

Organisation Registration system

User Guide

Version 15/06/2020



1. Organisation Registration Guide	2
1.1 OID Basic functionalities of the Organisation Registration system	10
1.2 OID How to search for organisations	15
1.3 OID How to register an organisation	20
1.4 OID My Organisations	29
1.5 OID Manage contacts and authorised users	32
1.6 OID How to add the Organisation Contact and Authorised Users	34
1.7 OID Modify Organisation	44
1.8 OID Manage documents	50
1.9 OID Keeping consistent organisation information between systems	55
1.10 OID Check PIC	57

Organisation Registration Guide

Select your language

If your language is not available, please refer to the [English documentation starting on this page](#).

To view the guide in one of the available languages, EU login with Two Factor Authentication is required.

- [CZ_Pokyny pro registraci organizace](#)
- [DE_Anleitung zur Registrierung von Organisationen](#)
- [ES_Guía de registro de organizaciones](#)
- [FI_Organisaatioiden rekisteröintiopas](#)
- [FR_ORS Guide d'enregistrement des organismes](#)
- [HU_Ütmutató szervezeti/intézményi regisztrációhoz](#)
- [PL_Przewodnik po Systemie Rejestracji Organizacji](#)
- [SE_Handledning för registrering av organisationer](#)
- [SI_Navodila za registracijo organizacij](#)

Introduction to the Organisation Registration Guide

The [Organisation Registration system for Erasmus+ and European Solidarity Corps](#) provides a unique identifier (Organisation ID) for any organisation that intends to apply for accreditation or for a grant for [Erasmus+](#) and [European Solidarity Corps](#) actions managed by National Agencies.

The **Organisation ID** must be used in all future open calls for [Erasmus+](#) or [European Solidarity Corps Forms](#).

This first version of the Organisation Registration Guide is written to direct those who have previously used the Participant Portal, now [SEDIA Funding & Tenders portal](#), and those who have not used it, to the most relevant pages, respectively.

Please answer the questions below to navigate to the most relevant pages for your knowledge of the EAC organisation registration process. If you are new to the process we suggest that you read the introduction to this guide.

-
- [Select your language](#)
 - [Introduction to the Organisation Registration Guide](#)
 - [Jump to relevant section in the guide](#)
 - [Introducing the Organisation Registration system for Erasmus+ and European Solidarity Corps.](#)
 - [How do I register my organisation in the Organisation Registration system?](#)
 - [How will the organisation information be verified?](#)
 - [Certification by the National Agency.](#)
 - [Validation by the Research Executive Agency \(REA\).](#)
 - [Requests for Accreditation handled by EACEA.](#)
 - [How to do this in the tools](#)
-

Jump to relevant section in the guide

Did you have access to edit your organisation details in the [Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal](#), now [SEDIA Funding & Tenders portal](#)?

Yes.

If you previously had access to edit the organisation details in the Participant Portal, now [SEDIA Funding & Tender portal](#), you have retained this access to edit the organisation details in the Organisation Registration system. Please log into the Erasmus+ and European Solidarity Corps platform to view your list of organisations: [My Organisations](#). You must use the same email address that is associated to your EU Login and is indicated in the Participant Portal. Be aware that the Organisation Registration system **does not support** authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

See more details on how to [modify your organisation](#) after you have logged in. You will also view the Organisation ID from [My Organisations](#) list.

If you had access previously but do not have in the new Organisation Registration system, please see below for [instructions on what to do](#).

No.

Do you know the Participant Identification Code (PIC) for the organisation that you wish to register?

Yes.

Use the [Search](#) feature to find your Organisation ID.

No. / I don't think so.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, please [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

Did your organisation previously apply for an accreditation or grant for Erasmus+ (managed by National Agencies) and/or European Solidarity Corps?

Yes.

Use the [Search](#) feature to find your Organisation ID.

No. / I don't think so.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, please [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

I don't know.

The **eligibility criteria** in the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Guide](#) indicates the actions that are [Erasmus+](#) (managed by National Agencies) and [European Solidarity Corps](#) actions.

Use the [Search](#) feature to find your Organisation ID. If you can't find it or if you find multiple results, ask a colleague within your organisation for guidance on the correct PIC to use. In case of multiple PICs, if any is associated with an ECHE code, this is deemed to be the correct PIC.

Did you find your Organisation ID in the system?

Yes.

Take note of the Organisation ID. You can now use the Organisation ID in any open calls for [Erasmus+](#) or [European Solidarity Corps Forms](#).

No.

If you have a PIC and your organisation has previously applied for an accreditation or for a grant for [Erasmus+](#) (managed by National Agencies) and [European Solidarity Corps](#) actions, please contact your [National Agency](#) for further assistance.

Do you require to edit or update the organisation details in the system?

Yes.

From the landing page go to [My Organisations](#) and edit the organisation details. If you cannot view the organisation details from My Organisation, please contact your colleague who does have access to edit the organisation in the Participant Portal, now [SEDIA Funding & Tenders portal](#). They will also have access to edit the organisation in the Organisation Registration system and can give you access by adding you as an authorised user or [modify the organisation](#) details for you.

If you cannot identify a colleague in your organisation who has access to edit the organisation details in the Participant Portal, now [SEDIA Funding & Tenders portal](#), please contact your [National Agency](#) for further assistance, providing the PIC and/or Organisation ID. Details on what information to provide to the National Agency, [see below](#).

No.

Even if you are not an authorised user in the Organisation Registration system, you can still use the Organisation ID in the application form.

Nobody in my organisation has access to our organisation information in the Organisation Registration system. What can we do?

1. A duly checked representative of the organisation has to **contact the National Agency**; indicating that a user needs to have access to the organisation's information in the new Organisation Registration system.
2. The National Agency will ask for:
 - a. **(Compulsory fields)**
 - PIC (if relevant)
 - Organisation ID
 - First Name and Last Name
 - Professional email address
 - b. **(Optional fields) - (The National Agency can request to use the same info of the Organisation and not supply these field)**
 - Main phone
 - Street name and number
 - Country, City and Postal code
3. The National Agency will then check in their own project management system if indeed the requested user is not present for the specific organisation.
4. The National Agency will then take the necessary steps to have the account added.
5. The National Agency will then notify the organisation and authorised user once access is given. The access to the organisation information in the Organisation Registration system should work. The organisation will then display in the list of [My Organisations](#) and the details can be accessed and updated, if needed.

Introducing the Organisation Registration system for Erasmus+ and European Solidarity Corps.

Any organisation that wants to apply for an accreditation or for a grant under the European Commission programmes must **register** and provide their basic legal and financial information.

For actions managed by the [Directorate General for Education, Youth, Sport and Culture](#) (DG EAC) through the National Agencies, this is done in the **Organisation Registration system**, a new tool provided by DG EAC. These actions are referred to as **decentralised** actions and include part of the **Erasmus+ and European Solidarity Corps** programmes. For the [Erasmus+](#) and [European Solidarity Corps](#) programmes, please check the relevant programme guides and websites to identify whether the actions you applied for in the past or plan to apply for are centralised or decentralised.

After registration, a unique identifier is assigned to the organisation. This is the **Organisation ID**, which will be used for applications and also as a reference by the European Commission and National Agencies in future interactions.

For **centralised** actions within the Erasmus+ and European Solidarity Corps programmes, registration is carried out in the Participant Portal, now [SEDIA Funding & Tenders portal](#). These actions are managed by the [Education, Audiovisual and Culture Executive Agency](#) (EACEA) together with other programmes such as Creative Europe, Europe for Citizens, EU Aid Volunteers. Registration in the portal will result in a **Personal Identification Code**, referred to as the **PIC**. Please visit the Funding & Tender portal, for specific instructions and additional information.

Organisations willing to participate in both the decentralised and centralised actions of the Erasmus+ and European Solidarity Corps programmes must use both systems and will have two distinct and unique identifiers: the PIC and the Organisation ID.

If you are a new user, you must create an [EU Login](#) account before registering your organisation in the Organisation Registration system or the Funding & tender portal.

Information

Please see the **eligibility criteria** in the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Guide](#) to find out where to submit your specific accreditation/grant application for these two programmes and where to register your organisation.

How do I register my organisation in the Organisation Registration system?

Important

Only register your organisation once, even if you intend to participate in multiple calls for proposals.

As an authorised user representing your organisation, you will provide all the required information on your organisation in the Organisation Registration system.

To avoid multiple registrations of the same organisation, before you start the registration process, please use the available **search** functionality to identify any similar organisations. This will allow you to decide whether an already existing Organisation ID can be used within a Web Application Form or whether you should register your organisation for the first time. See [How to search for organisations for more details](#). If you find multiple results matching your organisation's details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

Please keep the legal data of your organisation and programme-related information at hand. You can check the information you will need for the registration in the documentation of the specific call for proposals. You have to register your organisation **before** submitting your application form.

After submitting all the information needed to register your organisation, you will obtain a unique **Organisation ID**. This Organisation ID can be used immediately to apply for decentralised actions while awaiting certification by the responsible National Agency.

I already have a PIC, do I need an Organisation ID?

Yes, the **Organisation ID** must be used in all future open calls for [Erasmus+](#) or [European Solidarity Corps Forms](#) actions managed by National Agencies.

If in the past you already used your PIC to apply for decentralised Erasmus+ or European Solidarity Corps projects, you do not need to re-register in the Organisation Registration system. The organisation details have been transferred from the Participant Portal, now [SEDIA Funding & Tender portal](#), to the Organisation Registration system and a unique Organisation ID was assigned automatically to your organisation.

If you were a self-registrant, LEAR or an account administrator managing your organisation's PIC then you already have access to the new Organisation Registration system. Simply log in to the new system using your existing EU Login credentials and manage your organisation data from [OID My Organisations](#). Be aware that the Organisation Registration system does not support authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

It is possible to find the Organisation ID using the available [search](#) functionality and your PIC.

I don't know if I have an Organisation ID or a PIC.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, please [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

Where to register for the Erasmus Charter for Higher Education (ECHE)?

As the **Erasmus Charter for Higher Education (ECHE)** is awarded by the Education, Audiovisual and Culture Executive Agency (EACEA), a higher institution must register in [SEDIA Funding & Tender portal](#), and then use the PIC to apply for the Charter. If awarded the ECHE, the institution can:

- use the PIC to apply for Erasmus+ centralised actions, i.e. [call for proposals managed by EACEA](#).
- register in the new EAC Organisation Registration system and use the newly created Organisation ID to apply for [Erasmus+ decentralised](#) actions. The PIC should be mentioned when registering the organisation here.
- [Erasmus Charter for Higher Education](#)

European Solidarity Corps.

The **European Solidarity Corps Quality Label** is awarded by the National Agencies or EACEA.

Organisations wishing to participate in European Solidarity Corps activities are required to [register the organisation in the Organisation Registration system](#), and obtain an Organisation ID. The Organisation ID is then used to apply for other European Solidarity Corps activities, with the exception of ESC14 - Volunteering Teams in high priority areas.

Groups of young people wishing to implement solidarity projects also need to register in the Organisation Registration system and obtain a single Organisation ID.

- [European Solidarity Corps Quality Label](#)

How will the organisation information be verified?

The organisation details will be verified by different institutions depending on the part of the programme and the institution handling the request. The verification is only done when needed, usually after a grant proposal is successfully evaluated.

Certification by the National Agency.

Registered organisations which apply for decentralised actions will have their details **certified by the National Agency** of the relevant participating country of the programme. All documents uploaded in the new Organisation Registration system will be checked by the National Agency. If approved, the organisation is considered certified by the National Agency. Until certification is completed, the Organisation ID status in the Organisation Registration system displays **Registered**.

If an organisation applies for [Vocational Education and Training \(VET\)](#) and [Higher Education mobility consortia accreditation](#), the organisation will also go through certification by the National Agency.

After successful NA Certification, the status of your Organisation ID in the Organisation Registration system is updated to **NA Certified**.

Validation by the Research Executive Agency (REA).

Grant requests for centralised projects under Creative Europe, Erasmus+, Europe for Citizens, EU Aid Volunteers are handled by the Education, Audiovisual and Culture Executive Agency (EACEA), therefore the organisation is verified and **validated** by REA in Brussels.

This process is referred to as [validation of legal entities](#).

Requests for Accreditation handled by EACEA.

Erasmus Charter for Higher Education (ECHE)

If an organisation is awarded an **Erasmus Charter for Higher Education (ECHE)**, it will neither be validated nor certified during the accreditation process itself. This will be done later on depending on the grant request. The organisation will be:

- certified if applying for [Erasmus+ decentralised](#) activities or
- validated if applying for Erasmus+ centralised actions, i.e. [call for proposals managed by EACEA](#).

Quality Label processed by EACEA

As the awarding of a [Quality Label for the European Solidarity Corps](#) is done by EACEA, the organisation details will also be certified by EACEA.

Take note

Organisations that are participating in the Erasmus+ and European Solidarity Corps actions managed by National Agencies (as applicants, beneficiaries, partners, hosts or consortium members) and already have a PIC will be copied to the new Organisation Registration system. If an organisation was already validated by REA it will automatically be NA certified.

If your organisation applies for centralised actions, it will have to go through the REA validation process, regardless of whether it has already been certified for a decentralised project or not.

You may be asked for different documentation or information in the two cases. For instance if your organisation is selected for a centralised action you must nominate a Legal Entity Appointed Representative (LEAR) and provide supporting legal documents in view of the validation. In that case, the mandatory fields for the LEAR must be filled in the Portal. The LEAR appointment is not required if the PIC is not validated by REA.

URL

The full URL to the **Organisation Registration system for Erasmus+ and European Solidarity Corps**: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>.

