



The EACEA Participant Portal

**New rules for organisation management in
the framework of the
2014-2020 programmes**

What is the EACEA participant portal?

- Unique entry point for the registration of organisations that want to apply for the following programs:
 - Erasmus +
 - Creative Europe
 - Europe for Citizens
 - EU Aid Volunteers
- Unique entry point for Experts applying for the call for expression of interest EACEA/2013 for experts

Organisation registration – Why?

- Organisation will need to register only once and receive a Participant Identification Code (PIC) via the unique registration facility
- eForms will be pre-filled with the organisation's data by inserting the PIC
- No need to send the organisation documents for each application – only uploaded once

Organisation registration – How?

- Necessity of a personal ECAS account to start the registration
- Registration will take 5-10 minutes if all information are available
- After the first registration and the creation of a PIC, documents related to the organisation can be uploaded.



Participant Portal

Overview

Participant Portal – Home page

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



The screenshot shows the home page of the Participant Portal. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown set to 'English'. The main header features the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > Home'. A navigation bar contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. A large blue banner welcomes users and lists EU-funded programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. It also states that users must register their organization or expert details. Below the banner, a section titled 'Are you a new user?' provides three numbered steps: 1. Registering an organization or expert details requires an ECAS account. 2. If no ECAS account, users can create one via a 'here' link or the 'Register' button. 3. Users must authenticate their identity using the 'Login' button and continue registration through 'Organisations' or 'Expert' tabs. At the bottom, a question asks 'Do you already have an ECAS account?'.

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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

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

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

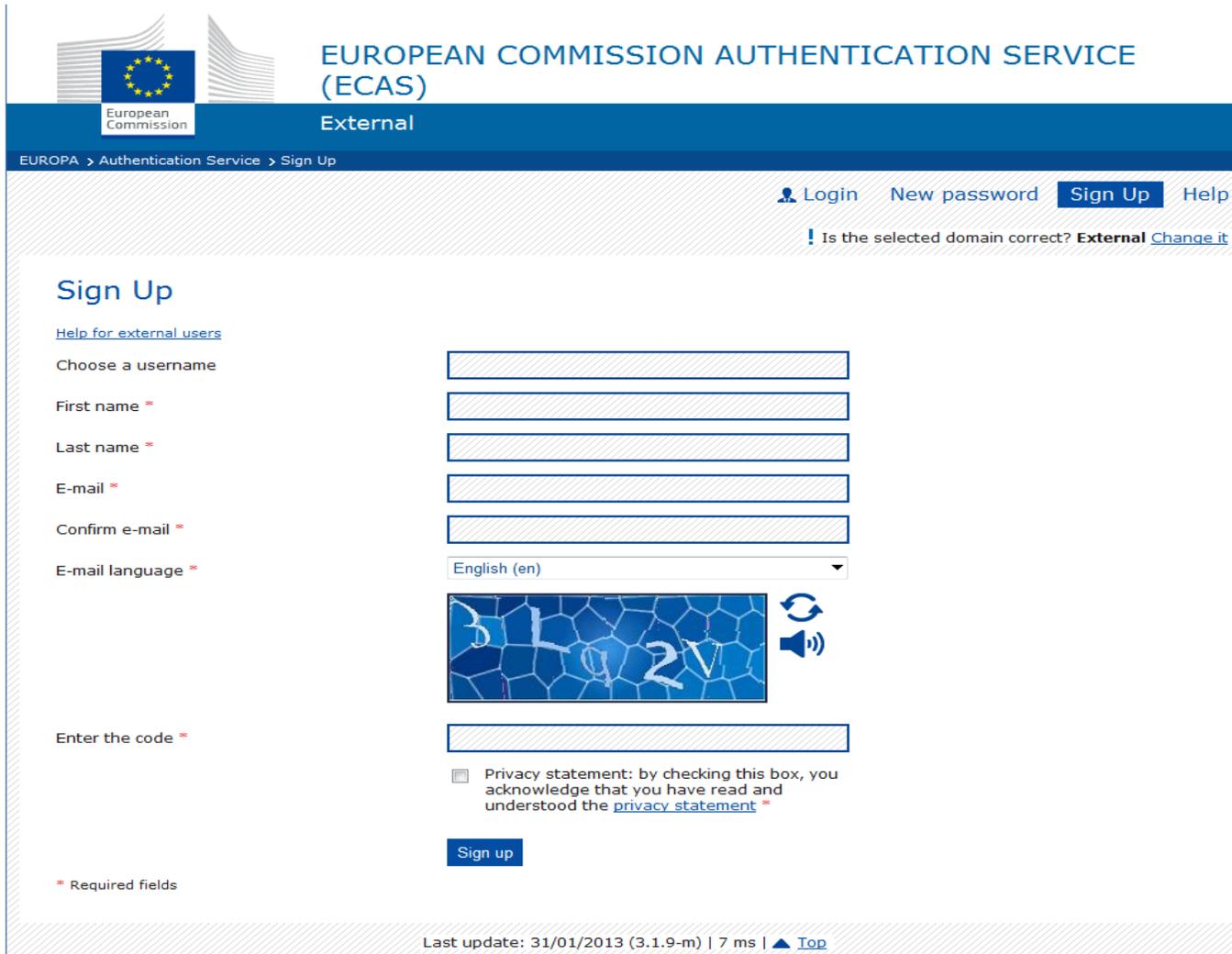
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details [here](#). In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1** To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2** If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3** Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

