

Informació pràctica:

Guia E+

EU Login - PIC

Mercè Travé
Palma de Mallorca
Desembre 2017

Guia E+ 2018

Guia E+ - pgs 244-252

PART C -INFORMATION FOR APPLICANTS

WHAT TO DO IN ORDER TO SUBMIT AN ERASMUS+ APPLICATION?

To submit an Erasmus+ project, applicants must follow the four steps described below:

- Each organisation involved in the application must register in the Participant Portal and receive a Participant Identification Code (PIC). Organisations/groups that have already obtained a PIC through their participation in other EU programmes do not need to register again. The PIC obtained from this previous registration is valid also for applying under Erasmus+;
- check the compliance with the Programme criteria for the relevant Action/field;
- check the financial conditions;
- fill in and submit the application form.

Guia E+ 2018

STEP 1: REGISTER IN THE PARTICIPANT PORTAL

All organisations involved in the application must be registered and provide their basic legal and financial data in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal, if not already done.

To register in the Participant Portal, the person representing an organisation (or an informal group of young people) must carry out the following steps:

- Create an ECAS account (unless the person representing the organisation/group already has an account). New ECAS accounts can be created via the following website:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- Access the Participant Portal at

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

and register on behalf of the organisation/group. Guidance and Frequently Asked Questions are available on the Participant Portal.

The organisation/group need to register only once in the Participant Portal. Once the registration is completed, the organisation/group will obtain a Participant Identification Code (PIC). The PIC, which is a unique identifier and is necessary for the submission of applications, enables the organisation/group to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

Informació pràctica

Erasmus+ - Passos previs abans de presentar una sol·licitud

- 1) Crear compte **EU Login** (antic **ECAS**)
- 2) Registrar institució al servei de registre únic (**URF**) del Portal del Participant per obtenir **PIC** (codi d'identificació personal)
- 3) Afegir **documents** en el Portal del Participant

1) Crear compte EU Login (antic ECAS)

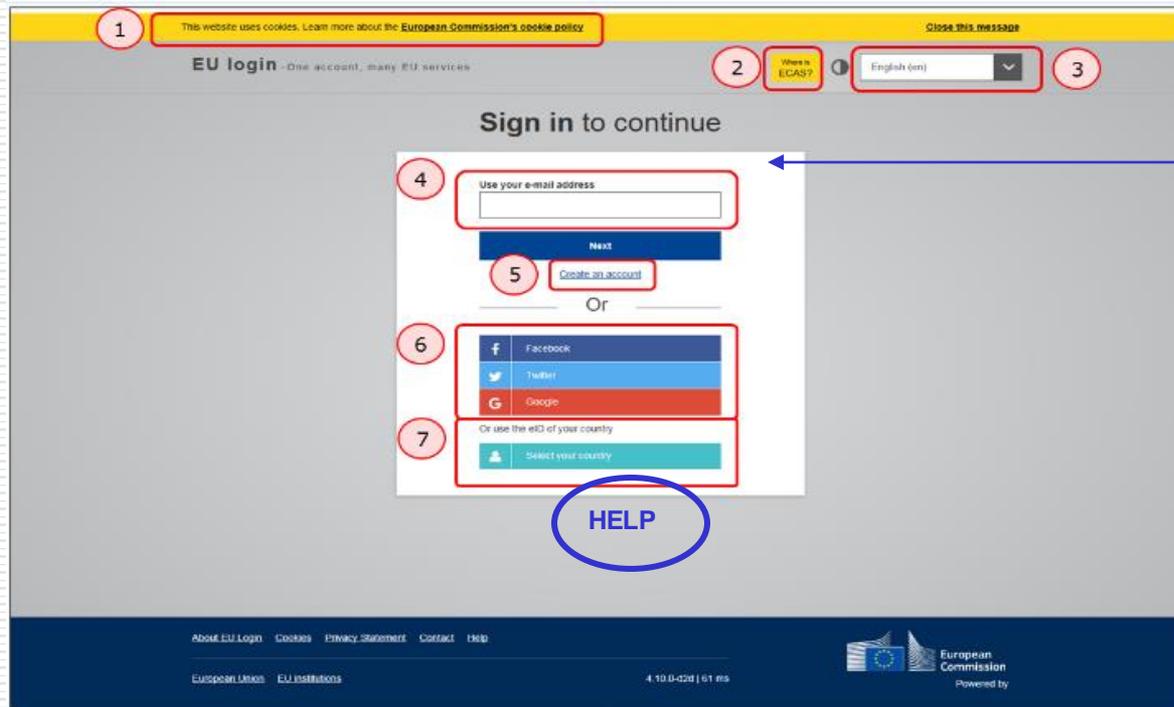
- **EU Login** (European Commission Authentication Service) - permet als usuaris accedir a la majoria de sistemes digitals desenvolupats o utilitzats per les institucions europees.
- És únic i va associat a una única **adreça electrònica** (preferiblement **institucional**), que es pot canviar. Es recomana fer servir aquesta mateixa adreça electrònica per accedir i/o gestionar el Participant Portal (URF), la Mobility Tool+ i la plataforma de resultats de projectes (PRP)
- Es recomana tenir-ne només **un** per institució.
- No caduca mai.
- L'accés pot quedar bloquejat després de 5 intents fallits. Es torna a desbloquejar automàticament al cap de 15 minuts.
- Pot demanar una nova contrasenya després d'un període sense connexió.
- [Manual EU Login \(antic ECAS\)](#)