OID Basic functionalities of the Organisation Registration system

This page explains the basic functionalities of the [Organisation Registration system](#).

- [The Erasmus+ and European Solidarity Corps platform](#)
- [Screen layout and basics of the Organisation Registration system](#).
- [Mandatory sections and fields in the form](#).
- [Navigation through form sections](#).
- [List functionalities](#).

The Erasmus+ and European Solidarity Corps platform

The **Erasmus+ and European Solidarity Corps platform** is your starting point to:

1. Register your organisation for participation in Erasmus+ or European Solidarity Corps decentralised actions via the **Organisations** menu.
2. Access the application forms to apply for grants and or accreditation via the **Opportunities** buttons for Erasmus+ and European Solidarity Corps.

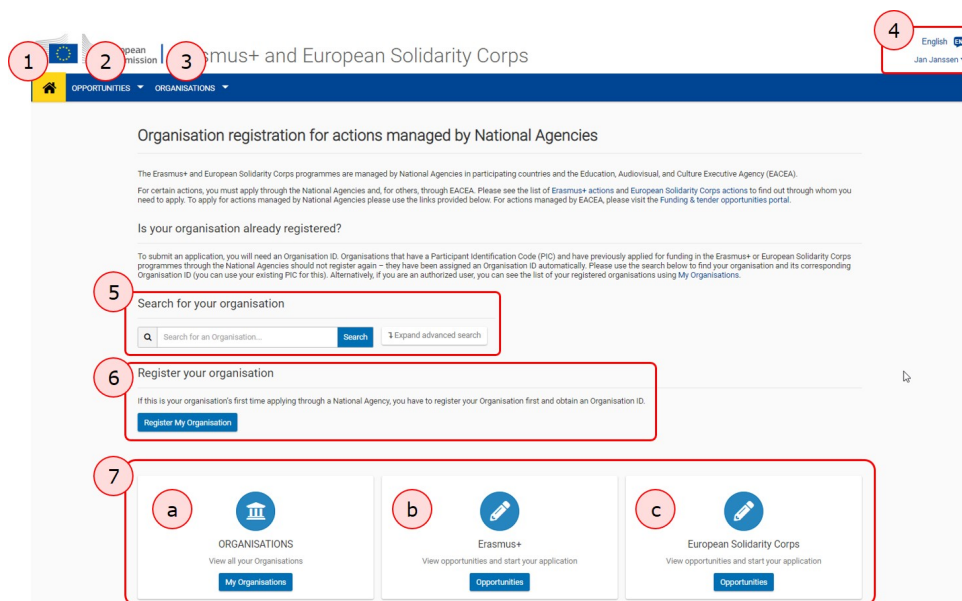
The page is accessible even if you do not yet have an EU Login.

The landing page has the following features:

1. **Home** button - It is available from most screens and can be used to return to the landing page.
2. **Opportunities** Menu - Access the Erasmus+ and European Solidarity Corps Web application forms . Alternatively use the Quick access buttons.
3. **Organisations** Menu - Access to [register an organisation](#), view a [list of your organisations](#) and the advanced [search](#).
4. **Language** selector and **name** of logged in user, including logout button.

Note: The user name only displays if you are already logged on to any Commission system with your EU login. If you are not yet logged in, a login button displays instead.

5. **Search option**, including button to expand and display the advanced search options.
6. **Register My Organisation** button.
7. **Quick access:**
 - a. **My Organisations** button - will open list of your organisations.
 - b. **Erasmus+ Opportunities** button - will open the Erasmus+ Web application forms.
 - c. **European Solidarity Corps Opportunities** button - will open the European Solidarity Corps Web application forms.



Screen layout and basics of the Organisation Registration system.

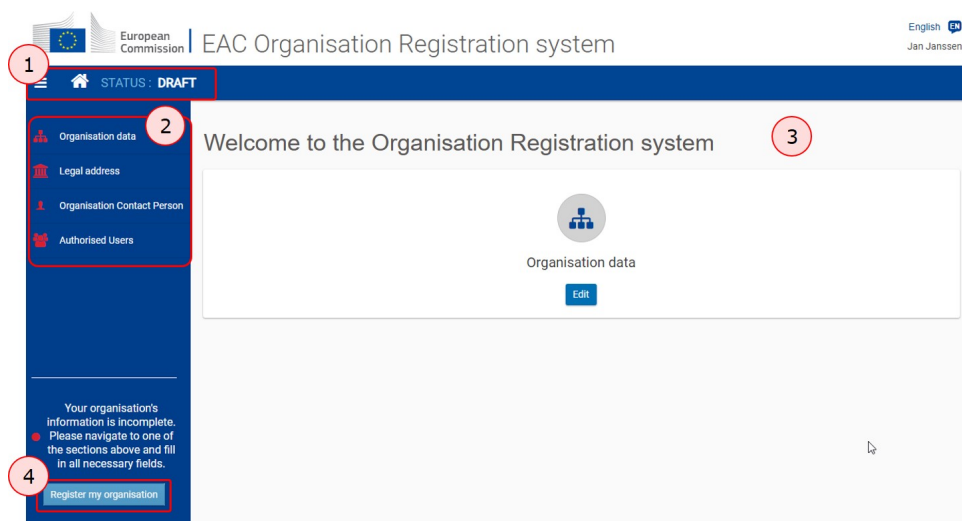
When you access the organisation menu from the Erasmus+ and European Solidarity Corps platform, the **Organisation Registration system** opens.

The following elements are displayed on the screen:

1. **Menu button**, **Home button** and **Status** of the registration:
 - a. **Menu button** - collapses or opens the side menu.
 - b. **Home button** - opens the **Welcome to the Organisation Registration system** screen.
 - c. **Status** - during registration the status is displayed as **Draft**. After successful submission of the form the status is updated to **Registered**.
2. The **side menu** allows you to navigate to the various sections in the registration form. You must however complete a section before proceeding to the next.

The **icons** in front of the menu items indicate completion of the sections:

 - a. **Red**: Section incomplete. You cannot proceed to the next section until it is completed.
 - b. **Green**: Section complete. You can proceed to the next section.
3. The **Main screen**.
4. **Register my organisation** button. Only active once all sections are completed.





Mandatory sections and fields in the form.


Fields that are mandatory for the completion of the registration form are marked with a **red asterisk (*)**.


The available **tool tips**, indicated with the icon , provide additional instructions and assistance for filling in each field. Hover over a specific tool tip to display the information.

Free text fields also display a **character counter** that indicates how many characters can still be used.



Organisation
 Organisation data


PIC  #####


Legal name  * Organisation 123 224


Business name  Organisation 123 384

Legal status ☒ International organisation
☐ a natural person ☒ a legal person
☒ private entity ☐ public body
☐ non-profit ☒ for profit
☐ sme


Official language  * Dutch


Establishment/registration country  * Belgium Country of registration or establishment of the organisation.

Region  Antwerpen

Legal form  * ASSOCIATION

☒ VAT number not applicable

Registration number  Registration number

Registration date  01/01/1970 240

If an entry into a specific mandatory field violates the rules or all previously entered information is removed from a field it is framed in red and a warning displays. You have to fix such errors before you can continue.

Title Mr

Gender * Male

First name * This field is required

Last name * Last name

Department Department

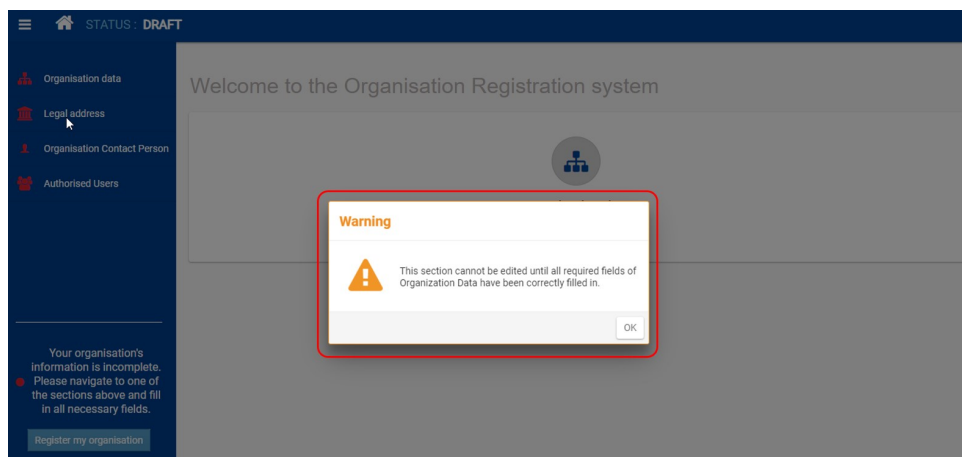
Position in the organisation * Position in the organisation

Professional e-mail * test@test.be

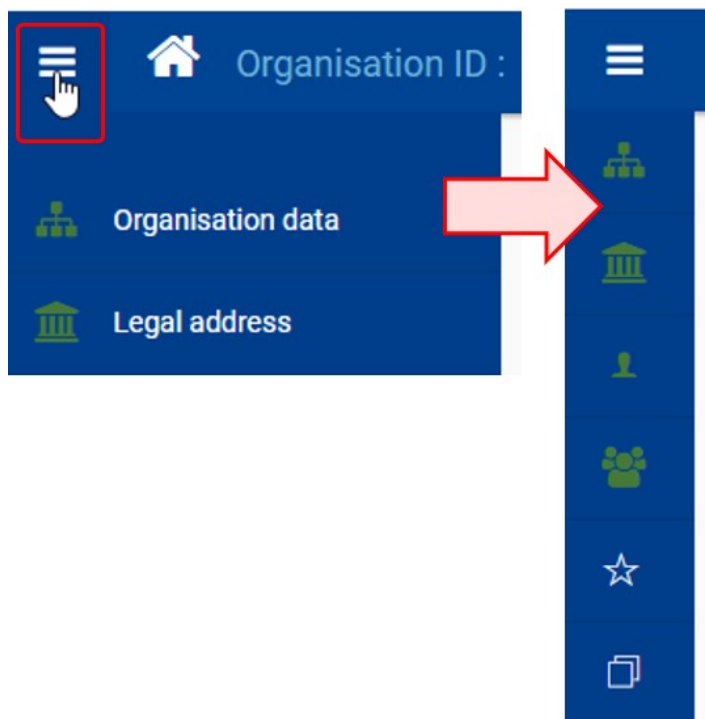
Navigation through form sections.

Use the **side menu** to navigate to the various sections in the registration form. Only after one section is completed (indicated by a green icon) can you proceed to the next.

If you try to navigate to the next section without having completed the previous one, a warning message displays.



The side menu is also collapsible, but the **Register my organisation** button is not visible if this setting is used.



List functionalities.

Lists, such as displayed under [OID My Organisations](#) or the Search results, have the following functionalities:

1. The **number of records** available is displayed at the top of the list.
2. You can **sort the list by** the various columns, in ascending or descending order, by clicking the up/down arrow in a specific column.
3. A **search box** is available at the top right of the results list to further search into the listed records.
4. Use the **arrows** at the bottom to scroll through the list to view more records, if available.

My Organisations

Register My Organisation

1 Number of Organisations: 2

3 Search the results... Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education
Organisation 123	Organisation 123	REGISTERED	Belgium	Antwerp	www.123.be	965812365	E10004508	123456		
Organisation ABC	Organisation ABC	REGISTERED	Belgium	Antwerp	www.website.be				875699	

4 1 10

Search result

1 Number of Organisations found: 3

3 123 Search

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Organisation 123	Organisation 123	Belgium	Antwerp	www.123.be		E10004508		123456	

4 1 10

Related Articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID How to search for organisations

This page explains how to **search for organisations** in the Organisation Registration system via the Erasmus+ and European Solidarity Corps platform home page.

The search functionality is particularly useful if you wish to register an organisation and you are unsure whether it has already been registered. It also enables you to find general information about an organisation registered in the Erasmus+ and European Solidarity Corps platform.

Important

If you plan to [register an organisation](#) it is highly recommended that you search for similar organisations before starting the registration process, in order to avoid multiple registrations. As a result you will be able to decide whether you can use an already existing Organisation ID in your application forms or whether you should continue to register your organisation before starting any application.

In addition, the status of an existing organisation is also indicated in the search results (registered, NA certified or invalidated).

- [Access the search](#)
- [Search for an organisation](#)
 - [Simple search](#)
 - [Advanced search](#)
- [The Search Results list](#)

Access the search

Explanation and illustration

There are multiple ways to access the search functionality:

1. Directly on the **Erasmus+ and European Solidarity Corps platform** homepage. It is not necessary to log in using your EU Login account in order to use the search on this page. By default, the simple search field is displayed.
2. On the **Search for an Organisation** page, which is accessible from the **Organisations** menu. Selecting this option will open the **Advanced Search**.

The screenshot displays the homepage of the Erasmus+ and European Solidarity Corps platform. At the top, the European Commission logo is visible on the left, and the text 'Erasmus+ and European Solidarity Corps' is centered. On the right, there is a language selector set to 'English' with a flag icon. Below the header, a navigation bar contains 'OPPORTUNITIES' and 'ORGANISATIONS' menus. The 'ORGANISATIONS' menu is expanded, showing options: 'Register My organisation', 'My Organisations', and 'Search for an organisation'. A red circle with the number '2' highlights the 'Search for an organisation' option. Below the navigation bar, the main content area is titled 'Organisation managed by National Agencies'. It contains text about the programmes and a section titled 'Is your organisation already registered?'. At the bottom, a search bar is highlighted with a red circle and the number '1'. The search bar has a magnifying glass icon, a placeholder text 'please enter a legal name, business name, hyperlink, PIC or an OID', a 'Search' button, and a link to 'Expand advanced search'.