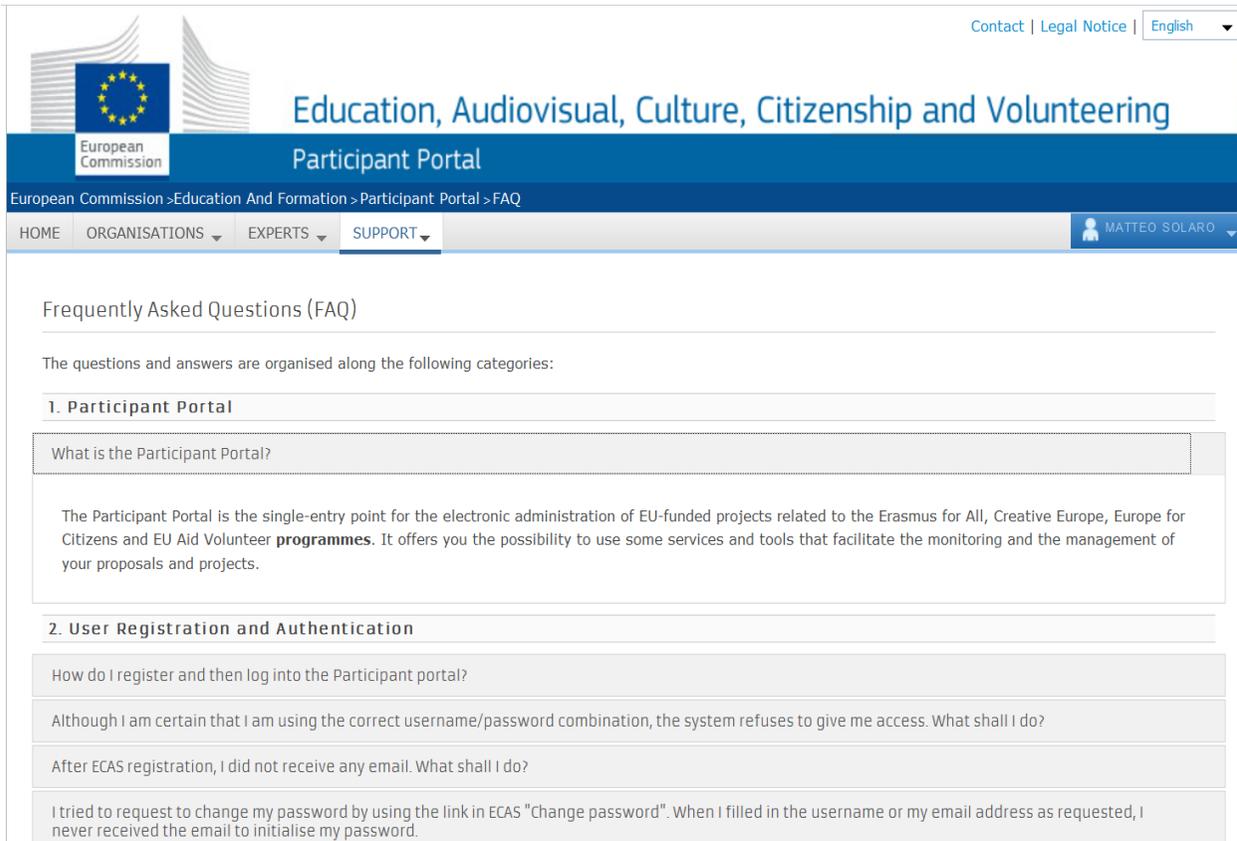
ECAS Account registration



The screenshot shows the ECAS registration interface. At the top, there is the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below this is a navigation bar with 'EUROPA > Authentication Service > Sign Up'. On the right side of the page, there are links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message states: '! Is the selected domain correct? External [Change it](#)'. The main section is titled 'Sign Up' and includes a link for 'Help for external users'. The registration form consists of several input fields: 'Choose a username', 'First name *', 'Last name *', 'E-mail *', 'Confirm e-mail *', and 'E-mail language *' (set to 'English (en)'). Below these is a CAPTCHA image with a refresh button and a speaker icon. An 'Enter the code *' field is provided for the CAPTCHA. A checkbox for the 'Privacy statement' is present, with a link to the 'privacy statement *'. A 'Sign up' button is at the bottom of the form. A footer note indicates '* Required fields'. At the very bottom, it says 'Last update: 31/01/2013 (3.1.9-m) | 7 ms | [Top](#)'.