1) Crear compte EU Login (antic ECAS)

Si encara no teniu un compte EU Login, heu d'anar a <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

i

Si ja teniu un compte EU Login, aneu a <https://webgate.ec.europa.eu/cas/login>

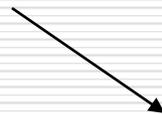


Es recomana un **únic** registre per institució

1) Crear compte EU Login (antic ECAS)

Facilitar adreça
electrònica
permanent – no
personal

Es recomana
correu
institucional



EU login - One account, many EU services

English (en)

Create an account

Create an account Login

Help for external users

- 1 First name
- 2 Last name
- 3 E-mail
- 4 Confirm e-mail
- 5 E-mail language
English (en)
- 6 Enter the code
Y0NK
- 7 By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

ABOUT EU LOGIN COOKIES Privacy Statement CONTACT HELP

European Union EU institutions

4 10 0-004 | 68 ms

European Commission
Powered by

1) Crear compte EU Login (antic ECAS)

Al cap d'uns minuts rebreu un **correu electrònic** a l'adreça indicada amb les **instruccions** per completar el procés

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

1) Crear compte EU Login (antic ECAS)

Model carta antic ECAS

Dear,

You have been registered in ECAS, the European Commission Authentication Service.

Your user name is

To create your password, click:

[this link](#)

You have a maximum of 24h, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.member=checked&wayf.submit=Select&uid=nbuysses&resetCode=6XzRmLn5kghTzR9X8zVCfb1ezxe3zquu7OfhubnKIVZ0&service=http%3A%2F%2F158.167.242.207%3A6083%2Fcommfrontoffice%2FvisitsFO%2Findex.cfm>

Whenever you login, please choose the domain "External", not "European Commission".

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Sent to you by

ECAS - European Commission Authentication Service

Disposeu de
24h

1) Crear compte EU Login (antic ECAS)

S'ha de canviar cada 3 mesos.
Rebreu un recordatori per correu electrònic 15 dies abans

Comprovar

The screenshot shows the 'New password' form with several annotations:

- A blue oval around the title 'New password'.
- A blue oval around the username 'nkarkize (External)'.
- A yellow box around the 'New password' input field.
- A red box around the 'Submit' button.
- A red arrow points from the 'New password' field to the 'Proceed' button in the next screenshot.

Below the form, there is a password policy section:

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>@[\"_`{|}~

Examples: 5QVVgXArcjJzVtMRvH_yVibvmes]

[\[Generate other sample passwords\]](#)

The screenshot shows the 'New password' success message:

New password

Your EU Login password was successfully changed.

Proceed

The screenshot shows the 'Successful login' message:

Successful login

You are now logged in to EU Login.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

1) Crear compte EU Login (antic ECAS)

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or use the eID of your country

 [Select your country](#)

For applications used in Erasmus+ only authentication with **e-mail address** is possible!

Sign in to continue

1 **Welcome**
user@email.com
(External)
[Sign in with a different e-mail address?](#)

2 **Password**

[Lost your password?](#)

Choose your verification method

Password **3**

4 **Sign in**

S'ha de posar el mateix correu electrònic (preferiblement institucional) utilitzat al crear el compte EU Login

2) Obtenir PIC

Anar a <http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html> i iniciar sessió

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

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

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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.

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.

usuari ECAS

REGISTER ORGANISATION

RESUME REGISTRATION

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
If the Validation Services have not started the validation of your data yet: 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.	If the Validation Services have already started the validation process: You are able to upload additional documents up to 10 MB . Once uploaded, these documents may not be withdrawn or modified.	If your data has been validated by the Validation Services: Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request

2. Obtenir PIC

S'han d'emplenar obligatòriament els camps marcats amb un asterisc i es recomana emplenar tots els camps.