Search for an organisation

Simple search

The simple search option is displayed by default.

In the search bar type the complete or partial legal name, business name, website of the organisation, Organisation ID or PIC, and click **Search**. All the organisations containing similar values to the ones you have entered will be displayed in the **Search Results**. Please see the **Results list section below for more details**. Partial search is performed on a minimum of 3 characters on any of the search criteria.

Search for your organisation

Search result

Number of Organisations found: 100+, number of Organisations shown: 100

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Yhdistyneet Nuoret		Registered	Finland	Tampere		897947916	E10000183	no number	no number	
KARAMAN M TIPI KAPALI ACIK CEZA INFAZ KURUMU		Registered	Turkey	KARAMAN	www.karama...		898018338	E10000347		
Tovarna idej d.o.o.	Tovarna idej d.o.o.	Na Certified	Slovenia	Maribor	www.tovarna...	930881162	E10001183	3431266000	SI17142202	
LGT PAUL GUERIN		Registered	France	Niort	http://www.l...paul-guerin.fr	935841839	E10001236	not applicable		
Priv. Gymnasium und Oberstufenrealg... des Schulvereins der Ursulinen Graz	Priv. Gymnasium und Oberstufenrealg... des Schulvereins der Ursulinen Graz	Na Certified	Austria	Graz	www.ursulin...	916718386	E10001381	601076	ATU59453059	
SCOALA GIMNAZIALA BRETEA ROMANA		Na Certified	Romania	BRETEA ROMANA	bretea_to@y...	935851830	E10001390	29001357		

Advanced search

On the **Erasmus+ and European Solidarity Corps platform** homepage page:

1. Select the **Search for an organisation** option in the Organisations menu to open the advanced search directly.
2. Click the **Expand advanced search** button next to the search bar from the main page
3. An extended set of fields, the **Advanced search**, is displayed, allowing you to narrow down your search.

European Commission | Erasmus+ and European Solidarity Corps

OPPORTUNITIES ORGANISATIONS

1. Register My organisation

My Organisations

Search for an organisation

Organisations managed by National Agencies

Search for your organisation

3. Advanced search

Legal name	<input type="text"/>	Organisation ID	<input type="text"/>
Business name	<input type="text"/>	Registration number	<input type="text"/>
Country	Select an option	VAT number	<input type="text"/>
Website	<input type="text"/>	Erasmus Charter for Higher Education Code	<input type="text"/>
PIC	<input type="text"/>		

If you are looking for a single organisation, it is preferable to search using the PIC or Organisation ID (if you have one), as it is unique to each organisation. If you do not have the PIC or Organisation ID at hand, use any of the other search criteria.

Click on the **Search** button.

In our example we are searching using part of the organisation Legal Name and Country as criteria.

Depending on the search criteria you use, the results will include:

- all the organisations containing similar values to the ones you have provided for the legal name, business name or website, and
- only those organisations matching exactly the values you have provided for instance under country, PIC, Organisation ID, registration number, VAT number and Erasmus Charter for Higher Education Code.

To remove any entered search criteria, click on the **Reset** button.

Advanced search

Legal name

Croix Rouge

Business name

Country

France

Website

PIC

Organisation ID

Registration number

VAT number

Erasmus Charter for Higher Education Code

Reset

Search

Search result

Number of Organisations found: 31

Search the results...

Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Croix-Rouge française, unité locale de Saint-Omer	CRF, UL St-Omer	Na Certified	France	Saint-Omer	http://stomer-rouge.fr/	911436639	E10024063	77567227202811	FR20775672272	
Croix-Rouge française - unité locale de Bagneux		Na Certified	France	BAGNEUX	http://bagne-rouge.fr/	905738374	E10026545		775672727	
Institut régional de formation sanitaire et social croix rouge française ile de france	CROIX ROUGE FRANCAISE	Na Certified	France	Romainville	http://irfss-idf.croix-rouge.fr	942210859	E10028134	775672272		F PARIS402

The Search Results list

Explanation and illustration

The organisations matching your search criteria are listed below the search fields.

The number of records found is displayed at the top of the list. Ten records are shown per page by default. If more than ten records are found, use the arrows at the bottom to scroll through the list and view more records,

You can sort the list by the various columns, in ascending or descending order, by clicking the up/down arrow in a specific column.

Search result

Number of Organisations found: 31

Search the results... Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Croix-Rouge française, unité locale de Saint-Omer	CRF, UL St-Omer	Na Certified	France	Saint-Omer	http://stomer-rouge.fr/	911436639	E10024063	77567227202811	FR20775672272	
Croix-Rouge française - unité locale de Bagneux		Na Certified	France	BAGNEUX	http://bagne-rouge.fr/	905738374	E10026545		775672272	
Institut régional de formation sanitaire et social croix rouge française Ile de France	CROIX ROUGE FRANCAISE	Na Certified	France	Romainville	http://irfss-idf.croix-rouge.fr	942210859	E10028134	775672272		F PARIS402
Institut Régional de Formation Sanitaire et Sociale Croix-Rouge française Centre	IRFSS Centre	Na Certified	France	Chambray-les-Tours	irfss-centre.croix-rouge.fr	948586863	E10038933	775 672 272		F TOURS31
Institut Régional de Formation sanitaire et sociale Croix-rouge française en Midi-Pyrénées	IRFSS Midi-Pyrénées Croix-Rouge F	Na Certified	France	TOULOUSE	https://irfss-occitanie.croix-rouge.fr/	948848860	E10055728	775 672 272		F TOULOUSE32
CROIX-ROUGE FRANCAISE		Na Certified	France	PARIS	www.croix-rouge.fr	948890279	E10058325	775672272	FR20775672272	
INSTITUT REGIONAL DE FORMATION SANITAIRE ET SOCIALE CROIX-ROUGE FRANCAISE NORD-PAS-DE-CALAIS	IRFSS NORD-PAS-DE-CALAIS	Na Certified	France	DECHY	http://irfss-nordc.croix-rouge.fr	948922580	E10060559	775672272		F DOUAI12
CROIX ROUGE FRANCAISE CRF IRFSS PACAC	CROIX ROUGE FRANCAISE CRF IRFSS PACAC	Na Certified	France	GEMENOS	http://irfss-pacac.croix-rouge.fr	948925878	E10060761	775 672 272		F TOULON20
CROIX ROUGE FRANCAISE-IRFSS ALSACE LORRAINE	IRFSS AL - IFSI SITE DE METZ	Na Certified	France	METZ	http://irfss-alsace-lorraine.croix-rouge.fr	949207469	E10078366	775672272		F METZ26
CROIX-ROUGE FRANCAISE - INSTITUT REGIONAL DE FORMATION SANITAIRE ET SOCIALE AUVERGNE RHONE-ALPES	CROIX-ROUGE FRANCAISE-IRFSS AuRA	Na Certified	France	LYON	www.irfss-rhone-alpes.croix-rouge.fr	949311453	E10085250	775672272		F LYON43

1 2 3

A **search box** is available at the top right of the results list for further search into the listed records. Type part of the legal name that you are looking for and press **Search**.

The result list will narrow down to your specific criteria.

Search result

Number of Organisations found: 31

Search the results... Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Institut régional de formation sanitaire et social croix rouge française Ile de France	CROIX ROUGE FRANCAISE	Na Certified	France	Romainville	http://irfss-idf.croix-rouge.fr	942210859	E10028134	775672272		F PARIS402
Institut Régional de Formation Sanitaire et Sociale Croix-Rouge française Centre	IRFSS Centre	Na Certified	France	Chambray-les-Tours	irfss-centre.croix-rouge.fr	948586863	E10038933	775 672 272		F TOURS31
Institut Régional de Formation sanitaire et sociale Croix-rouge française en Midi-Pyrénées	IRFSS Midi-Pyrénées Croix-Rouge F	Na Certified	France	TOULOUSE	https://irfss-occitanie.croix-rouge.fr/	948848860	E10055728	775 672 272		F TOULOUSE32

Related articles

- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage contacts documents](#)

- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID How to register an organisation

This page explains how to register an organisation in the Organisation Registration system if you are planning to participate in one of the actions managed by National Agencies under the Erasmus+ or European Solidarity Corps programmes.

Important

Before you start the registration of your organisation please ensure it is not already registered. Use the **Organisation Registration Search functionality** to check.

To complete the registration process and save your progress, you must click the **Register my organisation** button. This button is not active until all mandatory sections are completed. Additional sections become available after registration to allow you to upload documents or view associated accreditation.

Take note!

The Organisation Registration system **does not have an auto-save functionality**. Do not close your browser or navigate to another web page unless you have completed your registration by clicking the **Register my organisation** button. Otherwise, any information you have provided will be lost and you must start the registration from the beginning.

- [Access the Erasmus+ and European Solidarity Corps platform.](#)
- [Check that your organisation has not already been registered before starting a new registration.](#)
- [Click "Register My Organisation".](#)
- [Log in using your EU login credentials.](#)
- [Click "Edit" to start.](#)
- [Fill in the "Organisation data".](#)
- [Fill in the "Legal Address".](#)
- [Add the "Organisation Contact Person".](#)
- [Add the first "Authorised User".](#)
- [Submit the registration.](#)
- [The "Accreditations" section.](#)
- [The "Documents" section.](#)
- [Notification.](#)
- [The certification status in the Organisation Registration system.](#)

Access the Erasmus+ and European Solidarity Corps platform.

Open the [Erasmus+ and European Solidarity Corps platform](#).

Check that your organisation has not already been registered before starting a new registration.

Just in case, double check that your organisation has not already been registered using the [search](#) feature. Once you are certain that it is not registered, please [register](#) your organisation.

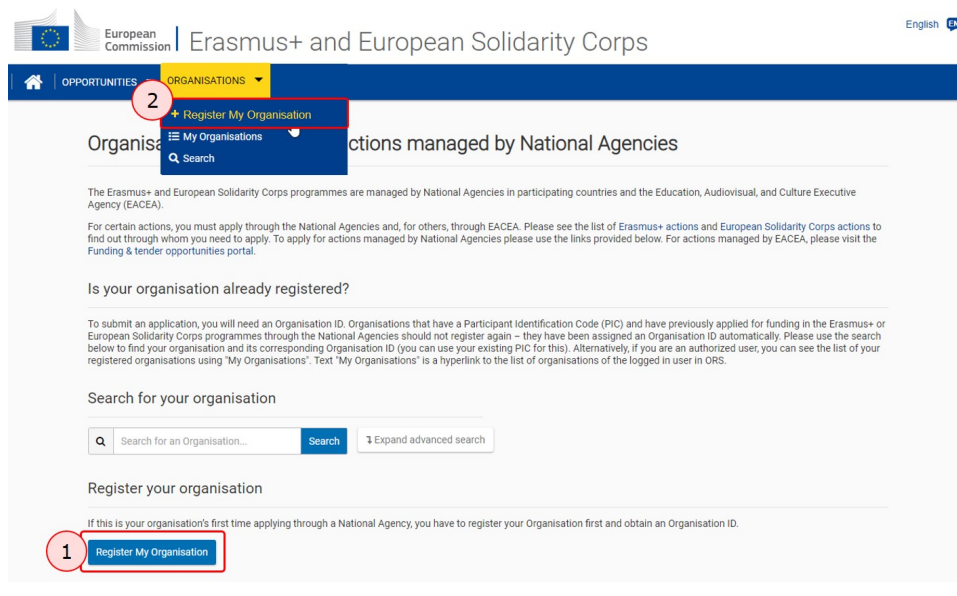
If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct Organisation ID to use in your applications.

Click "Register My Organisation".

Start registering your organisation:

1. By clicking the **Register My Organisation** button on the Erasmus+ and European Solidarity Corps platform home page or
2. Via the **Organisations** menu by selecting **Register My Organisation**.

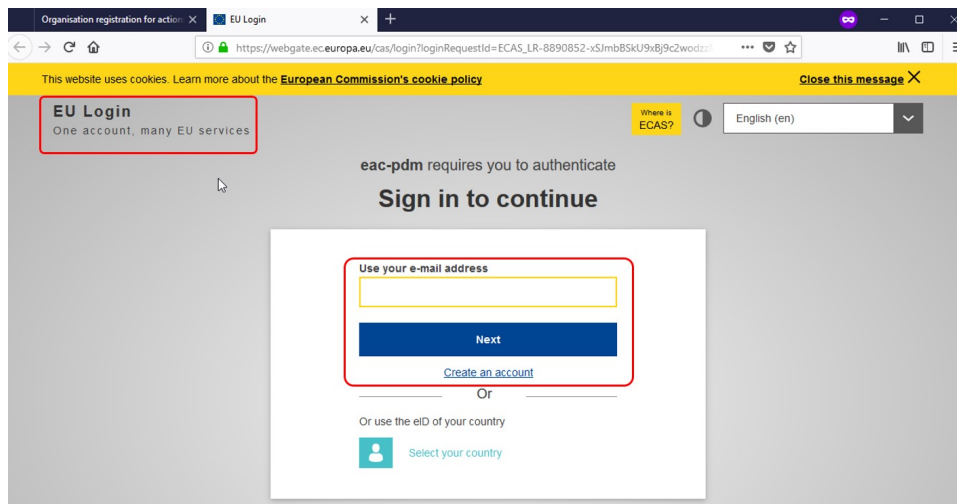
You will be directed to the Organisation Registration system.



Log in using your EU login credentials.

If you are not yet logged in to any of the European Commission systems, you will be prompted to sign in with your **EU login**. Please remember to use the email address and password that are associated with your EU Login account and which are used to access any European Commission system. Authentication using eID is not supported by the Organisation Registration system.