- ECAS account creation is necessary to start the registration.
- An email confirmation is sent after the Sign Up.
- This step is not the organisation registration. It allows starting the process.

Support page FAQ



Contact | Legal Notice | English ▼

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > FAQ

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼ MATTEO SOLARO ▼

Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

1. Participant Portal

What is the Participant Portal?

The Participant Portal is the single-entry point for the electronic administration of EU-funded projects related to the Erasmus for All, Creative Europe, Europe for Citizens and EU Aid Volunteer **programmes**. It offers you the possibility to use some services and tools that facilitate the monitoring and the management of your proposals and projects.

2. User Registration and Authentication

How do I register and then log into the Participant portal?

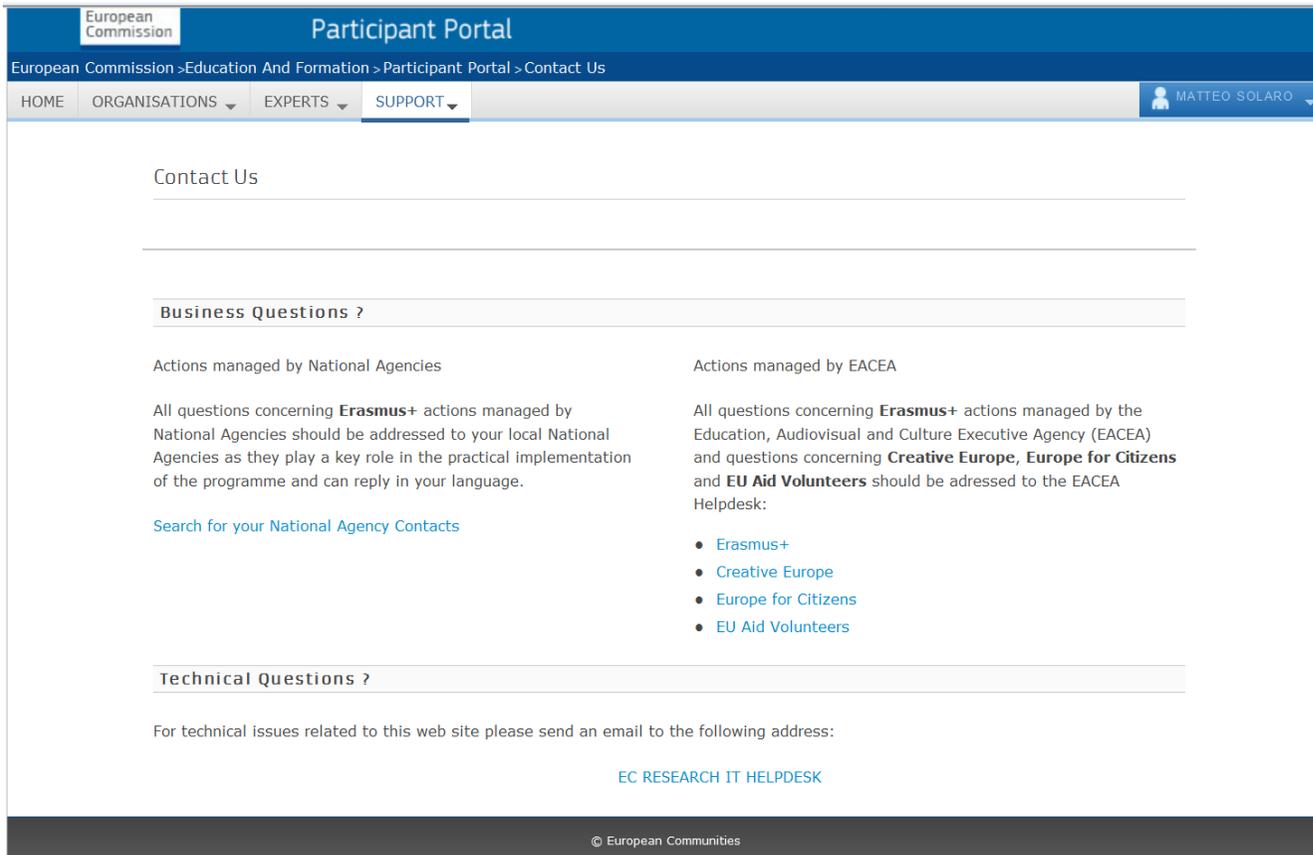
Although I am certain that I am using the correct username/password combination, the system refuses to give me access. What shall I do?