- Legal Name = nom del centre. No s'ha de traduir a l'anglès.
- VAT Number = ES (indicador de país) + NIF
- Business Registration Number:
- Centres públics = codi de centre
- Centres concertats/privats = núm registre de societats
- Business Name: no és obligatori, però si es deixa buida la casella pot portar problemes. Es recomana posar el mateix que a “Legal name”.
- Registration Date = Data de creació del centre
- NACE code = Education
- Legal Form = Other/Unknown
- Phones = sense espais: exemple +34123456789

2) Obtenir PIC



Education and training

Participant portal - Beneficiary registration

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome **Identification** Organisation Contact Summary Success

Identification

Please fill in 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.

Legal name *		<input type="text" value="Legal name"/> Nom del centre
Establishment/Registration country *		<input type="text" value="--Select one--"/> Spain
Registration number		<input type="text" value="Registration number"/> Codi del centre
VAT number *		<input type="text" value="VAT number"/> ES NIF
Website		<input type="checkbox"/> VAT number not applicable <small>The format should be www.homepage.domain - for example, www.mycompany.com.</small>

© European Commission

2) Obtenir PIC

Education and training

Participant portal - Beneficiary registration

European Commission

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome **Identification** Organisation Contact Summary Success

The following organisations are already existing in the Beneficiary Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

- 🏠 IES EL TABLERO
📍 Spain - 949062842
- 🏠 IES EL ESCORIAL
📍 Spain - 948652726
- 🏠 IES El Greco
📍 Spain - 931359469
- 🏠 IES EL ARENAL
📍 Spain - 945002616

Save Saved at: 21/10/2022 02:18:00:16 ← Prev Next →

© European Commission

2) Obtenir PIC

Welcome Identification **Organisation** Contact Summary Success

Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

Legal name *

Describe the legal status of your organisation by selecting the appropriate options

Legal status

a natural person a legal person

non-profit for-profit

private entity public body

NGO

Registration data

Establishment/Registration country *

Registration number

Registration date

Registration authority

Legal form *

VAT number *

Business name VAT number not applicable

Official language *

Legal Address

Enter the official registered address of the beneficiary

Region/country

Street name and number *

P.O. Box

Postal code *

City *

Main phone *

Fax

Secondary phone

Website

Saved at: 21:40:33 02/11/2016

Centres públics

2) Obtenir PIC

Welcome Identification Organisation **Contact** Summary Success

Contact information

Until the [LEAR of the organisation](#) has been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Resistant role](#) on the Participant Portal.

Contact person → Contacte oficial

Is this contact person? Yes No

Title

Position in the organisation

Department

Professional e-mail * [i](#)

Gender * Female Male

Last name *

First name *

[Change personal information](#)

Address

Use the existing organisation's address? Yes No

Country *

Region/county

Street name and number *

P.O. box

Postal code

City *

Phones

Use the existing organisation's phone numbers? Yes No

Main phone *

Fax

Secondary phone

2) Obtenir PIC

Pantal
la
antiga
Revisar la
informació
abans de
confirmar

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Summary:
Once you review and verify your organisation data, click 'Confirm' to submit it.
After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation Address Contact Specific programs

Organisation information	
Establishment/Registration Country *	Belgium
Legal Name	B-CO
Official Language *	Dutch
Business Name	B-CO
Business Registration Number	963852741
VAT number	ES + NIF
NACE code	Education
Registration Date	2011-01-01
Registration Authority	BE
Legal Form	Other/Unknown

Legal Address information	
Street Name and Number *	1 Mother Lane
P.O. Box	

Print Save Draft Delete Draft **Confirm**

2) Obtenir PIC

The screenshot shows a web browser window with the URL <https://ec.europa.eu/research/participants/urf/registration/education/success>. The browser tabs include 'mtrave@xtec.cat', '5.Requisits previs.ppt', 'Successful login', 'Register an Organisation', 'Beneficiary's Register', and 'Página no encontrada'. The page has a progress bar at the top with steps: Welcome, Identification, Organisation, Contact, Summary, and Success (highlighted in blue).

Registration completed
You have successfully registered your Legal Entity.
Your PIC number is:
913834673

What's next?
You will shortly receive an email confirming your registration.
Go to the Participant Portal, section 'My Organisations' to:

- Provide programme specific information***
If you apply for H2020, it is essential to fill in this information as it is used in proposal evaluations, e.g. deciding eligibility and funding rates.
- Provide SME information***
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
- Update your organisation data**
- Upload required documents and read/send messages to the European Commission**

* Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes only can ignore this part.