If you do not have an EU login, you can immediately **Create an account** from this page. See the [EU Login](#) page for more information.



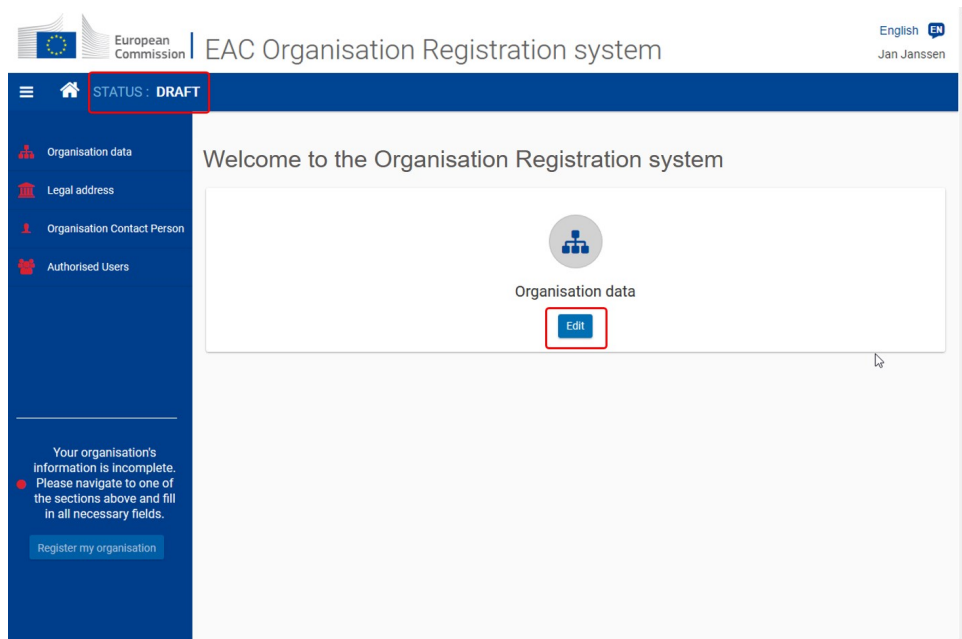
Click "Edit" to start.

On the **Welcome to the Organisation Registration system** screen, click the **Edit** button to start the process.

The registration **status** is **DRAFT**.

Use the **side menu** to navigate to the various sections in the registration form. Only after one section is completed (indicated by a green icon) can you proceed to the next.

If you try to navigate to the next section without having completed the previous one, a warning message displays.




Fill in the "Organisation data".

Provide the required information on your organisation, such as the legal name, business name, legal status, language, country and more. If your organisation already has a [PIC](#) but the organisation information was not transferred to the Organisation Registration system you should enter it in this screen. See more details concerning the [PIC field](#).

Don't forget!

Remember to verify whether your organisation was transferred by using the [Search](#). If you can find the organisation, there is no need to register again.

If during the registration process, another organisation is detected having exactly the same legal name as the one you have provided, a message is displayed indicating the Organisation ID of the other organisation. This can help you double check whether your current organisation is already registered, but will not prevent you from finalising the registration.

The available tool tips, indicated with the icon , provide additional instructions and assistance for filling in each field.

After all mandatory information is entered, the **Organisation data** menu icon turns green and you can proceed to the **Legal Address** section.

Erasmus+ and European Solidarity Corps | EAC Organisation Registration system

English | Jan Janssen

STATUS: DRAFT

Organisation data

Organisation data

PIC *

Legal name *

Business name *

Legal status

☐ International organisation

☐ a natural person ☐ a legal person

☐ none

Official language *

Establishment/registration country *

Region *

Legal name *

Business name *

Legal status

☒ International organisation

☐ a natural person ☒ a legal person

☐ private entity ☐ public body

☐ non-profit ☒ for profit

☐ none

Official language *

Establishment/registration country *

Region *

Legal form *

☒ VAT number not applicable

Registration number *

Registration date *

Registration authority *

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Fill in the "Legal Address".

Access the **Legal address** section from the side menu and provide the required information.

After all mandatory fields are completed, the **Legal address** menu icon turns green and you can proceed to the **Organisation Contact Person** section.

STATUS: DRAFT Organisation XYZ

Organisation

Legal Address

Street name and number *

City *

P.O. Box *

Postal code *

Main phone *

Fax *

Secondary phone *

Website *

Street name and number *

City *

P.O. Box *

Postal code *

Main phone *

Fax *

Secondary phone *

Website *

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Add the "Organisation Contact Person".

Access the **"Organisation Contact Person"** section in the side menu.

The Organisation Contact Person screen opens.

Provide all required information.

Information such as **First and Last Name**, **Position in the organisation** and **professional e-mail** have to be provided. All mandatory fields are clearly marked with *.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Organisation Contact Person, tick the check boxes. The relevant information will be taken over from the **Organisation data** section of the registration form.

Should the phone numbers and/or address of the contact person be different from the information provided under the organisation data, provide the information in the available fields.

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Organisation

Organisation Contact Person

Title * Title

First name * First name

Last name * Last name

Department Department

Position in the organisation Position in the organisation

Professional e-mail * Professional e-mail

Use organisation phones? ☐

Main phone * Main phone

Fax Fax

Secondary phone Secondary phone

Use organisation address? ☐

Street name and number * Street name and number

Country * Select an option

Region * Select an option

City * City

P.O. Box P.O. Box

Postal code * Postal code

Organisation Contact Person marked complete.

The icon in the side menu changes to green once all mandatory information in this section is provided. You can proceed to the next part of the registration: **Authorised Users**.

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Organisation

Organisation Contact Person

Title * Mrs

First name * Ann

Last name * Peeters

Department HR

Position in the organisation HR Assistant

Professional e-mail * mail@organisation-xyz.be

Use organisation phones? ☒

Main phone * +32 123456789

Fax

Secondary phone

Use organisation address? ☒

Street name and number * Straat 100

Country * Belgium

Region * Prov. Antwerpen

City * Antwerp

P.O. Box

Postal code * 2000

Add the first "Authorised User".

As the person registering the organisation, you are the first **Authorised User**. You must record your personal information during the organisation registration process.

Access the "Authorised Users" section.

The **Authorised Users** screen opens. Some of your personal information is already filled in, such as your first name, last name and email address. These details are retrieved from your EU Login account. First name, last name as well as professional e-mail address cannot be changed.

European Commission | EAC Organisation Registration system

Jan Janssen

STATUS: DRAFT Organisation XYZ

Authorised Users

Title * Title

First name * Jan

Last name * Janssen

Department * Department

Position in the organisation * Position in the organisation

Professional e-mail * mob.train12.ben@gmail.com

Main phone * Main phone

Street name and number * Street name and number

Country * Select an option

Region * Select an option

City * City

P.O. Box * P.O. Box

Postal code * Postal code

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Provide all required information.

Provide the missing mandatory information. The icon in the side menu changes to green when all required fields are filled in.

At this point in the registration process, it is not possible to add additional authorised users. Only after the registration form is submitted.

STATUS: DRAFT Organisation XYZ

Authorised Users

Title * Mr

First name * Jan

Last name * Janssen

Department * L&D

Position in the organisation * L&D Specialist

Professional e-mail * mob.train12.ben@gmail.com

Main phone * +32 123456789

Street name and number * Straat 100

Country * Belgium

Region * Prov. Antwerpen

City * Antwerp

P.O. Box * P.O. Box

Postal code * 2000

Your form is complete

Register my organisation

Submit the registration.

Once all information is entered in the registration form, the **Register my organisation** button is enabled. Click the button to submit your data and finalise the registration.

A confirmation message is displayed as well as your newly created **Organisation ID**. The **Organisation ID** consists of 8 digits preceded by the letter "E".

At the top of your screen you will notice the **status** has changed from **Draft** to **Registered** and the newly created **Organisation ID** is displayed.

The **Registered** status indicates that the submission was successful. It does not mean that the organisation is already certified by the National Agency.

Once you have registered your organisation, two more sections become available:

- [Accreditations](#)
- [Documents](#)

Moreover, it is now possible to [add more Authorised Users](#). It is recommended that you add at least one additional Authorised User.

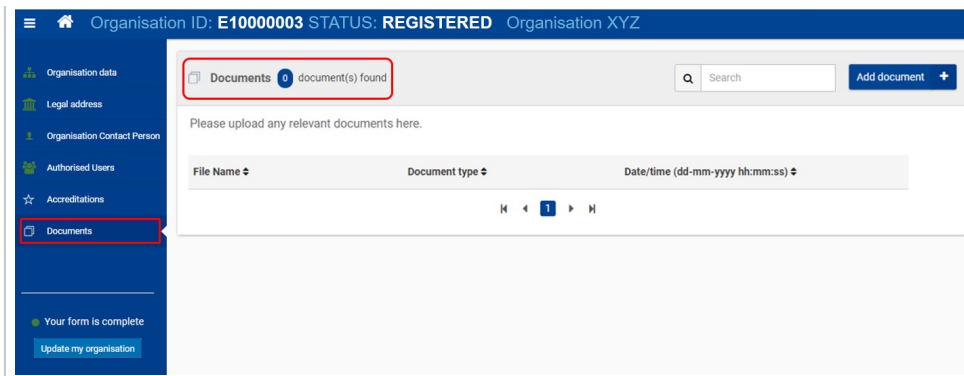
The "Accreditations" section.

The **Accreditations** section is displayed in the side menu after registration. At this point nothing is displayed. Once your organisation is certified and accredited, this section will list all valid accreditations in relation to the decentralised actions of the Erasmus+ and European Solidarity Corps programmes.

Accreditation Type	Accreditation Reference	Start date	End date	Additional Information
European Solidarity Corps Quality Label	2019-1-PL01-ESCS2-XXXXX	01/01/2019	31/12/2022	Supporting Hosting
Accreditation of Higher Education Mobility Consortia	2016-1-FR02-KA110-XXXXX	01/01/2019	31/12/2022	Coordinating Sending
Erasmus Charter for Higher Education	PL XXXXXXXX14	01/01/2014	31/12/2023	

The "Documents" section.

Once the organisation is registered you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the [Erasmus+](#) and [European Solidarity Corps](#) programme guides. See page [OID Manage documents](#) for additional information on how to upload and manage your organisation's documents.



Notification.

The Organisation Registration system will send a **notification e-mail** to the person that registered the organisation and all persons that have been indicated as authorised. This notification will include the Organisation ID, additional information and relevant links.

The certification status in the Organisation Registration system.

An organisation can have one of the following **certification statuses** in the **Organisation Registration system**:

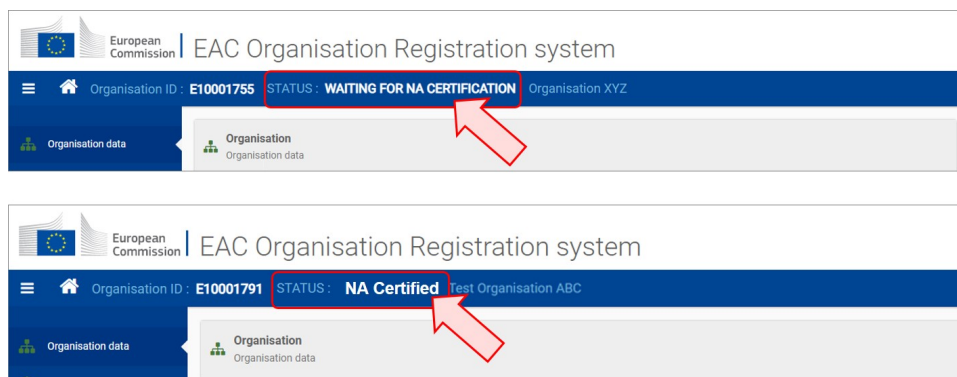
1. Initial organisation status:

- **Draft** - Displayed during the registration process, before submission.
- **Registered** - The organisation has been successfully registered in the Organisation Registration system or the organisation information has been successfully transferred from the Participant Portal to the Organisation Registration system

2. Organisation status after reception of organisation details in National Agency's project management system:

- **Waiting for NA Certification** - The organisation details have been received by the National Agency's project management system and have not been certified by the NA.
- **Waiting for Confirmation** - When an already certified organisation has been updated in the Organisation Registration system and this update has been received by National Agency's project management system but has not yet been certified.
- **NA Certified** - Organisations have been **certified** in National Agency's project management system.
- **Invalidated** - Organisations that have been **invalidated** in National Agency's project management system.

The status is displayed at the top of the screen between the Organisation ID and the organisation name.



Related articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)

- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID My Organisations

My Organisations will display the list of organisations for which you have rights to edit in the Organisation Registration system.

See more details on how to [modify your organisation](#) once you have logged in. You will also see the Organisation ID from [My Organisations](#) list.

You have rights to view and edit the organisation details if one of the following criteria applies:

1. You have [registered](#) the organisation in the Organisation Registration system.
2. You have started to draft your organisation details but have not submitted the organisation registration yet.
3. You have been added as an authorised user for the organisation in the Organisation Registration system.
4. Your organisation has previously submitted an Erasmus+ decentralised actions or European Solidarity Corps actions and you are indicated as a self registrant or Legal Entity Appointed Representative (LEAR) in the [Participant Portal, now SEDIA Funding & Tenders portal](#), for the organisation and the organisation information has been transferred to the Organisation Registration system.

If you do not see your organisation(s) listed under **My Organisations** and did not register the organisation yourself in the system, please check with your colleague who made the registration. Have them check if the email address entered for you is the correct one and that it is associated with your EU Login account used to access European Commission tools. Also confirm that they completed the registration by clicking on the **Register My Organisation** button. If all is set up correctly but you still can not view the organisation details, please contact your local [National Agency](#) providing the Organisation ID for which you were given access to by your colleague, but which you cannot view from **My Organisations**.

