is selected for the projects managed by EACEA then your organisation will need to pass a legal Entity validation and your organisation will have to provide supporting documents.
Please find downloadable forms and instructions on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#fr
in case your organisation is applying for the projects managed by the national agencies (hyperlink to the list of NAs and list of projects (actions) managed by NA), your organisation should then provide the supporting documents as requested in the Guide for applicants and by your National Agency (this can be done by uploading the supporting documents in URF).
Please note that the validation could result in a possible change of the PIC (if e.g. the validation reveals that the same legal entity already exists under another PIC).

the Validation Service

You can find below a summary of the entered data:

Organisation Data
=====

Legal name: Styrelsen for Videregående Uddannelse Business name: FIVU Registrations
AT number: DK 34042012
Registration number: 34042012
Registration date: 03-10-2011
Registration authority: Erhvervs- og selskabsstyrelsen

Legal Address
=====

Street name and house number: Bredgade 43 PO box:
Region/Country: Hovedstaden

form free text:

Link på et foto for at se opdateringer til sociale netværk og e-mail-meddelelser fra denne person.

fp7-pdm-noreply@ec.e... Svend Rechnagel

Your PIC number

After registration , you may receive this email at the address of the registered contact person. Please ask that person to forward the email if you are registering on behalf of someone else!

The e-mail contains the link to the EU forms required to validate your organisation's identity. However, you can proceed to the links without receiving the e-mail.

Legal Entity (FEL) & Financial Identification Forms

- Download Legal Entity (FEL) Form:
- http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- Download Financial Identification Form:
- http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Information for contractors - Legal entities - Financial Programming and Budget - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Synergy Organic Clothing | Home Google Information for contractors - Legal en...

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

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- [ΦΥΣΙΚΟ ΠΡΟΣΩΠΟ](#)
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- [ΟΝΤΟΤΗΤΑ ΔΗΜΟΣΙΟΥ ΔΙΚΑΙΟΥ](#)
- [Privacy Statement for Legal Entity and Bank](#)
- [INDIVIDUAL](#)
- [PRIVATE COMPANIES](#)
- [PUBLIC ENTITIES](#)
- [Declaración de privacidad para la validación](#)
- [PERSONA FÍSICA](#)
- [SOCIEDAD PRIVADA](#)
- [ENTIDAD PÚBLICA](#)
- [Isikuandmete kaitse juriidilise isiku ja pangako](#)
- [FÜÜSILINE ISIK](#)
- [ERAÕIGUSLIK ÄRIÜHING](#)
- [AVALIK-ÕIGUSLIK ISIK](#)
- [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](#)
- [Izjava o zaštiti podataka u vezi s potvrđivanjem pravnih subjekata i bankovnih računa](#)
- [POJEDINAC](#)
- [TRGOVAČKO DRUŠTVO](#)
- [JAVNI SUBJEKT](#)

Follow the link and scroll down to the "en" (English) section.

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

Forms will open in pdf format. You will need Adobe reader on your computer to work with these forms.

13:41
07/02/2014

LegalEntity_PublicOrganisation.pdf - Adobe Reader

File Edit View Window Help


1 / 1 133%

Tools Sign Comment

Click "Sign" to fill out and sign this form. When you are done, you can save a copy by clicking "Done Signing".

Highlight Existing Fields

Click on Tools to convert PDF documents to Word or Excel.



LEGAL ENTITY

PRIVACY STATEMENT http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

PUBLIC ENTITY

LEGAL FORM			
NAME(S)			
ABBREVIATION			
OFFICIAL ADDRESS			
POSTCODE		P.O. BOX	
TOWN / CITY			
COUNTRY			
VAT N°			

IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT

13:30 07/02/2014

Click "Sign" to fill in the required information on the form.

For Individuals, the FEL form must be signed.

For Private Companies, the FEL form must be signed by the authorised representative (legal signatory).

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

In all cases, the form must be scanned and uploaded to your computer.



E-MAIL	
<i>THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED, SIGNED, STAMPED AND RETURNED TOGETHER WITH: - A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION; OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL AUTHORITIES</i>	
DATE	STAMP
NAME + FUNCTION OF AUTHORISED REPRESENTATIVE	
SIGNATURE	

A red oval highlighting the instructions section of the form.Windows taskbar with icons for Internet Explorer, File Explorer, Outlook, Firefox, PowerPoint, Word, and Adobe Reader. The system clock shows 13:31 on 07/02/2014.