[Continue to update](#)

The Windows taskbar at the bottom shows several open applications: 'FORM', 'SPORT_E+', 'eform_user_gui...', '5.Requisits prev...', 'ECAS_Xavier (3)...', 'Documento2 - ...', and 'Beneficiary's Re...'. The system clock shows 12:26.

2) Obtenir PIC

Una cop acabat el procés, rebreu un missatge de confirmació a l'adreça de correu electrònic facilitada:

Dear Mr. XXX,

The Education and Culture Directorate-General and the Education, Audiovisual and Culture Executive Agency of the European Commission thank you for having registered a legal entity in our database of participant organisations.

The record has been successfully created. The TEMPORARY Participant Identification Code (PIC) for the legal entity you have registered is 949646782.

You can now use your PIC in order to submit a proposal for the EAC/EACEA programmes If your organisation is selected for the projects managed by EACEA then your organisation will need to pass a Legal Entity validation and your organisation will have to provide supporting documents.

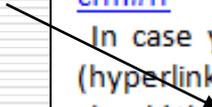
Please find downloadable forms and instructions on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#fr

In case your organisation is applying for the projects managed by the national agencies (hyperlink to the list of NAs and list of projects (actions) managed by NA), your organisation should then provide the supporting documents as requested in the Guide for applicants and by your National Agency (this can be done by uploading the supporting documents in URF).

Please note that the validation could result in a possible change of the PIC (if e.g. the validation reveals that the same legal entity already exists under another PIC).

The Validation Service

Falta afegir documents



3) Afegir documents

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

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

HOME ORGANISATIONS EXPERTS SUPPORT

Register
My Organisations
Search

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

Show 10 entries Search

PIC	VAT	STATUS	ACTIONS
		DECLARED	VO MO

Nom del centre

Modificar

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

© European Communities

3) Registre en URF



Education and training

Participant portal - Beneficiary registration

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome [redacted] You can edit the data of organisation [redacted] PIC: 920955443

- Activity log
- Organisation
- LEAR
- H2020 and FP7
- Erasmus Charter
- SME
- Messages
- Documents**

Submit changes

Activity log

There are no recorded actions in the Beneficiary Register

[HOW TO](#)

Organisation

Organisation data

Registration information

Legal name *	<input type="text" value="[redacted]"/>	<input type="button" value="⊙"/>
Business name	<input type="text" value="[redacted]"/>	<input type="button" value="⊙"/>
Legal status	<p><i>Describe the legal status of your organisation by selecting the appropriate options</i></p> <p><input type="radio"/> a natural person <input checked="" type="radio"/> a legal person</p> <p><input checked="" type="radio"/> non-profit <input type="radio"/> for profit</p> <p><input type="radio"/> private entity <input checked="" type="radio"/> public body</p> <p><input type="checkbox"/> NGO</p>	<input type="button" value="⊙"/>
Official language *	<input type="text" value="Catalan (ca)"/>	<input type="button" value="⊙"/>
Establishment/Registration country *	<input type="text" value="Spain (ES)"/>	<input type="button" value="⊙"/>
Legal form *	<input type="text" value="UNKNOWN"/>	<input type="button" value="⊙"/>
VAT number *	<input type="text" value="ESQ5856208C"/>	<input type="button" value="⊙"/>
Registration number	<input type="text" value="[redacted]"/>	<input type="button" value="⊙"/>

VAT number not applicable

3) Afegir documents

Activity log
Organisation
LEAR
H2020 and FP7
Erasmus Charter
SME

Messages
Documents

Submit changes

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

New message

Subject	Message	Date	View
Documents submitted	Thank you for submitting the supporting documents ...	22-03-2016 02:00:06	

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 8Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Fitxa d'entitat legal	21-03-2016 Received
	13-07-2016 Received
Fitxa d'entitat financera Document creació centre	21-03-2016 Received
Document identificació fiscal	22-06-2016 Replaced
Document ...	21-03-2016 Received

Add document

3) Afegir documents

CENTRES PÚBLICS

Abans de presentar el formulari de sol·licitud, s'han de pujar els següents documents:

- Fitxa d'entitat legal

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

- Fitxa d'identificació financera

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

3) Afegir documents

CENTRES CONCERTATS O PRIVATS

Abans de presentar formularis de sol·licitud, s'han de pujar els següents documents:

- Fitxa d'entitat legal

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

- Fitxa d'identificació financera

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

3) Afegir documents

Fitxa d'entitat legal

Centres
públics

Nif

Adjuntar documents justificatius:
DOG creació centre, targeta
identificació fiscal...