If the organisation details were defined in the old Participant Portal, now SEDIA Funding and Tender Portal, please check with your colleagues with access to edit the organisation details in either of these portals. Have them check if the email address entered for you is the correct one and that it is associated with your EU Login account used to access other European Commission systems. If the email address is correct and you can still not view the details, confirm that the PIC which was used in applications forms is the correct one. If you still can not view the organisation details, please contact your local [National Agency](#) providing the PIC which you verified is the correct PIC and for which you have rights to edit in the Participant Portal, now SEDIA Funding and Tender Portal, but cannot view from **My Organisations** in the new Organisation Registration system.

See [Organisation Registration Guide#LostAccess](#) for details on what information the National Agency will need.

The transfer of organisations is done on 22nd of October.

If you were added as a self registrant, Legal Entity Appointed Representative (LEAR) or as an Account Administrator in the Participant Portal or the SEDIA Funding and Tenders portal after this date, the updated information will not be transferred and therefore you will not see the organisation listed under My Organisations.

If you were added as a Legal Entity Appointed Representative of a centrally validated PIC before 22nd of October and the newly updated details have not yet been re-validated, your details will not have been transferred to the Organisation Registration system.

The Legal Entity Appointed Representative (LEAR) details can be updated in both cases.

To be added as an authorised user, please request that one of the other authorised users adds you to the organisation details in the Organisation Registration system.

Open the landing page.

Access the [Erasmus+ and European Solidarity platform](#).

Click on "My Organisations".

To access the list of your organisations, either use:

1. The **Organisations menu** and select **My Organisations** or
2. The **My Organisations button** directly on the page.

Erasmus+ and European Solidarity Corps

English

ORGANISATIONS

Register My Organisation

My Organisations

Search

Organisations for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA). For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have a Participant Identification Code (PIC) and have previously applied for funding in the Erasmus+ or European Solidarity Corps programmes through the National Agencies should not register again – they have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC for this). Alternatively, if you are an authorized user, you can see the list of your registered organisations using 'My Organisations'.

Search for your organisation

Search for an Organisation... Search Expand advanced search

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

Register My Organisation

ORGANISATIONS

View all your Organisations

My Organisations

Erasmus+

View opportunities and start your application

Opportunities

European Solidarity Corps

View opportunities and start your application

Opportunities

Log in using your EU Login.

If you have not logged in to any European Commission system using your EU Login, you will be prompted to sign in. Please ensure that you use the same email address associated with your EU Login and organisation details as mentioned above. Be aware that the Organisation Registration system does not support authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

This website uses cookies. Learn more about the European Commission's cookie policy Close this message X

EU Login

One account, many EU services

Where is ECAS? English (en)

Organisation search requires you to authenticate

Sign in to continue

Use your e-mail address

Next

Create an account

Or

Or use the eID of your country

Select your country

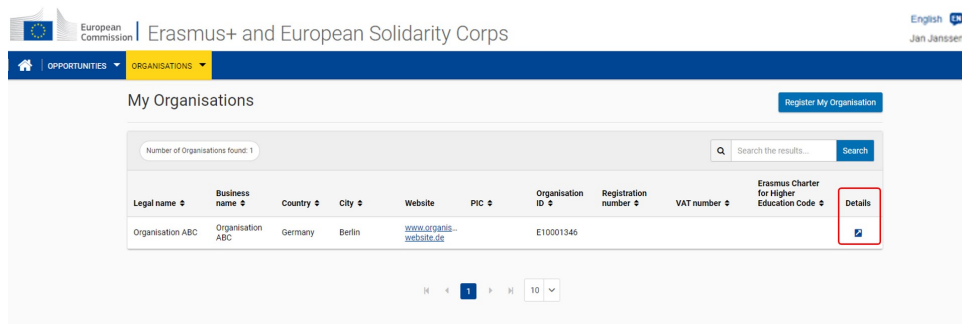
Easy, fast and secure: download the EU Login app

Download on the App Store Get it on Google Play Get it on Microsoft

My Organisation list is displayed.

The list of organisations which you have access to is displayed. It will show the organisations you have registered.

Click on the **blue arrow icon** in the **Details** column to access the organisation details.



The screenshot shows the 'My Organisations' page. At the top, there's a header with the European Commission logo and the text 'Erasmus+ and European Solidarity Corps'. Below this is a navigation bar with 'OPPORTUNITIES' and 'ORGANISATIONS' (selected). A 'Register My Organisation' button is in the top right. The main content area shows a search bar with 'Number of Organisations found: 1' and a search button. Below the search bar is a table with the following columns: Legal name, Business name, Country, City, Website, PIC, Organisation ID, Registration number, VAT number, Erasmus Charter for Higher Education Code, and Details. A single row is displayed for 'Organisation ABC' with details like 'Germany', 'Berlin', and 'E10001346'. The 'Details' column for this row contains a red box with a magnifying glass icon. At the bottom, there are pagination controls showing '1' of 10 results.

The Organisation Registration system opens on the Organisation data screen. From here, you have access to all currently available organisation information. See more details on [how to modify your organisation](#) after you have logged in.

No organisation is displayed in the list.

If your organisation is not displayed in the list, see the [instructions above](#).



The screenshot shows the 'My Organisations' page with a message box stating 'NO ORGANISATION REGISTERED'. The message text reads: 'It seems like your organisation is not yet registered or that you are not a user authorised to access its data. If you have previously searched and found your organisation then you need to ask access to its data. Please contact your organisation directly before registering a new one.' The background of the message box is light red.

Related Articles

- [Organisation Registration Guide](#)
- [OID My Organisations](#)
- [OID Modify Organisation](#)
- [OID Manage documents](#)
- [OID Manage contacts and authorised users](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID How to search for organisations](#)
- [OID How to register an organisation](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [Application process for Web Forms](#)

OID Manage contacts and authorised users


- [Contacts and Authorised Users in the Organisation Registration system](#)
- [Transfer of contacts and users to the Organisation Registration system](#)
- [Quick Access](#)
- [Related articles](#)

Contacts and Authorised Users in the Organisation Registration system

Upon **registration** of the organisation in the Organisation Registration system, the **Organisation Contact Person** and the first **Authorised User** have to be registered. Additional authorised users can be added immediately after the organisation is registered.

The **Organisation Contact Person** is intended to be to the person in the organisation to be contacted by someone interested in the organisation. The details of the contact person are however currently not visible to unauthorised users in the Organisation Registration system or on the Erasmus+ and European Solidarity Corps platform. If the organisation contact person is not also set up as an authorised user in the system, the organisation contact person has no edit rights to update organisation information.

The **Authorised User** role is applied to users added by the person registering and/or updating the organisation information in the Organisation Registration system. An authorised user is not necessarily the organisation's contact person. The person registering the organisation is

automatically considered an authorised user. They are marked in the Organisation Registration system with  and their account cannot be revoked.

Authorised users can edit the organisation information in the system and assign or revoke the authorised user role to/from other users as well as update the organisation contact person information.

Important

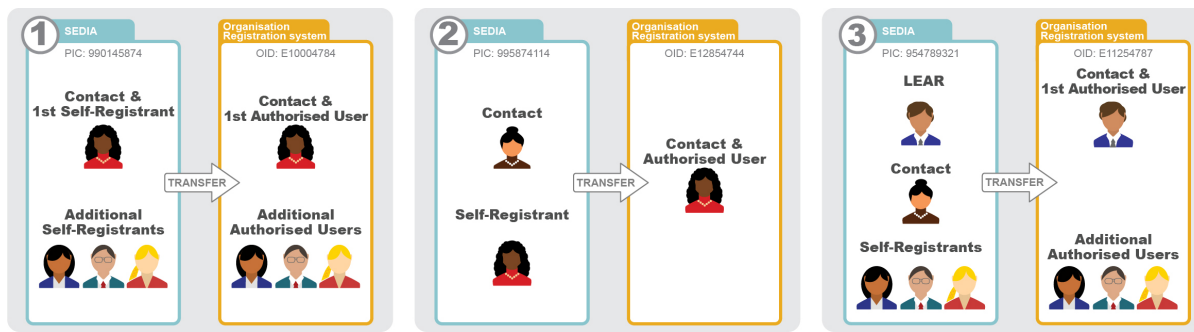
The **Authorised Users** need to have an [EU Login](#) account before they can be added to the organisation details upon organisation registration.

Transfer of contacts and users to the Organisation Registration system

If your organisation information was automatically transferred to the Organisation Registration system, and you were either indicated as a contact person, Legal Entity Representative (LEAR) or a self registrant in the Participant Portal or the SEDIA Funding and Tenders portal for your organisation, you will already have the right to view and edit your organisation information in the new Organisation Registration system.

The **user roles upon transfer of organisation details** from the Participant Portal are applied as follows:

1. For organisations where the contact person and self-registrant are different: The 1st self-registrant is copied as the Organisation Contact person and an Authorised user.
2. For organisations where no LEAR was assigned: The self-registrant is copied as the Organisation Contact Person and as an Authorised User.
3. For organisations with a LEAR: The LEAR is copied as the Organisation Contact Person and as an Authorised User.



If your organisation information was automatically transferred to the new Organisation Registration system, and your account transferred as authorised user, you will be able to access your organisation information including the details of the organisation contact person and all authorised users easily via the list of [My Organisations](#). See [My organisations](#) for additional information.

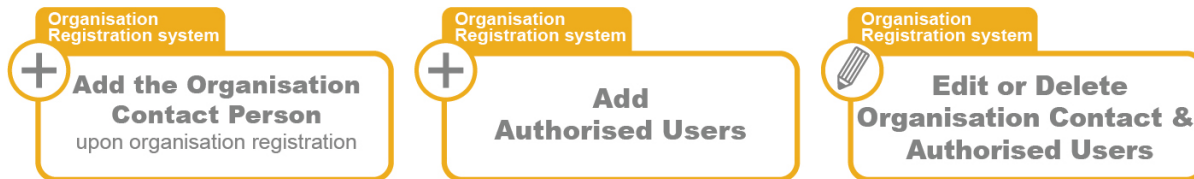
If you were added as a self registrant, Legal Entity Appointed Representative (LEAR) or as an Account Administrator in the Participant Portal or the SEDIA Funding and Tenders portal **after** the organisation transfer date, the updated information will not be transferred and therefore you will not see the organisation listed under My Organisations.

If you were added as a Legal Entity Appointed Representative of a centrally validated PIC **before the 22nd. October 2019** and the newly updated details have not yet been re-validated, your details will not have been transferred to the Organisation Registration system.

The Legal Entity Appointed Representative (LEAR) details can be updated in both cases.

To be added as an authorised user, please request that one of the other authorised users adds you to the organisation details in the Organisation Registration system.

Quick Access



Related articles

- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID How to add the Organisation Contact and Authorised Users

This page explains how to **add, edit and delete** organisation contacts and authorised users in the Organisation Registration system.

- 1 [Adding Organisation Contact and Authorised Users](#)
- 2 [Editing and Deleting Organisation Contact and Authorised Users](#)
- 3 [Related articles](#)

Adding Organisation Contact and Authorised Users

- [Add the "Organisation Contact Person".](#)
 - [Access the "Organisation Contact Person" section in the side menu.](#)
 - [Provide all required information.](#)
 - [Organisation Contact Person marked complete.](#)
- [Adding the first "Authorised User".](#)
 - [Access the "Authorised Users" section.](#)
 - [Provide all required information.](#)
- [Adding additional "Authorised Users" \(if applicable\).](#)
 - [Access the "Authorised Users" section and click the "Add new" button.](#)
 - [Provide the required information.](#)
 - [Click "Save".](#)
 - [Repeat the steps to add additional Authorised users.](#)
 - ["Update my organisation".](#)
- [Notifications.](#)

Add the "Organisation Contact Person".

Access the "Organisation Contact Person" section in the side menu.

The Organisation Contact Person screen opens.

Provide all required information.

Information such as **First and Last Name**, **Position in the organisation** and **professional e-mail** have to be provided. All mandatory fields are clearly marked with *****.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Organisation Contact Person, tick the check boxes. The relevant information will be taken over from the **Organisation data** section of the registration form.

Should the phone numbers and/or address of the contact person be different from the information provided under the organisation data, provide the information in the available fields.

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields. [Register my organisation](#)

Organisation
Organisation Contact Person

Title * Title

First name * First name

Last name * Last name

Department * Department

Position in the organisation * Position in the organisation

Professional e-mail * Professional e-mail

Use organisation phones? ☐

Main phone * Main phone

Fax * Fax

Secondary phone * Secondary phone

Use organisation address? ☐

Street name and number * Street name and number

Country * Select an option

Region * Select an option

City * City

P.O. Box * P.O. Box

Postal code * Postal code

Organisation Contact Person marked complete.

The icon in the side menu changes to green once all mandatory information in this section is provided. You can proceed to the next part of the registration: **Authorised Users**.

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields. [Register my organisation](#)

Organisation
Organisation Contact Person

Title * Mrs

First name * Ann

Last name * Peeters

Department * HR

Position in the organisation * HR Assistant

Professional e-mail * mail@organisation-xyz.be

Use organisation phones? ☒

Main phone * +32 123456789

Fax *

Secondary phone *

Use organisation address? ☒

Street name and number * Straat 100

Country * Belgium

Region * Prov. Antwerpen

City * Antwerp

P.O. Box *

Postal code * 2000

Adding the first "Authorised User".

As the person registering the organisation, you are the first **Authorised User**. You must record your personal information during the organisation registration process.