EN - CB.xlsx - fich_sign_ba_gb_en.pdf - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Information for contr... EN - CB.xlsx - fich_sig... +

ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

mission to extend donnybrook

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Open With Different Viewer

Page: 1 of 1 Automatic Zoom

BANK NAME

BRANCH ADDRESS

TOWN/CITY **POSTCODE**

COUNTRY

ACCOUNT NUMBER

IBAN ②

② If the IBAN Code (International Bank Account Number) exists in the country where your bank is established

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both obligatory) ③

DATE + SIGNATURE OF ACCOUNT HOLDER
(Obligatory)

③ It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'.
In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.



javascript:void((function(){var%20e=document.createElement('script');e.setAttribute('type','text/javascript');e.setAttribute('src','http://www.interest.com/js/pinmarklet.js?r='+Math.random()*99999999);document.body.appendChild(e)}));

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 upload the completed form.

1. To upload your documents, click "My Organisations" on the drop down menu

2. Click the "MO" (Modify Organisation) icon

The screenshot shows the European Commission Participant Portal. The breadcrumb trail is: European Commission > Education & Training > Participant Portal > My Organisations. The 'ORGANISATIONS' menu is open, showing options: Register, My Organisations (highlighted with a red circle), and Search. Below the menu is a legend with buttons: VO (View Organisations), MO (Modify Organisations), OP (View Proposals), OR (View Roles), and VP (View Profile). The main content area shows a table with one entry, 'LaCaz', with PIC 948191006 and STATUS DECLARED. The ACTIONS column for 'LaCaz' contains two icons: a blue arrow pointing right and a red 'MO' icon (highlighted with a red circle). The page footer shows the URL: https://ec.europa.eu/education/participants/portal/desktop/en/organisations/index.html# and the date/time: 14:10 07/02/2014.

NAME	PIC	VAT	STATUS	ACTIONS
LaCaz	948191006		DECLARED	 

Update of organisation data - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/view.do?pic=948191006&source=EAC

Welcome **Charis HUGHES**, you can view LaCaz **948191006** 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

1. Click "Documents" on the top tabs

2. Click "Add a new document"

3. Click "Browse" to locate the documents on your computer

4. Choose document type from the drop down e.g. "FEL Form Public Entity"

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

Add a new document

No documents have been submitted for this organisation yet.
To add a supporting document, click 'Add new document' button above.

File

Document Type **Archive** Browse...

Description

Original Language ☐

Submit for processing

Quit

Choose your Framework Program ▾ **Reset filter**

125% ▾
12:34
07/02/2014

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	

Check that your documents have been succesfully uploaded. You can also check the progress of validation here.

Click "quit" to exit

Choose your Framework Program Reset filter Quit



Validation

- Validation is done by the Validation Services Team
- Please ensure all organisation data is correct before requesting validation
- You will be kept informed during the validation process and of its outcome



Resources

- Erasmus+ Programme Guide pp 191-194
- FAQ:

<https://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html>

- User Manual:

[http://www.leargas.ie/media/Erasmus+%20URF%20manual V2.0.pdf](http://www.leargas.ie/media/Erasmus+%20URF%20manual%20V2.0.pdf)

Organisations - Education Participant Portal - Windows Internet Explorer provided by Statens IT

https://ec.europa.eu/education/participants/portal/desktop/en/organisations/index.html

Filter Rediger Vis Favoritter Funktioner Hjælp

Dette site er: SIKKERT Underret os

Favoritter 360 AUB AER Carlson CIRCABC FIVU Intranet Google IMT Leo Mob LLP YR Mobility Tool mTID Rap4Leo Rejsud Study Visits - Translator

Outlook ... UI: Bank ... Europas ... Mobility ... Kontakt ... CVR http://e... Kontakt ... http://e... Orga... x

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

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

HOME ORGANISATIONS EXPERTS SUPPORT SVEND RECHNAGEL

Register
My **My Organisations**
Search

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

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Styrelsen for Videregående Uddannelse	948910455	DK 34042012	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Remember that once you have registered, you can log in to the Participant Portal at any time to check information about your organisation and applications.