After ECAS registration, I did not receive any email. What shall I do?

I tried to request to change my password by using the link in ECAS "Change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.

- General information about the process is provided in the FAQ.

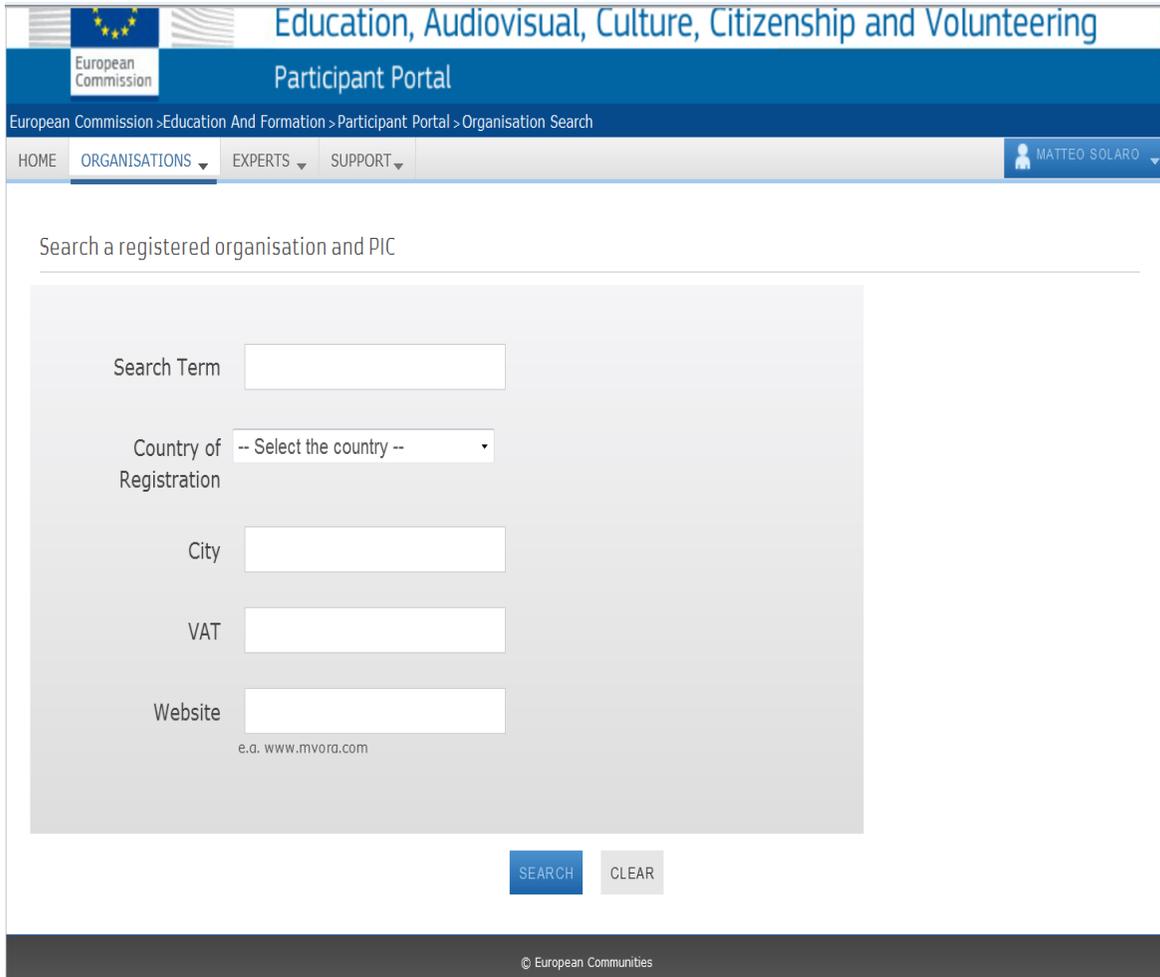
Support page Contact



The screenshot shows the 'Participant Portal' contact page. The header includes the European Commission logo and the text 'Participant Portal'. Below the header is a navigation bar with 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT' (selected). A user profile 'MATTEO SOLARO' is visible in the top right. The main content area is titled 'Contact Us' and contains two sections: 'Business Questions ?' and 'Technical Questions ?'. The 'Business Questions ?' section is divided into two columns: 'Actions managed by National Agencies' and 'Actions managed by EACEA'. The 'National Agencies' section explains that questions should be directed to local agencies and provides a link to 'Search for your National Agency Contacts'. The 'EACEA' section explains that questions about Erasmus+, Creative Europe, Europe for Citizens, and EU Aid Volunteers should be directed to the EACEA Helpdesk, with a bulleted list of links for each. The 'Technical Questions ?' section provides an email address for technical issues: 'EC RESEARCH IT HELPDESK'. The footer contains the copyright notice '© European Communities'.

- For General questions about the process, the programme functional mailboxes can be used.
- In case of technical problems the IT Helpdesk should be contacted.

Organisation/Company – search



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Organisation Search

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Search a registered organisation and PIC

Search Term

Country of Registration -- Select the country --

City

VAT

Website
e.g. www.mvora.com

SEARCH CLEAR

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- The Search tool allows to look if your organisation does not exist already in the database.
- If an organisation already exists and has a PIC, no new one should be created.
- Please note that the database is common to other Commission services (example Research)

Organisation/Company – Registration

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

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

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

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

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

How to update your organisation data?

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

- If your organisation does not exist, it can be created by choosing the "Register organisation" button.
- The button will redirect to the unique registration facility.

Welcome page of Unique Registration Facility (URF)

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.

Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

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

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

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

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes No

Does it have a Business Registration Number? Yes No

Does it have a website? Yes No

Organisation – legal data registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the data for the organisation.
More info on NACE code

Enter information about your organisation

Are you registering on behalf of another organisation? No Yes

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

Is it a non-profit organisation? Yes No

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

- Only the legal information should be registered.
- Information should match with the information on the official registration documents

Organisation – legal address registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Legal address data

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

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close Save Draft Delete Draft < Back Next >

Organisation – contact data registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

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

Enter contact information

Contact

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

- Contact data are the general contacts of an organisation, not the ones related to a particular project.
- Contact person will be contacted in case of questions related to organisation or before validation

Selection of Programme specific information

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

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

[Finish your registration](#)