Access the "Authorised Users" section.

The **Authorised Users** screen opens. Some of your personal information is already filled in, such as your first name, last name and email address. These details are retrieved from your EU Login account. First name, last name as well as professional e-mail address cannot be changed.

European Commission | EAC Organisation Registration system | Jan Janssen

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Authorised Users

Title

First name * Jan

Last name * Janssen

Department

Position in the organisation

Professional e-mail * mob.train12.ben@gmail.com

Main phone * Main phone

Street name and number * Street name and number

Country * Select an option

Region * Select an option

City * City

P.O. Box * P.O. Box

Postal code * Postal code

Provide all required information.

Provide the missing mandatory information. The icon in the side menu changes to green when all required fields are filled in.

At this point in the registration process, it is not possible to add additional authorised users. Only after the registration form is submitted.

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your form is complete

Register my organisation

Authorised Users

Title Mr

First name * Jan

Last name * Janssen

Department L&D

Position in the organisation L&D Specialist

Professional e-mail * mob.train12.ben@gmail.com

Main phone * +32 123456789

Street name and number * Straat 100

Country * Belgium

Region * Prov. Antwerpen

City * Antwerp

P.O. Box * P.O. Box

Postal code * 2000

Adding additional "Authorised Users" (if applicable).

Adding additional authorised users is only possible after the initial submission of the organisation data in the Organisation Registration system or when [updating existing organisation details](#).

Important

Registration of additional authorised users in the Organisation Registration system is only possible if those users already have an [EU Login account](#). The user's e-mail address is used to identify the validity of the registration.

Access the "Authorised Users" section and click the "Add new" button.

To add additional users, click the **Add new** button.

Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ

Organisation data
Legal address
Organisation Contact Person
Authorised Users
Accreditations
Documents

Authorised Users 1 result(s) found

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	

« 1 »

Your form is complete
Update my organisation

Provide the required information.

In the **Create an authorised user** window, provide all required information.

Remember: The user to be registered has to have an existing EU Login account. If the e-mail address entered is not recognised, the registration of that user is not possible. A warning message displays.

Create Authorised User

Title ⓘ Mrs 97

First name ⓘ * Anne 96

Last name ⓘ * Maes 96

Department ⓘ L&D 197

Position in the organisation ⓘ L&D Specialist 186

Professional e-mail ⓘ * mob.train@gmail.com 81
This email is not registered for EU LOGIN

Main phone ⓘ * +32 123456789 37

Street name and number ⓘ * Straat 100 290

Country ⓘ * Belgium 93

Region ⓘ Prov. Antwerpen 93

City ⓘ * Antwerp 93

P.O. Box ⓘ P.O. Box 100

Postal code ⓘ * 2000 96

Cancel Save

Click "Save".

The **Save** button becomes active once all mandatory information for the user was entered. Click on it to save the information.

Create Authorised User

Title

First name

Last name

Department

Position in the organisation

Professional e-mail

Main phone

Street name and number

Country

Region

City

P.O. Box

Postal code

Create Authorised User

Title

First name

Last name

Department

Position in the organisation

Professional e-mail

Main phone

Street name and number

Country

Region

City

P.O. Box

Postal code

Cancel Save

The **Authorised Users** screen displays, now showing the newly created user in the list of Authorised Users.

Take note

The newly added Authorised User is not yet saved. Make sure you click on the **Update my organisation** button to save the changes.

Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ

Authorised Users 2 result(s) found

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	
Anne Maes	mob.train9.ben@gmail.com	

You have unsaved changes

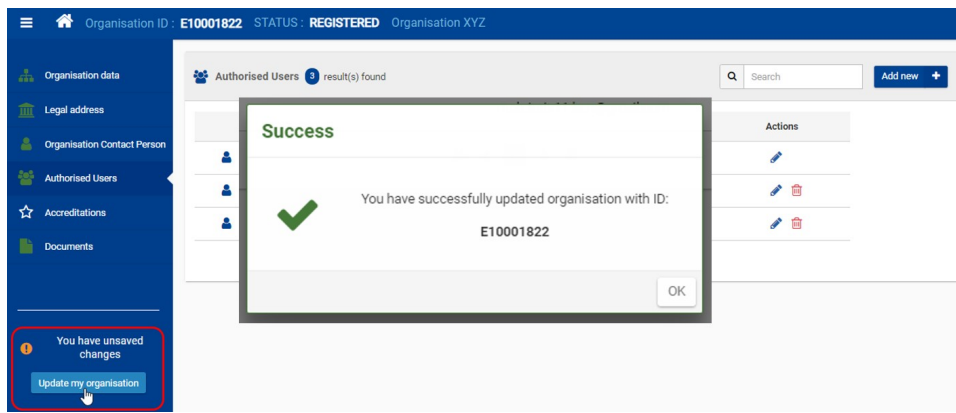
Update my organisation

Repeat the steps to add additional Authorised users.

To add more authorised users, repeat the steps as explained above.

"Update my organisation".

After all authorised users are added, click on the **Update my organisation** button to save. A **Success** message displays if the update is successful.



Notifications.

The Organisation Registration system will send **notification e-mails** when a new authorised user is created. Notifications are sent to the newly added authorised user and all already existing authorised users of the organisation.

Editing and Deleting Organisation Contact and Authorised Users

- [Access My Organisations](#) and select "Edit" for the organisation to update.
- [Edit the Organisation Contact](#).
- [Edit an Authorised User](#).
- [Delete an Authorised User](#).
- [Notifications](#).

Access My Organisations and select "Edit" for the organisation to update.

Access the [My Organisations](#) page from the Erasmus+ and European Solidarity Corps platform and select [Edit](#) for the organisation to update.

Edit the Organisation Contact.

To edit the Organisation Contact Person:

1. Access the **Organisation Contact Person** section.
2. All information in the organisation contact screen can be changed. Make the needed adjustments.
3. Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays. Click **OK** to close it.

The screenshot shows the 'Organisation Contact Person' form. On the left sidebar, the 'Organisation Contact Person' menu item is highlighted with a red circle and the number 1. The form itself contains fields for personal and professional information. A red circle with the number 2 highlights the main form area. At the bottom of the sidebar, a notification 'You have unsaved changes' is shown with an 'Update my organisation' button, which is also highlighted with a red circle and the number 3.

Organisation Contact Person

Title Mrs (97)

First name Ann (97)

Last name Peeters (93)

Department HR (198)

Position in the organisation HR Assistant (188)

Professional e-mail mail@organisation-xyz.be (76)

Organisation

Organisation Contact Person

Title Mrs (97)

First name Ann (97)

Last name Peeters (93)

Department HR (198)

Position in the organisation HR Assistant (188)

Professional e-mail mail@organisation-xyz.be (76)

Use organisation phones? ☐

Main phone +32987654321 (59)

Fax Fax (50)

Secondary phone +32400123456 (38)

Use organisation address? ☒

Street name and number Straat 100

Country Belgium

Region Prov. Antwerpen

City Antwerp

P.O. Box

You have unsaved changes

[Update my organisation](#)

Edit an Authorised User.

Access the "Authorised Users" section.

Open the **Authorised Users** section. The list of added authorised users is displayed.

Click the "Edit" icon and make the required changes.

Find the contact to be updated in the list and click the **Edit** (pencil) icon next to it.

The screenshot shows the 'Authorised Users' section. The top bar displays 'Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ'. The sidebar on the left has the 'Authorised Users' menu item highlighted. The main area shows a list of three users. The user 'Pieter Jacobs' is highlighted with a red box, and the 'Edit' (pencil) icon next to his name is also highlighted with a red box. A notification 'You have unsaved changes' is visible at the bottom of the sidebar.

Authorised Users 3 result(s) found

Search [Add new](#)

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	
Anne Peeters	mob.train3.ben@gmail.com	
Pieter Jacobs	mob.train11.ben@gmail.com	

1

You have unsaved changes

[Update my organisation](#)

Make the adjustments and click "Update Contact".

Make the required changes in the **Edit a contact** window.

Edit Authorised User ×

Title ⓘ	Mr	98
First name ⓘ *	Pieter	94
Last name ⓘ *	Jacob	95
Department ⓘ	HR	198
Position in the organisation ⓘ	Position in the organisation	200
Professional e-mail ⓘ *	mob.train11.ben@gmail.com	75
Main phone ⓘ *	+32 987654321	37
Street name and number ⓘ *	Straat 100	290
Country ⓘ *	Belgium	
Region ⓘ	Prov. Antwerpen	
City ⓘ *	Antwerp	93
P.O. Box ⓘ	P.O. Box	100
Postal code ⓘ *	2000	96

Cancel
Save

Submit changes.

Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays. Click **OK** to close it.

Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ

- Organisation data
- Legal address
- Organisation Contact Person
- Authorised Users**
- Accreditations
- Documents

Authorised Users
3 result(s) found
Search
Add new +

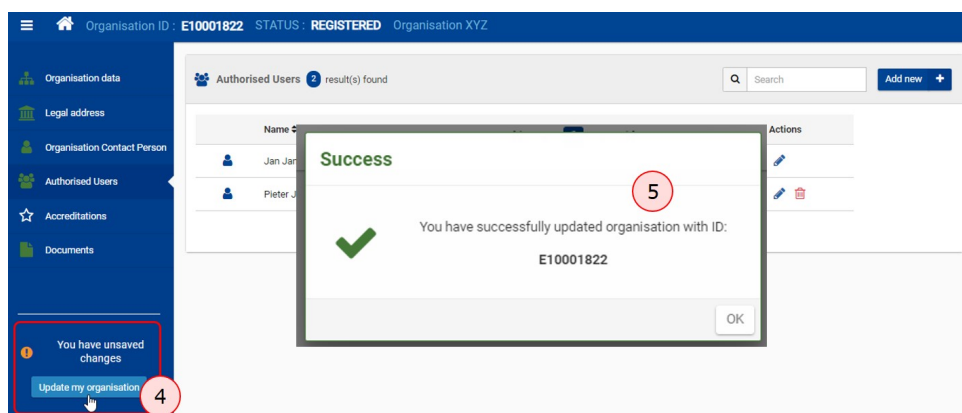
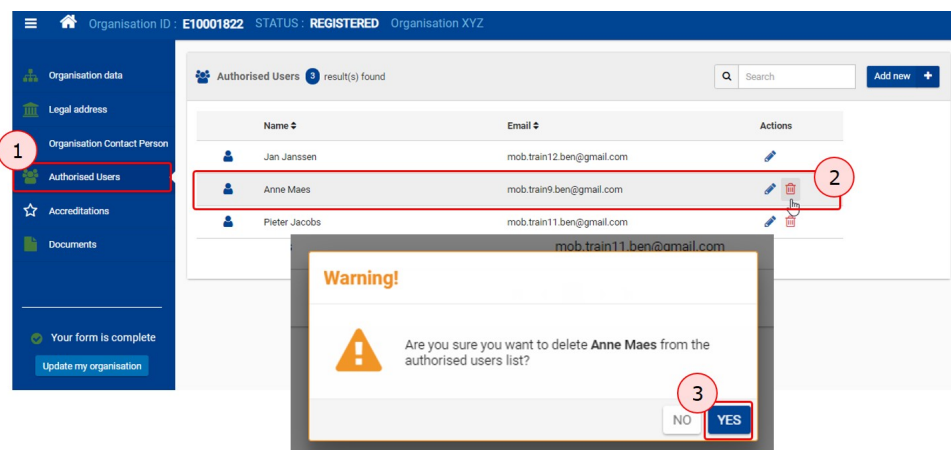
Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	✎
Anne Peeters	mob.train3.ben@gmail.com	✎ ✖
Pieter Jacob	mob.train11.ben@gmail.com	✎ ✖

You have unsaved changes
Update my organisation

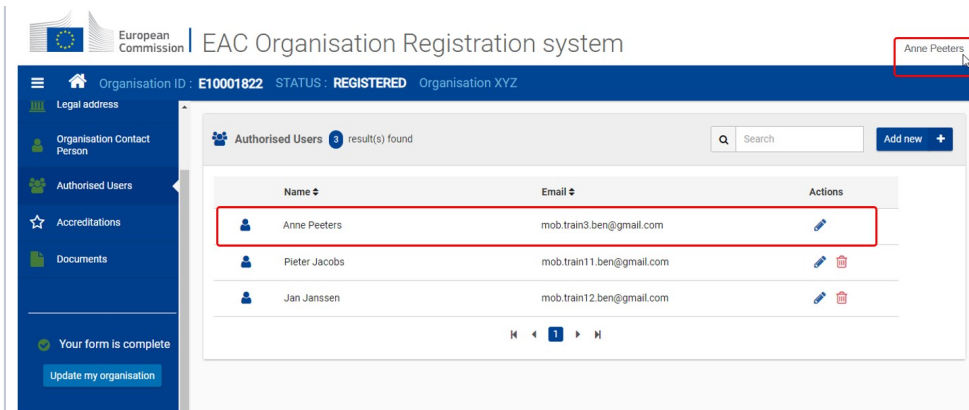
Delete an Authorised User.

To delete an Authorised User:

1. Access the **Authorised Users** section. The list of authorised users displays.
2. Click the **Delete** (bin) icon in the row of the user to be removed.
3. Confirm by clicking on **Yes** in the pop up window. Click **No** to cancel the deletion.
4. Click on the **Update my organisation** button in the side navigation to save the changes.
5. A **Success** message displays. Click **OK** to close it.