ENTIDAD LEGAL

POLÍTICA DE PRIVACIDAD http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_es.pdf

Por favor utilice LETRAS MAYÚSCULAS Y CARACTERES LATINOS para rellenar el formulario.

ORGANISMO DE DERECHO PÚBLICO ①

NOMBRE OFICIAL ①

ABREVIATURA

NÚMERO DE REGISTRO PRINCIPAL ③

NÚMERO DE REGISTRO SECUNDARIO (si se aplica)

LUGAR DE REGISTRO PRINCIPAL CIUDAD PAÍS

FECHA DE REGISTRO PRINCIPAL DD MM AAAA

NÚMERO DE IVA

DIRECCIÓN OFICIAL

CÓDIGO POSTAL APDO. DE CORREOS CIUDAD

PAÍS TELÉFONO

CORREO ELECTRÓNICO

FECHA

SELLO

FIRMA DEL REPRESENTANTE AUTORIZADO

PRESENTE LA PRESENTE FICHA CUMPLIMENTADA Y FIRMADA Y ADJUNTE COPIA DE LOS DOCUMENTOS OFICIALES JUSTIFICATIVOS DE LOS DATOS CONSIGNADOS (RESOLUCIÓN, LEY, REGISTRO MERCANTIL, BOLETÍN OFICIAL, IDENTIFICACIÓN A EFECTOS DEL IVA, ETC.)

① Organismo de Derecho público CON PERSONALIDAD JURÍDICA PROPIA, es decir, una entidad pública que puede representarse a sí misma y actuar en su propio nombre, es decir, con capacidad de demandar y ser demandada, de adquirir y enajenar bienes, y celebrar contratos. Esta situación jurídica es confirmada mediante el acto jurídico por el que se crea la entidad (una ley, un decreto, etc.).

② Denominación nacional y su traducción al EN o al FR, si existen.

③ Número de inscripción en el registro mercantil nacional.

3) Afegir documents

Fitxa d'identificació financera



IDENTIFICACIÓN FINANCIERA

POLÍTICA DE PRIVACIDAD http://ec.europa.eu/euissnet/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#p

Por favor utilice LETRAS MAYÚSCULAS Y CARACTERES LATINOS para rellenar el formulario.

DATOS BANCARIOS ①	
NOMBRE DE LA CUENTA ②	<input type="text"/>
IBAN/NÚMERO DE LA CUENTA ③	<input type="text"/>
MONEDA	<input type="text"/>
CÓDIGO BIC/SWIFT	<input type="text"/>
CÓDIGO DE LA SUCURSAL ④	<input type="text"/>
NOMBRE DEL BANCO	<input type="text"/>
DIRECCIÓN DE LA SUCURSAL	
CALLE Y NÚMERO	<input type="text"/>
POBLACIÓN/CIUDAD	<input type="text"/>
CÓDIGO POSTAL	<input type="text"/>
PAÍS	<input type="text"/>
DATOS DEL TITULAR DE LA CUENTA IGUAL QUE LOS DECLARADOS AL BANCO	
TITULAR DE LA CUENTA	<input type="text"/>
CALLE Y NÚMERO	<input type="text"/>
POBLACIÓN/CIUDAD	<input type="text"/>
CÓDIGO POSTAL	<input type="text"/>
PAÍS	<input type="text"/>
OBSERVACIONES	<input type="text"/>
SELLO DEL BANCO + FIRMA DEL REPRESENTANTE DEL BANCO ⑤	FECHA (Obligatoria)
	FIRMA DEL TITULAR DE LA CUENTA (Obligatoria)

Important!

- ① Los datos han de ser los del banco final, no los del banco Intermediario.
- ② No se refiere al tipo de cuenta. El nombre de la cuenta es normalmente el del titular de la cuenta. No obstante, el titular de la cuenta podría haber elegido un nombre diferente para su cuenta bancaria.
- ③ Incluye el código IBAN (Número Internacional de la Cuenta Bancaria) en el caso de que exista tal número en el país en el que su banco tiene su sede
- ④ Sólo se aplica a los EEUU (ABA code), AU/NZ (BSB code) y CA (Transit code). No se aplica a otros países.
- ⑤ Es preferible adjuntar una copia de un extracto bancario RECIENTE. Tenga en cuenta que el extracto bancario ha de confirmar toda la información apuntada anteriormente en las secciones NOMBRE DE LA CUENTA, NÚMERO DE LA CUENTA/IBAN y NOMBRE DEL BANCO. En el caso de adjuntarse un extracto bancario, no se requerirán ni el sello del banco ni la firma de un representante del banco. No obstante, son SIEMPRE obligatorias tanto la firma del titular de la cuenta como la fecha.



Mercè Travé