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

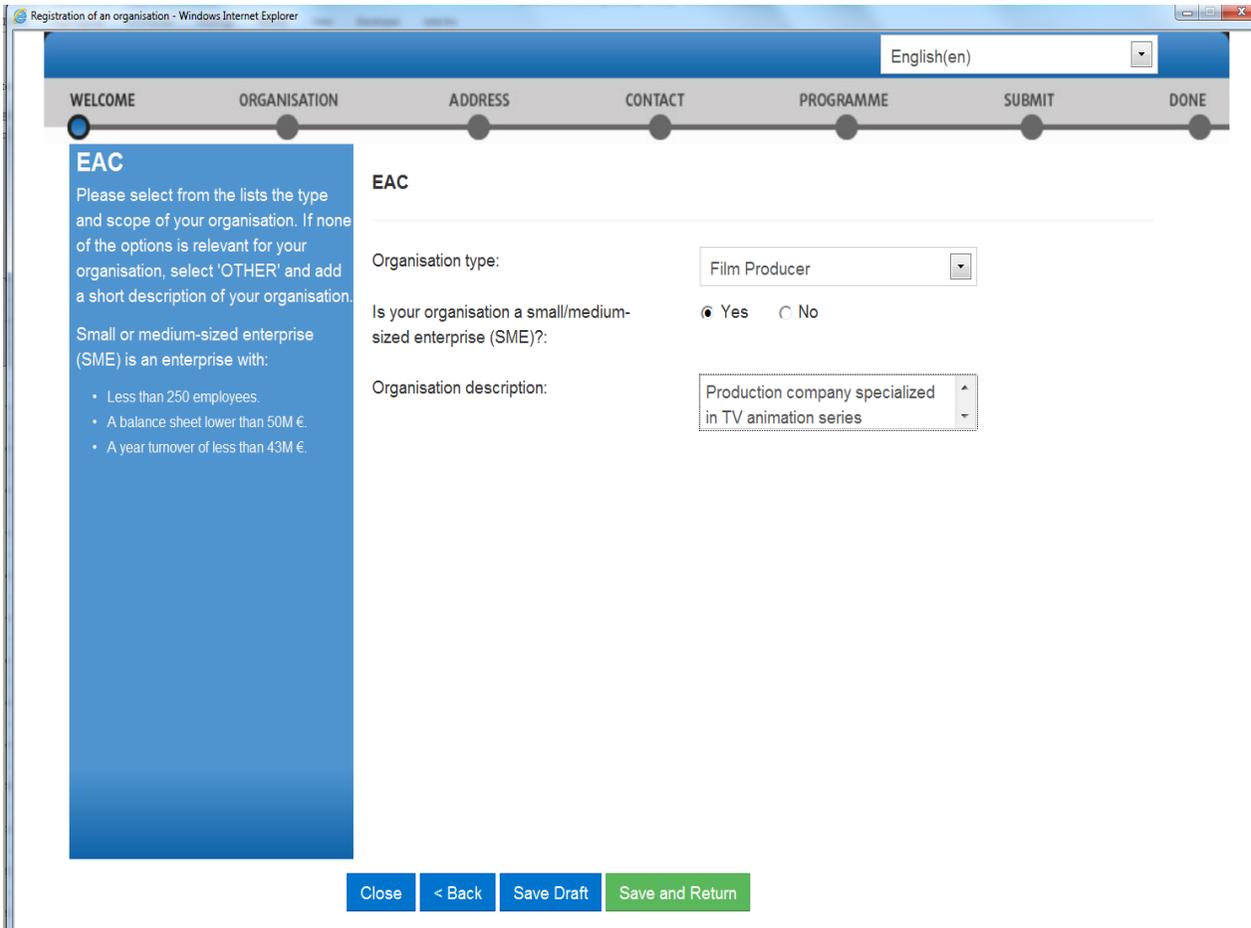
Programme :