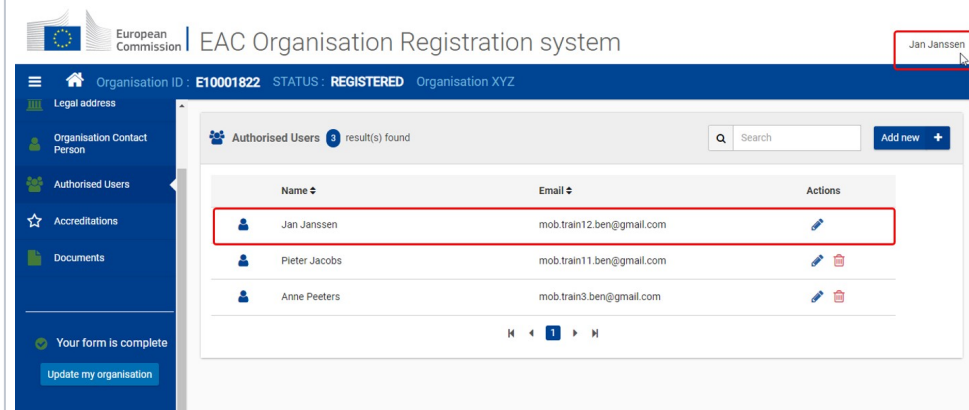


Logged in authorised users can remove any other authorised user from the Organisation Registration system except for themselves. The delete icon is not available:



The screenshot shows the 'EAC Organisation Registration system' interface. The top header includes the European Commission logo and the text 'EAC Organisation Registration system'. Below the header, the user's profile 'Anne Peeters' is visible in the top right corner. The main content area displays the 'Authorised Users' section for 'Organisation XYZ' (ID: E10001822, STATUS: REGISTERED). A table lists three users: Anne Peeters, Pieter Jacobs, and Jan Janssen. Anne Peeters is highlighted with a red box. The table has columns for Name, Email, and Actions. The left sidebar contains navigation links: Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents. A status message at the bottom left indicates 'Your form is complete' with an 'Update my organisation' button.

Name	Email	Actions
Anne Peeters	mob.train3.ben@gmail.com	[Edit] [Delete]
Pieter Jacobs	mob.train11.ben@gmail.com	[Edit] [Delete]
Jan Janssen	mob.train12.ben@gmail.com	[Edit] [Delete]



This screenshot is similar to the one above, but with 'Jan Janssen' highlighted in the 'Authorised Users' table. The interface elements, including the header, sidebar, and status message, remain the same.

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	[Edit] [Delete]
Pieter Jacobs	mob.train11.ben@gmail.com	[Edit] [Delete]
Anne Peeters	mob.train3.ben@gmail.com	[Edit] [Delete]

Notifications.

Notification emails are sent if contact or user information was updated or removed from the organisation information in the Organisation Registration system. The notifications are sent to the changed or removed contact as well as all other existing contacts registered for the organisation.

Related articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID Modify Organisation

- [What is the topic about?](#)
- [How to modify organisation details in the Organisation Registration system?](#)
 - [Quick Steps](#)
 - [Detailed Steps](#)
 - [Related Articles](#)

What is the topic about?

The organisation details that are recorded in the Organisation Registration system may require to be updated. There can be different scenarios when an organisation needs to modify their data:

1. The transfer of organisation details from the Participant Portal to the new Organisation Registration system
2. Modifications to the organisation details
3. Change of contact person
4. Change of authorised users

Information

If your organisation is registered in both the Organisation Registration system and the Participant Portal, it is recommended that you update the organisation details in both systems.

How to modify organisation details in the Organisation Registration system?

Quick Steps

- [Access "My Organisations" list and select "Edit" for the organisation to update.](#)
- [Modify the "Organisation data".](#)
- [Modify the "Legal Address".](#)
- [Modify the "Organisation Contact Person".](#)
- [Modify "Authorised Users".](#)
- [Update documents.](#)
- [Submit the changes.](#)
- [Notifications.](#)

Detailed Steps

Access "My Organisations" list and select "Edit" for the organisation to update.

Access the [OID My Organisations](#) page from the Erasmus+ and European Solidarity Corps platform.

To access the list of your organisations, either use:

1. The **Organisations** menu and select **My Organisations** or
2. The **My Organisations** button directly on the page.

Erasmus+ and European Solidarity Corps

English

ORGANISATIONS

Register My Organisation

My Organisations

Search

Organisations for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA). For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have a Participant Identification Code (PIC) and have previously applied for funding in the Erasmus+ or European Solidarity Corps programmes through the National Agencies should not register again - they have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC for this). Alternatively, if you are an authorized user, you can see the list of your registered organisations using "My Organisations".

Search for your organisation

Search for an Organisation... Search Expand advanced search

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

Register My Organisation

ORGANISATIONS

View all your Organisations

My Organisations

Erasmus+

View opportunities and start your application

Opportunities

European Solidarity Corps

View opportunities and start your application

Opportunities

You will be prompted to provide your EU login, if you are not yet logged in to any of the European Commission systems. Be aware that the Organisation Registration system does not support authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

The list of organisations to which you have access is displayed. Click on the **blue arrow icon** in the **Details** column to access the organisation details.

Erasmus+ and European Solidarity Corps

English

Jan Janssen

My Organisations

Register My Organisation

Number of Organisations found: 2

Search the results... Search

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code	Details
Organisation ABC	Organisation ABC	Belgium	Antwerp	www.organs-website.be		E10001346				

The Organisation Registration system opens on the **Organisation data** screen. From here, you have access to all currently available organisation information.

To easily access a specific section in the form use the side navigation.

Organisation ID: E10048053 Status: REGISTERED

Organisation data

PIC: #####

Legal name: Organisation ABC

Business name: Organisation ABC

Legal status: ☒ International organisation
☐ a natural person ☒ a legal person
☒ private entity ☐ public body
☐ non-profit ☒ for profit
☐ sme

Official language: Dutch

Establishment/registration country: Belgium

Region: Arr. Antwerpen

Legal form: AKTIENGESELLSCHAFT

VAT number: 123456
☐ VAT number not applicable

Registration number: Registration number

Registration date: 01/01/1970

Registration authority: Registration authority

Your form is complete
 Update my organisation

Modify the "Organisation data".

Update the required information on your organisation, such as legal name, business name, legal status, language, country and more. If your organisation already has a **PIC** but the organisation information was not transferred to the Organisation Registration system it can be entered in this screen. See more details concerning the [PIC field](#).

To modify organisation data:

1. Access the **Organisation data** section.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.

Organisation ID: E10048053 Status: REGISTERED

Organisation data

PIC: #####

Legal name: Organisation ABC

Business name: Organisation ABC

Legal status: ☒ International organisation
☐ a natural person ☒ a legal person
☒ private entity ☐ public body
☐ non-profit ☒ for profit
☐ sme

Official language: Dutch

Establishment/registration country: Belgium

Region: Arr. Antwerpen

Legal form: AKTIENGESELLSCHAFT

VAT number: 123456
☐ VAT number not applicable

Registration number: Registration number

Registration date: 01/01/1970

Registration authority: Registration authority

You have unsaved changes
 Update my organisation

Modify the "Legal Address".

To modify legal address information:

1. Access the **Legal Address** section of the form.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.

Modify the "Organisation Contact Person".

To edit the Organisation Contact Person:

1. Access the **Organisation Contact Person** section.
2. All information in the organisation contact screen can be changed. Make the needed adjustments.
3. Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays. Click **OK** to close it.

Modify "Authorised Users".

Access the "Authorised Users" section.

Open the **Authorised Users** section. The list of added authorised users is displayed.

Click the "Edit" icon and make the required changes.

Find the contact to be updated in the list and click the **Edit** (pencil) icon next to it.

Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Accreditations

Documents

You have unsaved changes

Update my organisation

Authorised Users 3 result(s) found

Search

Add new +

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	
Anne Peeters	mob.train3.ben@gmail.com	
Pieter Jacobs	mob.train11.ben@gmail.com	

1

Make the adjustments and click "Update Contact".

Make the required changes in the **Edit a contact** window.

Edit Authorised User

Title ⓘ Mr

First name ⓘ * Pieter

Last name ⓘ * Jacob

Department ⓘ HR

Position in the organisation ⓘ Position in the organisation

Professional e-mail ⓘ * mob.train11.ben@gmail.com

Main phone ⓘ * +32 987654321

Street name and number ⓘ * Straat 100

Country ⓘ * Belgium

Region ⓘ Prov. Antwerpen

City ⓘ * Antwerp

P.O. Box ⓘ P.O. Box

Postal code ⓘ * 2000

Cancel Save

Submit changes.

Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays. Click **OK** to close it.

Organisation ID: E10001822 STATUS: REGISTERED Organisation XYZ

Authorised Users 3 result(s) found

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	
Anne Peeters	mob.train3.ben@gmail.com	
Pieter Jacob	mob.train11.ben@gmail.com	

You have unsaved changes

[Update my organisation](#)

Update documents.

Documents added for your organisation cannot be changed, only removed. If a new version of a document is required, you have to upload it. The old version should be removed.

See [OID Manage documents](#) for details.

Important

If your organisation is already certified and intends to apply for a new grant or accreditation, any documents that are older than 6 months will have to be updated and attached again. This ensures legal security for the authorising officer.

Submit the changes.

When all modifications are made, click on the **Update my organisation** button. A **Success** message displays. Click **OK** to close it.

Notifications.

The Organisation Registration system will send **notification e-mails** to all authorised users of the organisation **every time** modifications are submitted, informing them that changes of organisation details were made in the system.

Related Articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID Manage documents

This page explains how to manage **documents** in the Organisation Registration system.

After your organisation is registered in the Organisation Registration system you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the Erasmus+ and European Solidarity Corps programme guides.

If your organisation's information was automatically transferred from SEDIA to the Organisation Registration system, the available documents were also transferred and can be accessed in the Organisation Registration system. When checking and/or updating your organisation information, also check the documents section. Documents that are older than six months should be renewed.

Accessing the **Documents** section of the organisation is possible:

1. Directly after [registering a new organisation](#) by clicking on the **Documents** section of the form or
2. Via the list of [My Organisations](#), for previously registered organisations.

Once documents are uploaded to the Organisation Registration system they cannot be deleted.

Quick steps

- 1 [Open "My Organisations"](#).
- 2 [Access the "Documents" section](#).
- 3 [Click "Add document"](#).
 - 3.1 [Maximum file size is 50 MB](#).
- 4 [Select a file to upload](#).
- 5 [Update organisation](#).
- 6 [Download documents](#).

Detailed steps

Steps

Open "My Organisations".

To access the list of your organisations, either use:

1. The **Organisations menu** and select **My Organisations** or
2. The **My Organisations button** directly on the page.

Erasmus+ and European Solidarity Corps

English

ORGANISATIONS

Register My Organisation

My Organisations

Search

Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have a Participant Identification Code (PIC) and have previously applied for funding in the Erasmus+ or European Solidarity Corps programmes through the National Agencies should not register again – they have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC for this). Alternatively, if you are an authorized user, you can see the list of your registered organisations using 'My Organisations'.

Search for your organisation

Search for an Organisation... Search Expand advanced search

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

Register My Organisation

ORGANISATIONS

View all your Organisations

My Organisations

Erasmus+

View opportunities and start your application

Opportunities

European Solidarity Corps

View opportunities and start your application

Opportunities

If you have not logged in to any European Commission system using your EU Login, you will be prompted to sign in. Please ensure that you use the same email address associated with your EU Login and organisation details. Be aware that the Organisation Registration system does not support authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

The list of your organisations will be displayed. Click on the **blue arrow icon** in the **Details** column to access the organisation details.

Erasmus+ and European Solidarity Corps

English

My Organisations

Register My Organisation

Number of Organisations found: 1

Search the results... Search

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code	Details
Organisation ABC	Organisation ABC	Belgium	Antwerp	www.organisation.be	085501472	E10000915				

Access the "Documents" section.

Access the **Documents** section via the left side menu. This will take you to the documents section of the form, displaying, if available, documents currently uploaded to your organisation information.

Organisation ID: E10000915 STATUS: REGISTERED

Documents 0 document(s) found

Search Add document +

Please upload any relevant documents here.

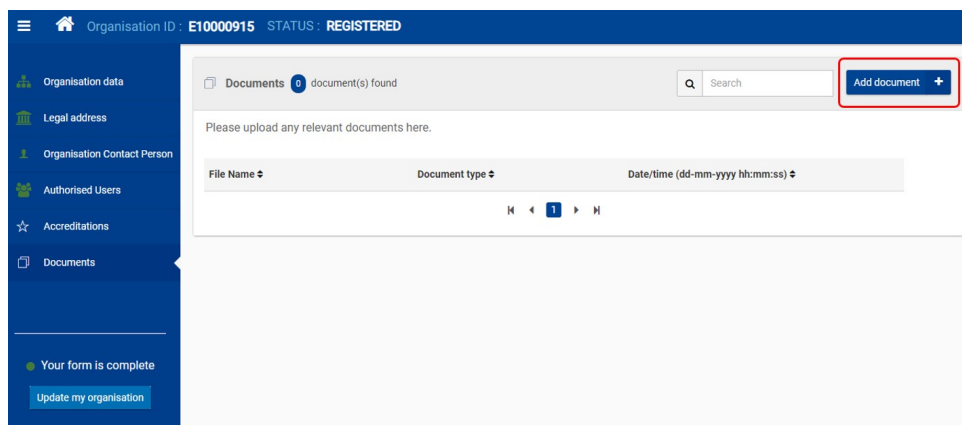
File Name	Document type	Date/time (dd-mm-yyyy hh:mm:ss)
1		

Your form is complete

Update my organisation

Click "Add document".

Click on the **Add document** button. It will open a popup asking you to upload a document.