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

< Back Save Draft Delete Draft Close

Executive Agency

Registration of Programme specific information



Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type: Film Producer

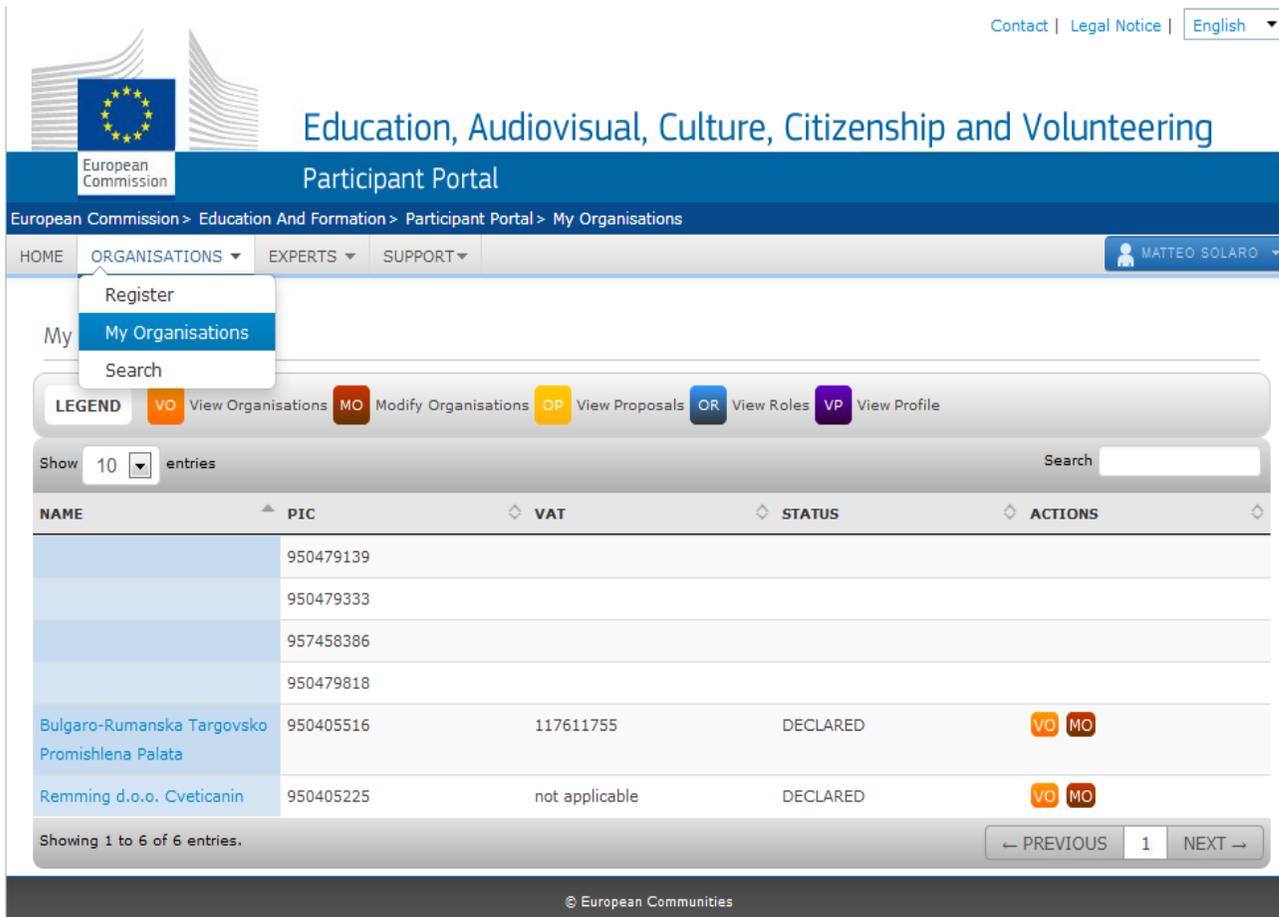
Is your organisation a small/medium-sized enterprise (SME)? Yes No

Organisation description: Production company specialized in TV animation series

Close < Back Save Draft Save and Return

- For each programme, different organisation types will be presented.
- After this last step, you will be redirected to the previous screen and you can click on "Finish your registration"
- An email with the PIC number will be send to the email mentioned in the contact address.