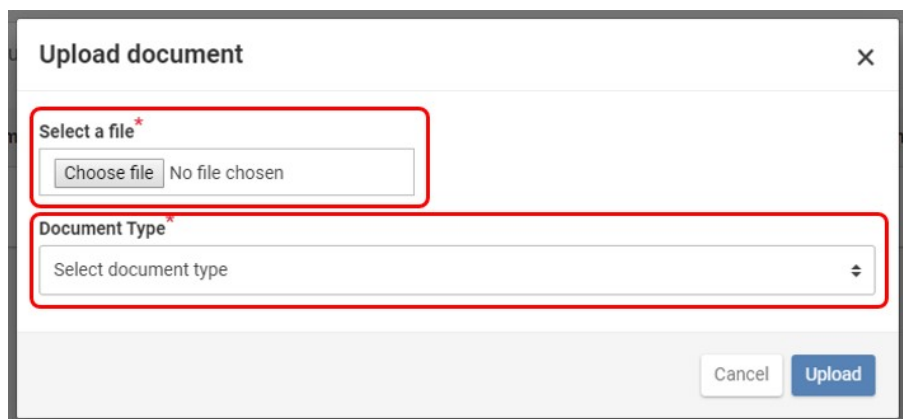


Maximum file size is 50 MB.

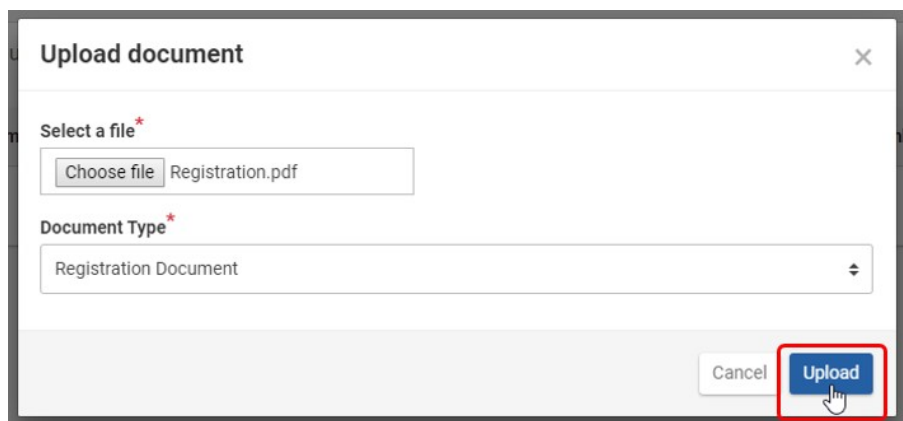
There is no limit to the total size or total number of attachments but each individual file cannot be greater than 50 MB.

Select a file to upload.

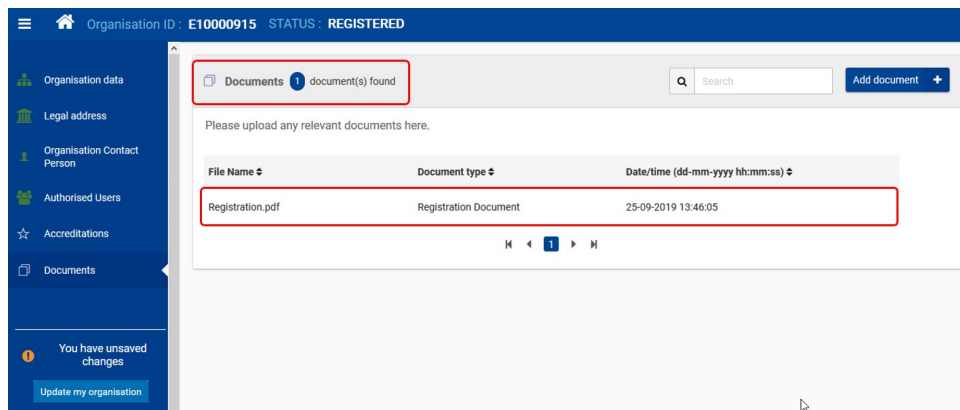
- **Select a file:** Click **Choose File** and choose the file to upload from your computer.
- **Document Type:** Once you have chosen your file, indicate the **Document type** from the drop-down list. If you do not find your chosen type of document, choose the "Other" option.



- Once you have made sure that you have chosen the correct file and selected the correct document type, click on **Upload**.



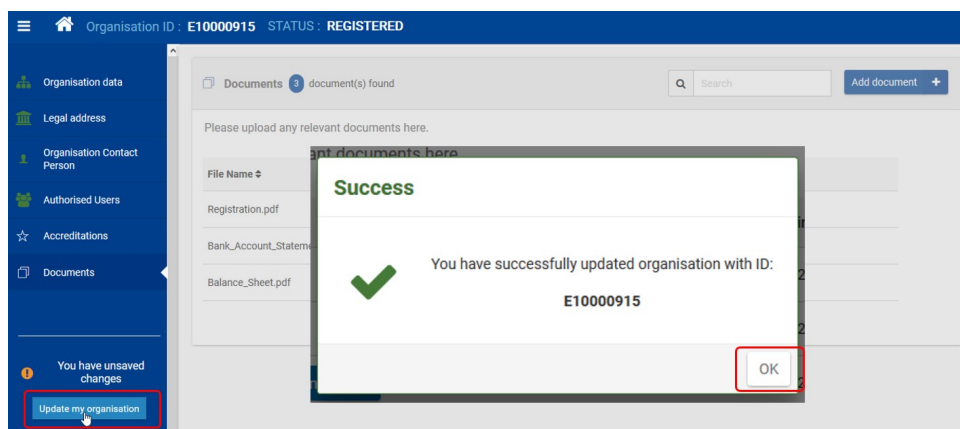
Your documents list will be updated with your new document. Repeat this for all the documents you need to upload to your organisation.



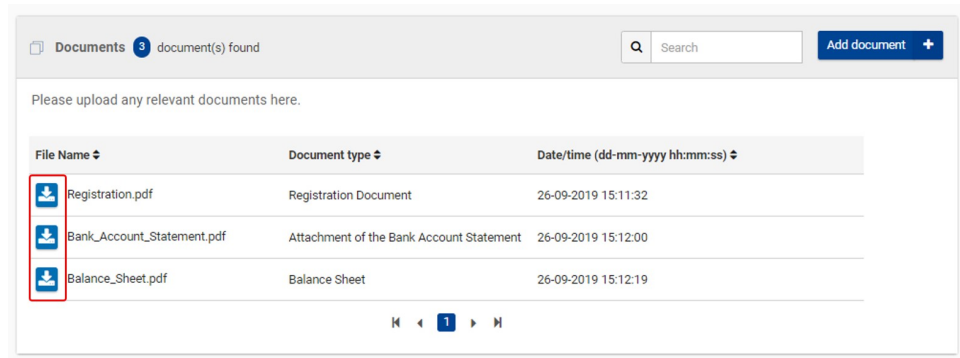
Update organisation.

Once you added all documents, finalise the document upload by clicking on the **Update my organisation** button. Close the **Success** message.

If this is not done, the uploaded files will not be saved in the Organisation Registration system.




After the successful update, a blue download button will become available for each file.




The documents list has the options to sort per column and search for a specific document. See [List Functionalities](#) for details.

Download documents.

To download an uploaded file, simply click on the blue download button for the file you want to download. Follow the on-screen instructions to save or open the file.

 Documents **3** document(s) found

Add document 

Related articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

OID Keeping consistent organisation information between systems

If you are applying for an accreditation and/or a grant that is managed by your [National Agency](#), you will only have to keep your organisation information up to date in one place: the [Organisation Registration system](#).

Cases exist, however, which require you to keep your [organisation information updated](#) in both the Organisation Registration system and [SEDIA Funding and Tenders portal](#):

- If you have both a PIC and an Organisation ID, it is highly recommended to update your organisation information in both systems.
- If you update the organisation information in SEDIA Funding and Tenders portal on or after the 22nd of October. Those updates **are not transferred** automatically to the [Organisation Registration system](#).
- If you apply for an **Erasmus Charter for Higher Education (ECHE)** and did not apply for a grant managed by your National Agency on or before the 22nd of October.
- If in addition to applying for accreditation and/or a grant managed by the National Agencies you also apply for a grant managed by the Education, Audiovisual and Culture Executive Agency (EACEA).
- If you have been participating only in actions that are exclusively managed by the Education, Audiovisual and Culture Executive Agency (EACEA), and now want to participate also actions managed by National Agencies.

Information

If you are not sure if your accreditation and/or a grant is processed by a National Agency or not, please check the **eligibility criteria** in the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Guide](#) to find out where to submit your specific accreditation/grant application.

For more information concerning the actions that require a PIC, please see:

- European Solidarity Corps: [Volunteering Teams in High Priority Areas \(ESC14\)](#)
- The list of [Erasmus+ actions](#) managed by the Education, Audiovisual and Culture Executive Agency.

As mentioned above, changes made in [SEDIA Funding and Tenders portal](#) to the organisation information on or after the 22nd of October are not transferred to the Organisation Registration system.

Likewise, changes in the Organisation Registration system will not be transferred to [SEDIA Funding and Tenders portal](#) at any time.

Please note that there is a difference in the naming and roles of organisation contacts/users between both systems and in certain cases users that have access in [SEDIA Funding and Tenders portal](#) will not necessarily gain access in Organisation Registration system. Please see [OID Manage contacts and authorised users](#).

Related Articles

- [Organisation Registration Guide](#)
- [OID My Organisations](#)
- [OID Modify Organisation](#)
- [OID Manage documents](#)
- [OID Manage contacts and authorised users](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID How to search for organisations](#)
- [OID How to register an organisation](#)
- [OID How to add the Organisation Contact and Authorised Users](#)

OID Check PIC

When you register an organisation or you modify its details, you have the option to provide a Participant Identification Code (PIC). If the PIC you provide is already associated to an existing Organisation ID a warning message is displayed and the organisation details cannot be saved.

The warning message states: "The entered PIC is already in use by another organisation. If you already are an Authorised User of that organisation you can click [here](#) and access its information. If you are not yet an Authorised User please contact the concerned organisation directly." Clicking on "here" will lead you to the **Organisation Data** screen of the associated organisation.

First check that you have entered the correct PIC. If the PIC is correct but you do not have access to the organisation details please contact those persons in your organisation who do have access. If the contact person is unknown or has left the organisation please contact your local National Agency.

PIC already entered

Enter the 9 digit PIC. If the PIC is already associated to an organisation then the below message is displayed and it will not be possible to save the organisation details.

The screenshot shows the 'Organisation data' form in the registration system. The top bar indicates 'Organisation ID : E10001850' and 'STATUS : WAITING FOR NA CERTIFICATION'. The left sidebar contains navigation links: Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents. A message in the sidebar states: 'Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.' with an 'Update my organisation' button.

The main form fields include:

- PIC**: A text field containing '111111111'. A red warning message is displayed below it: 'The entered PIC is already in use by another organisation. If you already are an Authorised User of that organisation you can click here and access its information. If you are not yet an Authorised User please contact the concerned organisation directly.' A red arrow points from a text box labeled 'PIC already associated to Organisation ID' to this field.
- Legal name**: Text field with 'B-Co'.
- name**: Text field with 'B-Co'.
- status**: A checked checkbox for 'International organisation'.
- Entity type**: Radio buttons for 'a natural person' (unchecked) and 'a legal person' (checked).
- Entity type**: Radio buttons for 'private entity' (checked) and 'public body' (unchecked).
- Entity type**: Radio buttons for 'non-profit' (unchecked) and 'for profit' (checked).
- sme**: An unchecked checkbox.
- Official language**: Dropdown menu with 'Breton' selected.
- Establishment/registration country**: Dropdown menu with 'Belgium' selected.
- Region**: Dropdown menu with 'Prov. Limburg (BE)' selected.
- Legal form**: Dropdown menu with 'SOCIETE ANONYME/NAAMLOZE VENNOOTSCHAP/AKTIENGESellschaft' selected.
- VAT number**: Text field with '123456789'.
- VAT number not applicable**: An unchecked checkbox.
- Registration number**: Text field with 'Registration number'.

Character counters are visible at the end of several fields: 496 for Legal name, 496 for name, 71 for VAT number, and 100 for Registration number.

When entering the PIC, the character counter updates. Once the PIC is filled in completely, the counter turns red and displays 0. That means no more characters can be added.

Organisation
Organisation data

PIC ⓘ #####

Legal name * ⓘ B-CO

Business name ⓘ B-CO

Organisation
Organisation data

PIC ⓘ 998756231

Legal name * ⓘ B-CO

Business name ⓘ B-CO

PIC not associated to OID

After entering a PIC that has not been registered in the Organisation Registration system and provided all other mandatory information is entered, the changes can be saved.

Organisation
Organisation data

PIC ⓘ 910354978

Legal name * ⓘ B-Co

Business name ⓘ B-Co

status ⓘ ☒ International organisation

☐ a natural person
 ☒ a legal person

☒ private entity
 ☐ public body

☐ non-profit
 ☒ for profit

☐ sme

Official language ⓘ * Breton

Establishment/registration country ⓘ * Belgium

Region ⓘ Prov. Limburg (BE)

Legal form ⓘ * SOCIETE ANONYME/NAAMLOZE VENNOOTSCHAP/AKTIENGESELLSCHAFT

VAT number ⓘ * 123456789

☐ VAT number not applicable

Registration number ⓘ Registration number

Registration date ⓘ dd/mm/yyyy

You have unsaved changes
[Update my organisation](#)

PIC not associated to Organisation ID

Related Articles

- [OID Basic functionalities of the Organisation Registration system](#)
- [OID Check PIC](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
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- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)