Participant Portal – See My Organisations



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

My Register My Organisations Search

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

Show 10 entries Search

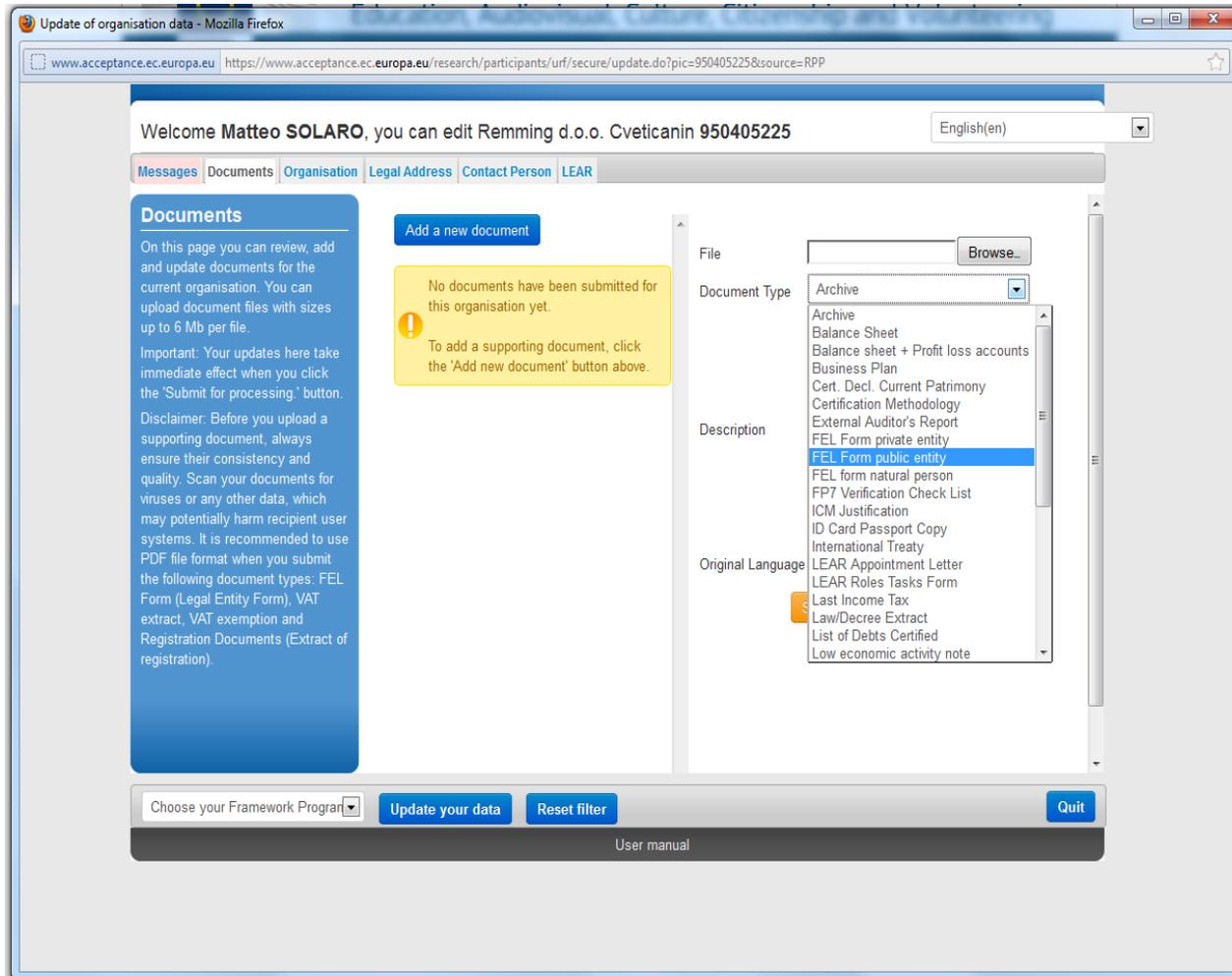
NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458386			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO
Remming d.o.o. Cveticanin	950405225	not applicable	DECLARED	VO MO

Showing 1 to 6 of 6 entries. PREVIOUS 1 NEXT

© European Communities

- All organisations created with the ECAS account will be visible in the "My organisation" tab.
- In order to modify the organisation data or to upload official documents, click on Modify Organisations (MO)

Organisation – modify data, add supporting documents



- Supporting documents related to the organisation can be uploaded (official registration documents, VAT documents, annual Balance sheets, etc)
- Check the call documentation to see which documents need to be uploaded.



eForms Creation

eForms – home page (EACEA website)



Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEAs Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEAs Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Create new application eForm

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm

eForm creation – select your call

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version

EN

Previous step

Next step

CREATIVE EUROPE

Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014
			Development Single Project	Development Single Project Creative		

Insert PIC & choose applicant organisation and partners



Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) User Guide

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>

Verify if partnership is correct and create pre-filled application form

Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form

User Guide

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page.
If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA
eForm language version			
EN			

Participating organisation(s)

Applicant organisation

PIC	Name	Country
999949333	MORPHO CARDS GMBH	DE

Other participating organisation(s)

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortuna Ltd	UK

Previous step

Create application eForm

What happens in case of selection?

Validation of the organisation

- If after the application and selection processes, project is awarded a grant, the beneficiary organisations will need to be validated.
- This validation is carried out by the validation team in the Research Executive Agency
- The validation consists in checking the registered data in relation to the official documents
- After the validation, a Legal Entity Appointed Representative is nominated. He will be the only person allowed to change the organisation data in the Portal.